

## ACCOUNTING • BUDGET • REVENUE

### 2016 THIRD QUARTER REVIEW

OVERALL, THE FINANCIAL CONDITION OF THE TOWN CONTINUES TO BE STRONG. AS OF THE END OF THE THIRD QUARTER, TOTAL TOWN REVENUES ACROSS ALL FUNDS ARE 4.3% OVER THE YEAR-TO DATE BUDGET AND ARE ESTIMATED TO END THE YEAR 2.4% OVER THE 2016 BUDGET.

### 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

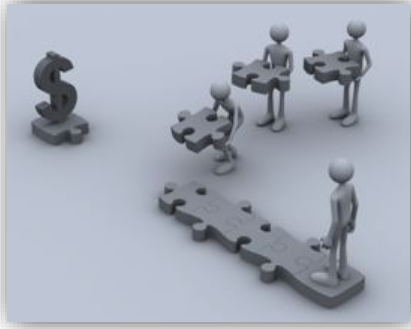
For More Information Please Visit:

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

Services/Finance

## 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 Town Manager in November.

#### Year End Dates

Dec. 12-16, 2016 - Auditors will perform Interim Audit

Feb. 6, 2017 - Accounts Payable 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.

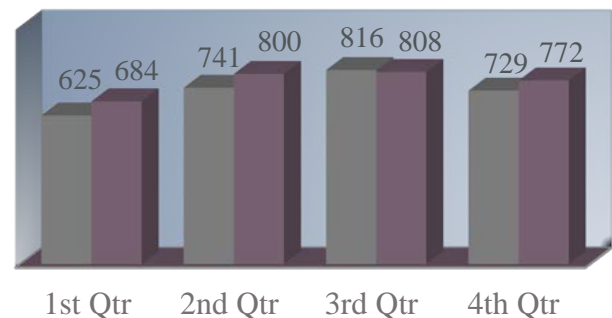
Please see the Unclaimed Property section under the Transparency / Financial Information page of the Town's website.

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

### PAYROLL

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

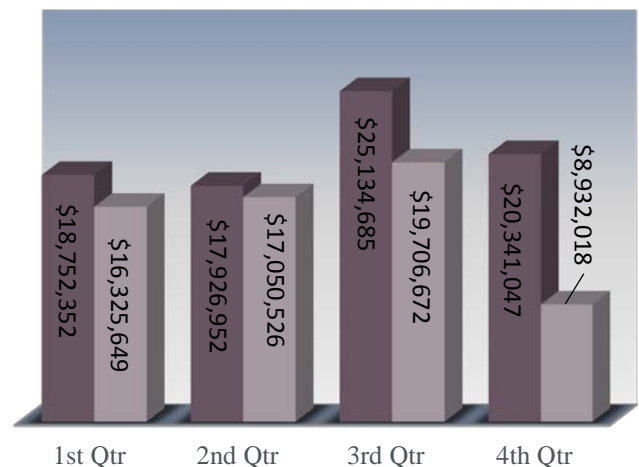
■ 2015 ■ 2016



### ACCOUNTS PAYABLE / PURCHASING

#### TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2015 ■ 2016



#### TOTAL AP CHECKS CUT

2013	2014	2015	2016 (YTD)
5,400	5,880	5,914	5,291

## 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 2017 Budget preparation and presentation with final approval scheduled for November 9th
- Completion of 2016 year-end-estimates and preparation of information for the 3<sup>rd</sup> Quarter Financial Review to Council, scheduled for November 15<sup>th</sup>
- Analysts participated in review and discussion of the Town's Purchasing Policy for upcoming revision
- Preparation of information for the Fire Department accreditation process
- Ongoing transition of departments to new Financial Analyst – Tom Castillo
- Participated in Cartegraph user group training and preparation with the Parks and Recreation Department

