

## ACCOUNTING • BUDGET • REVENUE

### PURCHASING POLICY MAKEOVER

WE ARE WORKING ON REVISING THE TOWN'S CURRENT PURCHASING POLICY.  
PLEASE STAY TUNED FOR FURTHER UPDATES.

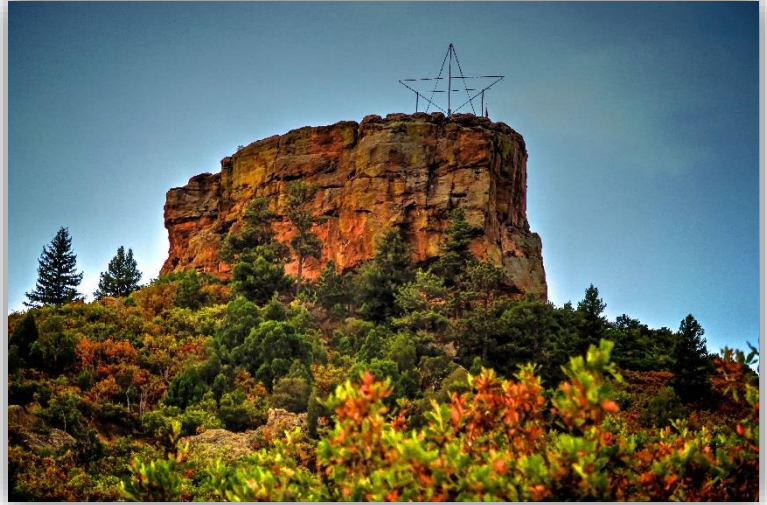
### MISSION & VISION STATEMENT

#### MISSION STATEMENT

Through exceptional customer service  
and effective partnerships,  
we deliver accurate and timely financial services

#### VISION STATEMENT

The Finance Department will provide financial solutions  
and services in support of the Town's vision  
and community objectives through:  
Proactive Education, Purposeful Planning,  
Excellent Communication and  
Fiscal Accountability



**Trish Muller**  
Finance Director

**Sara Ruby**  
Administrative Assistant

**Michael Tempel**  
Business Systems Analyst

#### Accounting

**Christie Guthrie**  
Accounting Manager

**Edward McWilliams**  
Finance Project Analyst

**Kimberly Kraft**  
Accounting Supervisor

**Caitlin Machone**  
Accountant

**Michele Rupprecht**  
Payroll Technician

**Sarah Kiefer**  
Accounting Technician

**Katie Parker**  
Accounting Technician

**Nalene Pecore**  
Accounting Technician

#### Budget & Finance

**Nicole Carner**  
Budget & Finance Manager

**Matt Gohl**  
Senior Financial Analyst

**Matthew Kipp**  
Financial Analyst

**Tom Castillo**  
Financial Analyst

#### Revenue

**Pete Mangers**  
Revenue Manager

**Jamie Authier**  
Sales Tax Auditor

**Greg Doane**  
Sales Tax Auditor

**Jane Chrestensen**  
Sales Tax PIF Specialist

**Kellie Helm**  
Senior Customer Service  
Representative

For More Information Please Visit:

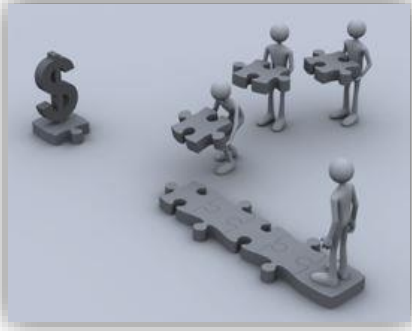
**[www.CRgov.com](http://www.CRgov.com)**

Services/Finance

EXCELLENCE • DEDICATION • SERVICE

## FINANCE

### ACCOUNTING ACTIVITIES



Accounting has been meeting with representatives of each department this year to review the current purchasing policy. A draft of the revised policy will be presented to the Department Head group in October.

#### Year End Dates

Dec. 12-16, 2016 - Auditors will perform Interim Audit  
Feb. 6, 2017 - AP cutoff for all 2016 Invoices  
Apr. 24-28, 2017 - Auditors will perform Field Audit

The auditors are from Eide Bailly.

