

## ACCOUNTING • BUDGET • REVENUE

### TOWN RECEIVES OUTSTANDING ACHIEVEMENT AWARD

FOR THE FIRST TIME, THE TOWN OF CASTLE ROCK HAS RECEIVED AN AWARD FROM THE GOVERNMENT FINANCE OFFICERS ASSOCIATION FOR OUTSTANDING ACHIEVEMENT FOR ITS POPULAR ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2016.

### 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

**Nicole Carner - Assistant Finance Director**

**Christie Guthrie**  
Accounting Manager

**Kimberly Kraft**  
Accounting Supervisor

**Katie Baker**  
Accountant

**Michele Rupprecht**  
Payroll Technician

**Jill Ford**  
Payroll Technician

**Yvonne Haas**  
Accounting Technician

**Open Position**  
Accounting Technician

**Christina LeBlanc**  
Accounting Technician

**Liz Dockstader**  
Accounting Technician

#### Budget & Finance

**Matt Gohl**  
Budget & Finance  
Manager

**Matthew Kipp**  
Financial Analyst

**Alex Thiel**  
Financial Analyst

**Edward McWilliams**  
Finance Project  
Analyst

#### Revenue

**Pete Mangers**  
Revenue Manager

**Jamie Authier**  
Sales Tax Auditor

**Craig Larson**  
Sales Tax Auditor

**Heather Mullinax**  
Building Use Tax Auditor

**Ryan Kadlec**  
Sales Tax PIF Specialist

**Kellie Helm**  
Senior Customer Service  
Representative

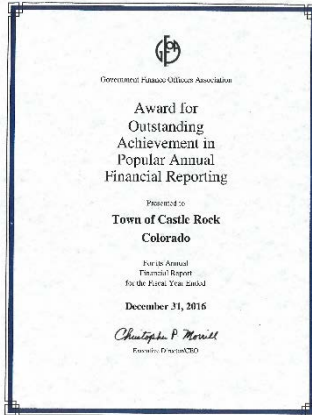
For More Information Please Visit:

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

Services/Finance

## FINANCE

### ACCOUNTING ACTIVITIES



#### Awards and Acknowledgements

Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the Town of Castle Rock for its Popular Annual Financial Report for the fiscal year ended December 31, 2016. This is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive this award, a government unit must publish a Popular Annual Financial Report (PAFR), whose contents conform to program standards of creativity, presentation, understandability, and reader appeal.

The Award for Outstanding Achievement is valid for a period of one year. This is the first year that the Town has received the award.

The PAFR is located on the Town's website:  
<http://www.crgov.com/DocumentCenter/View/17663>

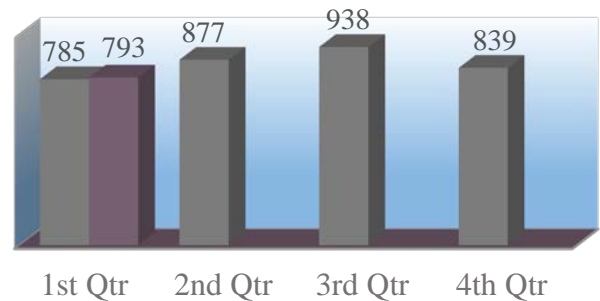
#### Important Dates

W-2's and 1099's were mailed out in January  
Apr. 23-May 4, 2018 - Auditors will perform Field Audit