### IMPORTANT UPCOMING DATES

#### November 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			

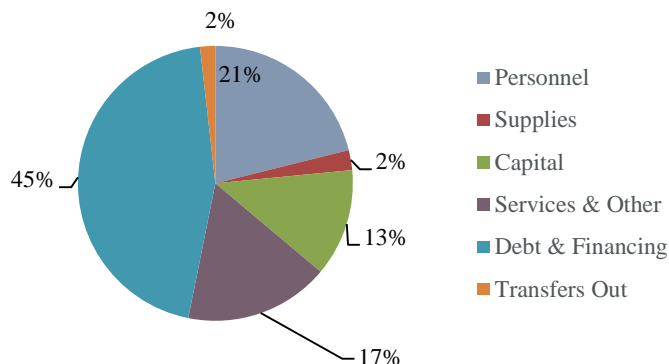
- November 15: Third Quarter Financial Review presentation to Town Council
- November 15: Second reading of the 8<sup>th</sup> amendment to the 2016 Budget

### BUDGET DEVELOPMENTS

- 5<sup>th</sup> amendment to the 2016 Budget 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 and adoption occurred on October 18<sup>th</sup>
- 6<sup>th</sup> amendment to the 2016 Budget to accommodate additional building inspection costs in the Development Services enterprise fund was approved on first reading and adopted on second reading by Council on October 18<sup>th</sup>
- Prepared a 7<sup>th</sup> Amendment to the 2016 Budget to accommodate additional costs for the redevelopment of Festival Park. Presentation and approval on first reading by Council occurred on October 18<sup>th</sup> with second reading on emergency adoption planned for November 1<sup>st</sup>
- Prepared an 8<sup>th</sup> amendment to the 2016 Budget to accommodate the purchase of water rights and infrastructure in Douglas County. First reading to Council is planned for November 1<sup>st</sup>, with second reading on emergency adoption planned for November 15<sup>th</sup>