#### Unclaimed Property

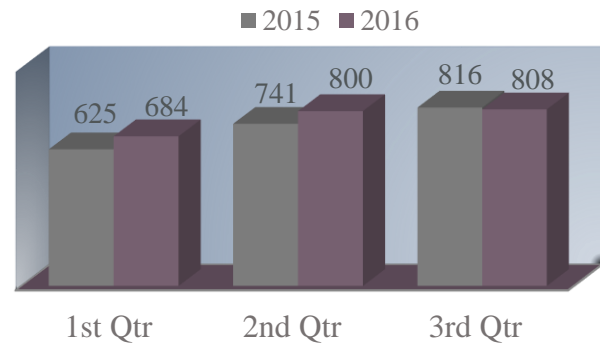
Stale dated checks are listed on the Town's website for Payroll and Accounts Payable checks over 180 days old that are under \$200.00. If the check amount is \$200.00 or more, a certified letter is sent to the last known address with instructions on how to claim the funds.

Please see the Unclaimed Property section under the Transparency / Financial Information page of the Town's website.

<http://www.crgov.com/1972/Financial-Information>

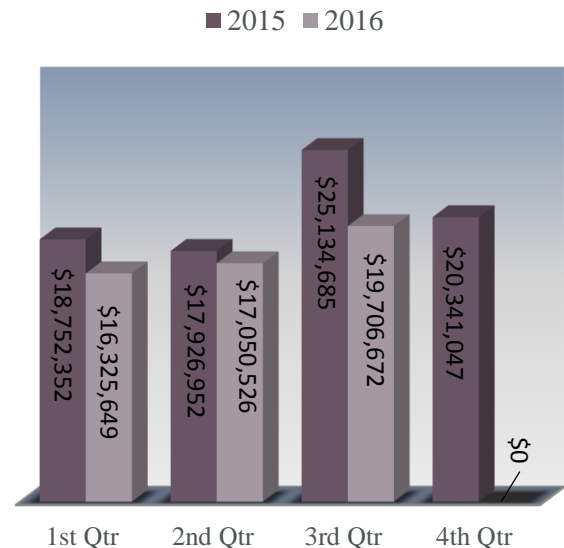
### PAYROLL

#### TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)



### A/P PURCHASING

#### TOTAL AP CHECKS ISSUED (Total by Qtr)



#### TOTAL AP CHECKS CUT

2013	2014	2015	2016 (YTD)
5,400	5,880	5,914	4,757

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Public Works cash flow analysis updates for North Meadows Extension to complete payments
- Monthly Financial Department/Division reports and analysis
- Public Safety overtime detail reports and project code reports
- United Fire Dispatch Authority bookkeeping, financial memo, and financial statement preparation and preparation of the 2017 Budget
- Analysts meeting with departments to refine 2016 year-end-estimates for inclusion in the 3<sup>rd</sup> Quarter Financial Report to Council, planned for presentation on November 15th
- Attended a training session on budgeting through Cartegraph software
- Analysts participated in review and discussion of the Town's Purchasing Policy for upcoming revision
- Participated in orientation to Cartegraph software with the Parks Department
- Coordinated with Parks and Recreation to analyze funding options for Festival Park redevelopment bids

### IMPORTANT UPCOMING DATES

#### October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

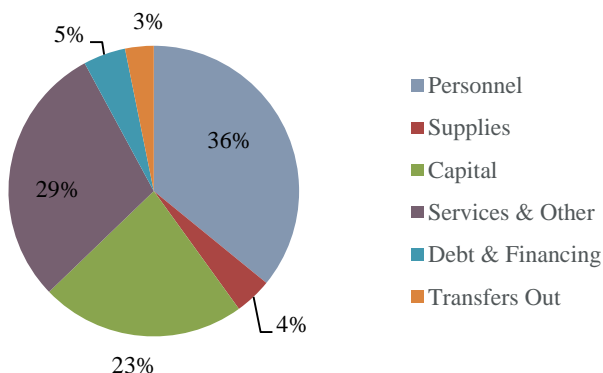
- October 18: Presentation for adoption of the 2017-2019 Balanced Financial Plan Resolution and 2017-2021 5 Year CIP Resolution
- October 19: Goal date for posting Final Adopted 2017 Budget to Town Website (CRGov.com)