### PAYROLL

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

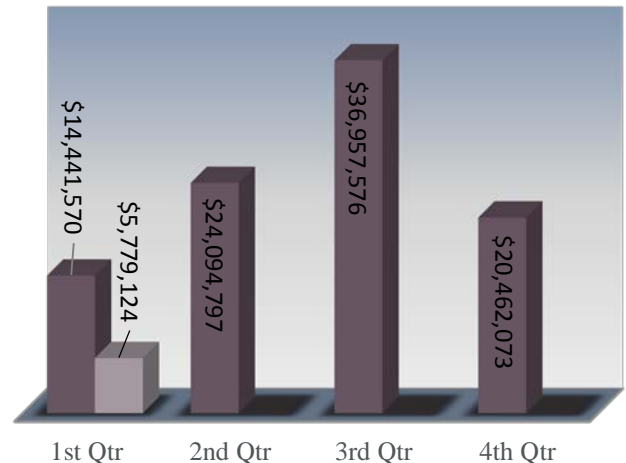
■ 2017 ■ 2018



### ACCOUNTS PAYABLE / PURCHASING

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

■ 2017 ■ 2018



#### TOTAL AP CHECKS CUT

2015	2016	2017	2018 (YTD)
5,914	6,474	6,716	549



# BUDGET

JANUARY 2018

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Began work on the Colorado Intergovernmental Risk Sharing Agency (CIRSA), Volunteer Accident Medical Plan (VAMP) and Community Service Workers Accident Medical Plan (CSWAMP) audits
- Worked with Finance Business Systems Analyst and Community Relations on the launch of the new online financial transparency platform, OpenGov, planned to launch in February
- Worked on multiple Fleet expansion funding scenarios
- Worked on Town trolley replacement funding options
- Prepared a template for capital replacement planning that will be developed through the upcoming budget process

### IMPORTANT UPCOMING DATES

#### February 2018

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			

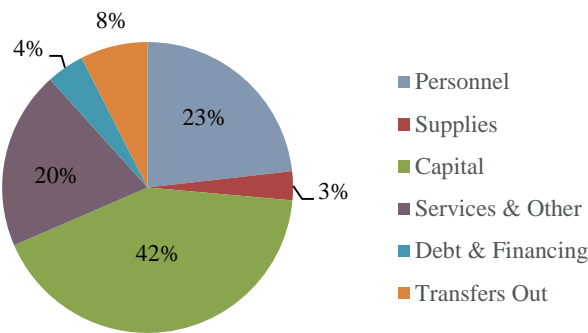
- February 26 - March 22: Analysts work with departments to develop budget requests, including CIP for inclusion in 2019 Budget, 2019-2021 Three Year Balanced Financial Plan and 2019-2023 5-Year CIP

### BUDGET DEVELOPMENTS

- Printing of the 2018 Budget document was completed
- Proposed 2019 Budget development calendar was developed and reviewed with the Town Manager and Department Heads
- Budget team prepared templates for 2019 Budget Development and 2018 Budget Amendments
- Budget team participated in Better Budgeting webinar offered by GFOA