### ACTUAL EXPENDITURES BY CATEGORY

#### Through September 2016

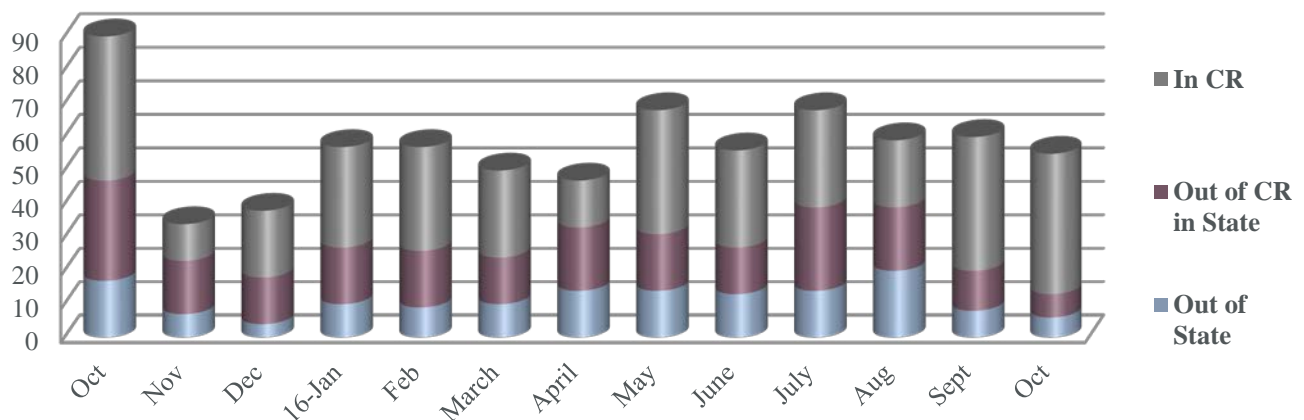


## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 55 new business licenses in October, including in Town businesses.</li> <li>Castle Rock currently has a total of 3,942 active businesses licensed</li> <li>1,917 or 48% of all businesses licensed are based in Castle Rock</li> <li>There have been 5 accounts closed in October</li> </ul>	<b>Lindsay Gray</b> LuLaRoe Consultant	<b>Tempo School of Performing Arts</b> Dance Instruction
	<b>Exceptional Education Outcomes LLC</b> Education Consulting/Tutoring/Advocacy	<b>Smart Choice Tire Services Inc</b> Mobile Tire Repair and Sales
	<b>Pink Cupcake Boutique LLC</b> LuLaRoe Consultant	<b>Iglesia Cristiana Piedra Angular</b> Christian Church
	<b>3 Wishes Photography</b> Photography Services	<b>Liberty Pro Imaging</b> Photography Services
	<b>Castle Rock Sprinkler</b> Irrigation Repairs	<b>Stinkin Good Green Chile</b> Mobile Food Truck
	<b>Maurices #2270</b> Women's Clothing Store	<b>Archvision</b> Remodeling and Design
	<b>Bob's Roasted Nuts</b> Roasted Nuts	<b>Catholic Benefits Association</b> Assist Catholic Employers
	<b>Feis Style</b> Irish Dance Accessories	<b>Window Genie</b> Window Cleaning, Power Washing
	<b>Envoy Mortgage LTD</b> Residential Mortgage Lending	<b>GrownGeneration Pueblo Corp</b> Gardening Supplies and Materials
	<b>Terwisscha Construction Inc</b> Architectural Services	<b>Barco's Painting of Colorado</b> Residential Home Painting
	<b>Whimsy Coffee Co</b> Coffee Related Products	<b>All Love Jewelry</b> Handmade Jewelry
	<b>Leggings and Such</b> LuLaRoe Consultant	<b>DDC</b> Home Décor and Antiques
	<b>Back To Action Chiropractic</b> Chiropractor	<b>Faux Doors Inc</b> Garage Door Painting and Hardware
	<b>LuLaRoe – Lyra and Ryan LLC</b> LuLaRoe Consultant	<b>Refresh Snoring &amp; Sleep Apnea Center</b> Dental Treatment of Snoring

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

## BUSINESS LICENSES ISSUED



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

## FINANCE

### ENFORCEMENT

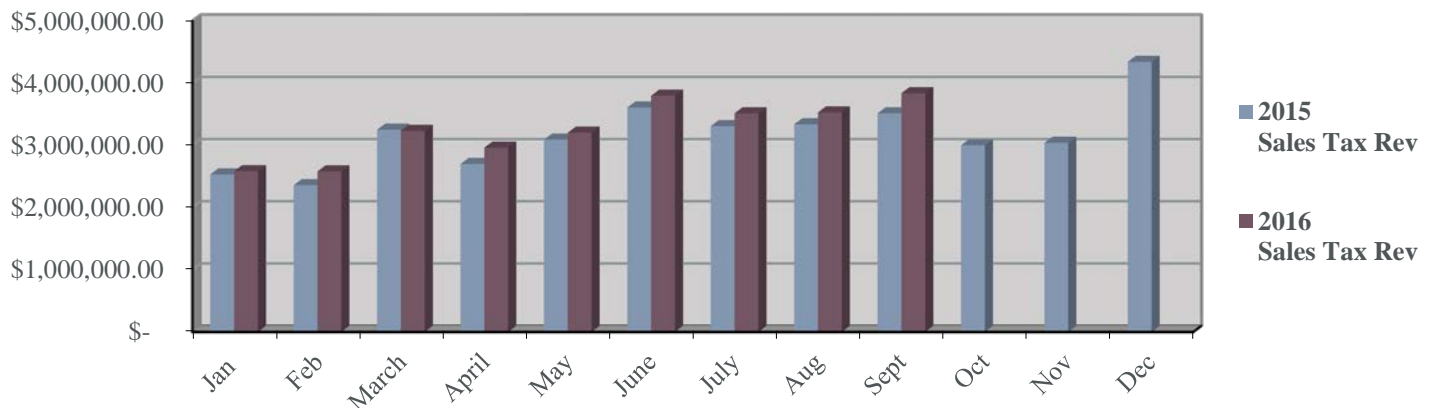
- Sales Tax has collected \$28,474 in delinquency revenue for the month of September
- Delinquency Collection YTD \$561,484
- We currently have 38 audits in process. With 5 audits to start in November
- October Audit Revenue \$259,107

### REPORTING

September	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015	\$ 3,513,438	\$ 47,823	\$ 3,465,615
2016	\$ 3,836,257	\$ -	\$ 3,836,257
Dollar +/-	\$ 322,819	\$ (47,823)	\$ 370,642
Percent Change	9.2%	-100.0%	10.7%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015 YTD	\$ 27,687,243	\$ 532,883	\$ 27,154,360
2016 YTD	\$ 29,598,390	\$ 177,773	\$ 29,420,617
Dollar +/-	\$ 1,911,147	\$ (355,110)	\$ 2,266,257
Percent Change	6.9%	-66.6%	8.3%

### SALES TAX REVENUE



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