### BUDGET DEVELOPMENTS

- The 2017 Budget was presented to Council on September 6<sup>th</sup> and September 20<sup>th</sup> and was adopted on first and second reading
- Adoption on first reading by Council of the Property Tax Mill Levy ordinance
- Prepared a 5<sup>th</sup> amendment to the 2016 Budget for presentation to Council on October 4<sup>th</sup> to accommodate a refund of the 2015 TABOR surplus, contingent upon results of the election in November. Second reading to occur on October 18<sup>th</sup>
- Prepared a 6<sup>th</sup> amendment to the 2016 Budget to accommodate additional building inspection costs in the Development Services enterprise fund
- Prepared recommended updated Impact Fee ordinance for presentation to Council on first reading on October 4<sup>th</sup>. Second reading to occur on October 18<sup>th</sup>
- Incorporated revised Impact Fee revenue projections in the 2017-2019 Balanced Financial Plan and the 2017-2021 5 Year CIP

### ACTUAL EXPENDITURES BY CATEGORY

#### Through August 2016



## FINANCE

### LICENSING

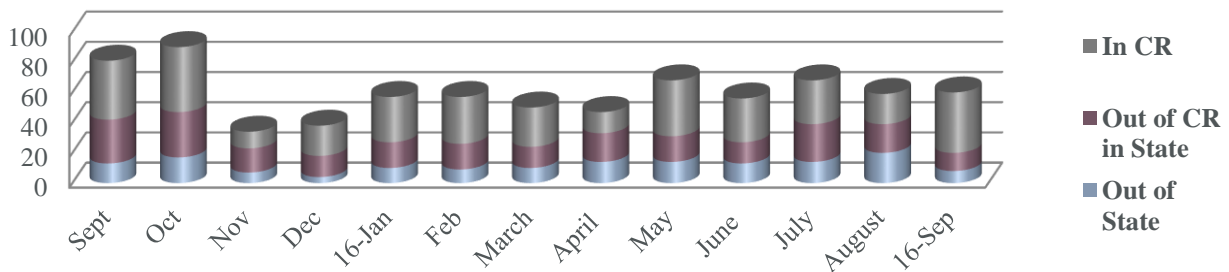
- We have issued a total of 60 new business licenses in September, including in Town businesses.
- Castle Rock currently has a total of 3,859 active businesses licensed
- 1,852 or 47% of all businesses licensed are based in Castle Rock
- There have been 14 accounts closed in September

For more information on  
New Castle Rock Businesses  
Please visit  
[www.crgov.com/411](http://www.crgov.com/411)

### NEW CASTLE ROCK BUSINESSES

<b>EatRight-LiveWell</b> Nutritional Therapy	<b>Humble Bookkeeping Solutions LLC</b> Bookkeeping Services
<b>Visionaire Eye Consultants</b> Medical & Surgical Ophthalmic Services	<b>Castle Rock Massage &amp; Wellness</b> Massage & Bodywork
<b>Pet Sitting By Pam</b> Pet Sitting/Dog Walking	<b>KM Empire Corp</b> Cleaning Services
<b>Paladin Technical Services LLC</b> Information Technology Consulting	<b>MineLuxe LLC</b> Handmade Jewelry
<b>Qdoba Mexican Eats</b> Mexican Restaurant	<b>Gioia Cleaning</b> Janitorial Services
<b>Regenerate Wood Products LLC</b> Repurposed Lumber	<b>MJ Designs</b> Home Décor Items
<b>The Office Co</b> Full Service Restaurant & Bar	<b>Edward Jones – Brice Jones</b> Financial Services
<b>Two Sisters Essentials</b> Bath Products	<b>Hail To The Tails LLC</b> Canine Massage & Pet Sitting
<b>The Sweet Roller</b> Baked Goods	<b>Metro Building Inspection</b> Building Inspection Services
<b>Sobriety 1<sup>st</sup> Sober Living LLC</b> Sober Living Placement	<b>Denver Metro Association of Realtors</b> Products For Selling A Home
<b>Hollis &amp; Miller Architects</b> Architecture & Interior Design	<b>HighPointe Academy</b> Childcare Services
<b>Best Western Classics Ltd</b> Classic Car Sales	<b>Shabby Alpaca</b> Sales of Alpaca Themed Items
<b>Empire Gifts &amp; Antiques</b> Gift Items	<b>TatLife</b> Tattoo Parlor & Body Art
<b>ME Designs</b> Home Décor Items	<b>Ultra Beauty</b> Beauty Supply Store
<b>Twin Peaks Estate Sales</b> Estate Sale Liquidation	<b>Montoya Tax US</b> Legal Tax Services
<b>Created Colorful</b> Handmade Products	<b>Rockin Lather</b> Bath Products
<b>Colorado Restaurant Bookkeeping</b> Bookkeeping & Consulting Services	<b>Promenade At Castle Rock</b> Property Owner/Landlord
<b>The Unpapered Home</b> Gift Items	<b>Waggin Wagon</b> Mobile Pet Grooming