### ACTUAL EXPENDITURES BY CATEGORY

#### Preliminary Through December 2017





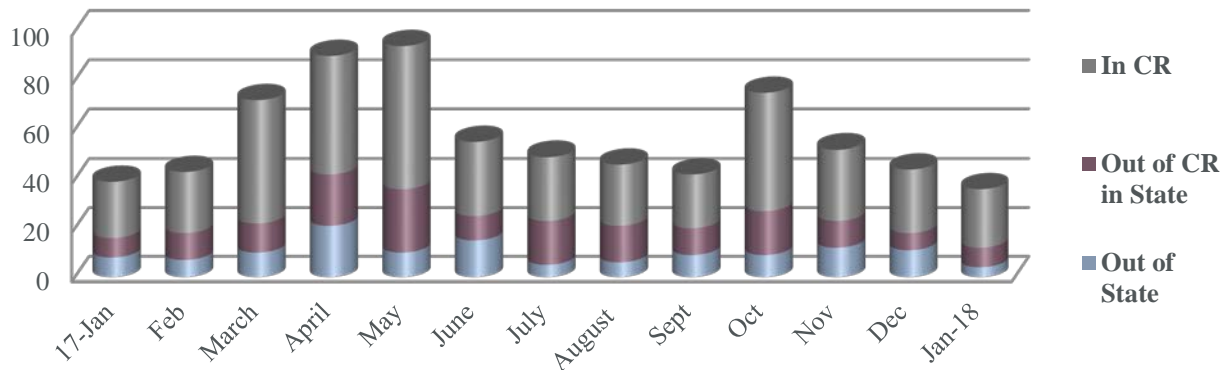
# REVENUE

JANUARY 2018

## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 36 new business licenses in January, including in Town businesses.</li> <li>Castle Rock currently has a total of 4,161 active businesses licensed</li> <li>2,041 or 49% of all businesses licensed are based in Castle Rock</li> <li>There have been 47 accounts closed in January</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>For more information on New Castle Rock Businesses Please visit <a href="http://www.crgov.com/411">www.crgov.com/411</a></p> </div>	<b>Half Moon Art by Lynette</b> Paintings	<b>Healing Helen LTD</b> Life Coaching & Energy Healing
	<b>Hideaway Home</b> Home Décor Goods	<b>Astro Tap House</b> Restaurant
	<b>Three Spirits Creations LLC</b> Graphic Design	<b>Jacq &amp; Ivey</b> Craft Fairs
	<b>Financial Hope Coaching LLC</b> Personal Financial Coaching Services	<b>WWR Partners</b> Sales of Fire Safety Equipment
	<b>Cuts by Kayla Marie</b> Hairstylist	<b>O'Turf LLC</b> Consulting Services
	<b>Enhance Property Maintenance Inc</b> Home Maintenance Services	<b>Beau Thai II</b> Thai Restaurant
	<b>Liliana Cleaning</b> House Cleaning	<b>Time After Time</b> Used Children's Clothing
	<b>Cardpool Inc</b> Unwanted Gift Card Kiosk	<b>Castle Lock Self Storage</b> Self-Storage Rental & Moving Supplies
	<b>Your Perfect Palace</b> House Cleaning	<b>Permission Engine CO</b> Event Production
	<b>S'Berry Boutique LLC</b> Handmade Jewelry & Mugs	

## BUSINESS LICENSES ISSUED



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



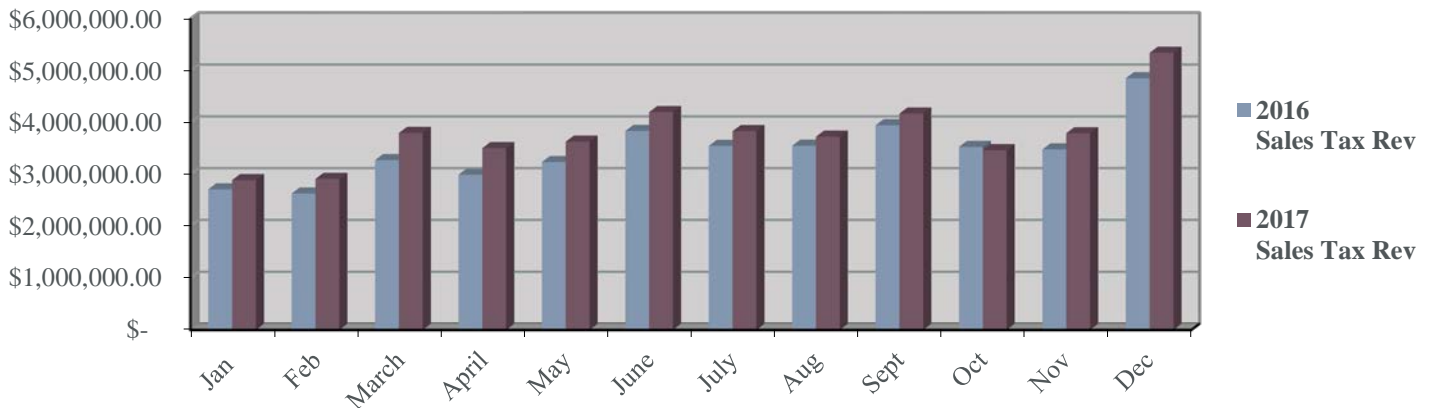
# REVENUE

JANUARY 2018

## FINANCE

ENFORCEMENT	REPORTING			
<ul style="list-style-type: none"> <li>Revenue Division had collected \$30,594 from delinquent accounts for the month of December</li> <li>YTD Delinquent Account Collections \$584,478</li> <li>We currently have 39 audits in process</li> <li>There was no audit revenue collected in December</li> </ul>	December	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
	<b>2016</b>	\$ 4,855,770	\$ 432,716	\$ 4,423,054
	<b>2017</b>	\$ 5,346,354	\$ 468,622	\$ 4,877,732
	<b>Dollar +/-</b>	\$ 490,584	\$ 35,906	\$ 454,678
	<b>Percent Change</b>	10.1%	8.3%	10.3%
	YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others*	Adjusted Collections
	<b>2016 YTD</b>	\$ 41,753,601	\$ 1,899,078	\$ 39,854,523
	<b>2017 YTD</b>	\$ 46,071,154	\$ 3,068,475	\$ 43,002,679
	<b>Dollar +/-</b>	\$ 4,317,553	\$ 1,169,397	\$ 3,148,156
	<b>Percent Change</b>	10.3%	61.6%	7.9%

## SALES TAX COLLECTIONS



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