### BUSINESS LICENSES ISSUED



This graph illustrates how many business licenses are issued per month, by area.

## FINANCE

### ENFORCEMENT

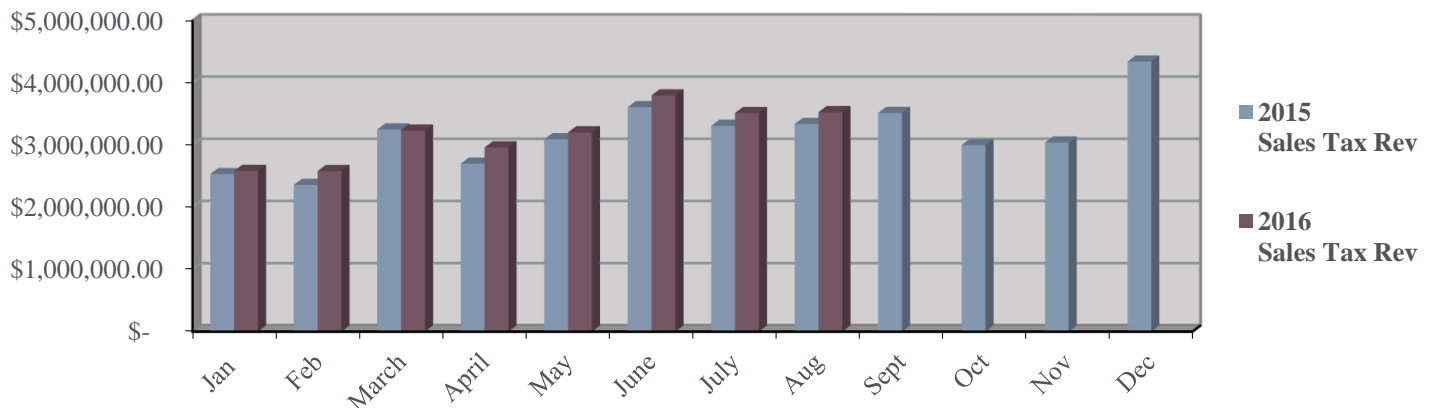
- Sales Tax has collected \$51,509 in delinquency revenue for the month of September
- Delinquency Collection YTD \$533,010
- We currently have 33 audits in process

### REPORTING

August	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015	\$ 3,336,810	\$ 154,511	\$ 3,182,299
2016	\$ 3,527,700	\$ 16,938	\$ 3,510,762
Dollar +/-	\$ 190,890	\$ (137,573)	\$ 328,463
Percent Change	5.7%	-89.0%	10.3%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015 YTD	\$ 24,173,805	\$ 485,060	\$ 23,688,745
2016 YTD	\$ 25,739,432	\$ 177,773	\$ 25,561,659
Dollar +/-	\$ 1,565,627	\$ (307,287)	\$ 1,872,914
Percent Change	6.5%	-63.4%	7.9%

### SALES TAX REVENUE



\* Sales Tax is reported a month in arrears, we will report last months' revenue in the current month.