



# FINANCE

MAY 2016

## ACCOUNTING • BUDGET • SALES TAX

### PLEASE JOIN US FOR A BUDGET OPEN HOUSE!!!

The Town will be hosting a Budget Open House from 6-8:30 p.m. on May 24<sup>th</sup> at Town Hall and June 13<sup>th</sup> at the Recreation Center. Please stop by with any questions you may have.

### 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

**Open Position**  
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

**Jamie Authier**  
Financial Analyst

**Matthew Kipp**  
Financial Analyst

#### Sales Tax

**Pete Mangers**  
Revenue Manager

**Greg Doane**  
Sales Tax Auditor

**Open Position**  
Sales Tax Auditor

**Jane Chrestensen**  
Sales Tax PIF Specialist

**Kellie Helm**  
Senior Customer Service  
Representative

For More Information Please Visit:

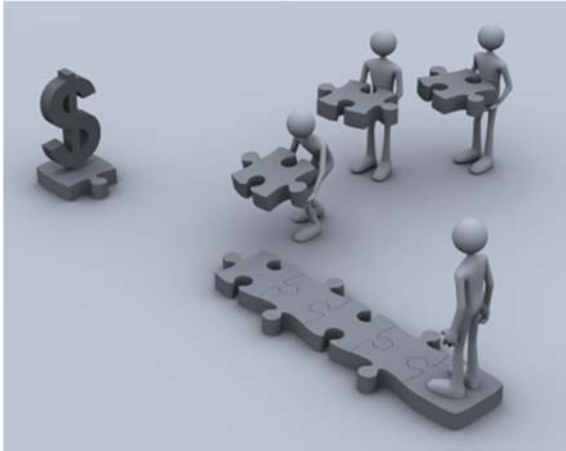
**[www.CRgov.com](http://www.CRgov.com)**

Services/Finance

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## FINANCE

### ACCOUNTING ACTIVITIES



#### *Activities*

The Accounting Division is continuing their work to compile the 2015 Comprehensive Annual Financial Report which will be presented to Town Council on June 21<sup>st</sup>. The Audit Committee will be meeting on June 13<sup>th</sup>. Edward McWilliams is doing a great job coordinating this project.

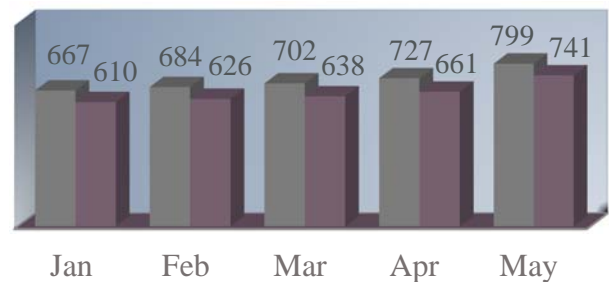
### NEWS

The Accounting Division currently has a vacant position for the Payroll Technician. Interviews will be held in the upcoming weeks. In the meantime, any payroll questions can be emailed to [payroll@crgov.com](mailto:payroll@crgov.com). Caitlin Machone with the assistance of Kim Kraft, are filling in until the new Payroll Technician is hired.

### PAYROLL

#### TOTAL # OF EMPLOYEES PAID

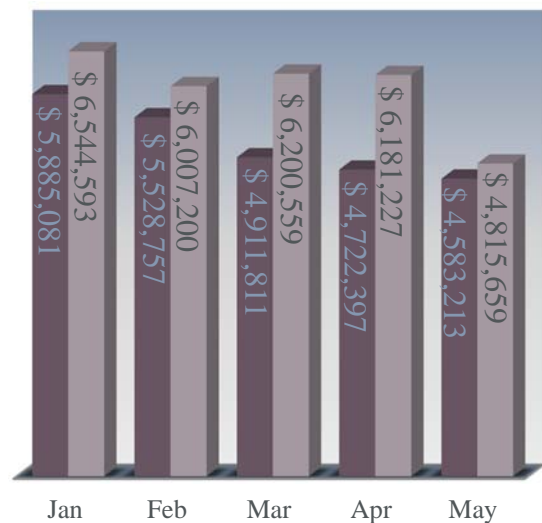
■ 2016 ■ 2015



### A/P PURCHASING

#### TOTAL AP CHECKS ISSUED

■ 2016 ■ 2015



#### TOTAL AP CHECKS CUT

<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016 (YTD)</u>
5,400	5,880	5,913	2,453

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Payroll projection refining for 2017 budgeting
- Revenue forecasting for the 2017 budget document and Three Year Financial Plan
- Staff memo preparation to request authority from Town Council for the Town Manager and Finance Director to reallocate contract funds with Kraemer North America
- Crystal Valley Fire Station expenditure projections and time lines updated
- Development of the Third Budget Amendment staff memo, ordinance and financial statements
- Cost allocation plan development allocates central costs to recurring departmental funds
- Impact Fee Study discussions and analysis of preliminary information
- Public Works cash flow analysis updates for the North Meadows Extension project to verify funding
- CIRSA Property & Casualty insurance application process for 2017 continues
- Financial report, member invoicing, and bookkeeping for United Fire Dispatch Authority May Board meeting
- First Quarter Financial Review staff memo and financial statements
- Reserve updates developed for the draft 2017-2019 Three Year Financial Plan
- Development of Fleet projections for 2017-2021 for all vehicle requests from departments

### IMPORTANT UPCOMING DATES

#### June 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		

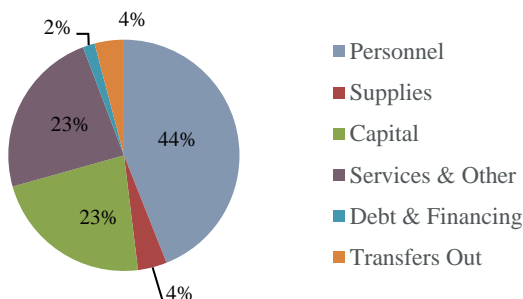
- June 2 – 9: Revenue & Expenditure detail review
- June 8 – Year End estimates completed and notes for the Three Year Financial Plan
- June 13 – Budget Open House
- June 14 – Town Council Budget Work Session
- June 15 – Fund Summaries completed for inclusion in budget document

### BUDGET DEVELOPMENTS

- Third 2016 Budget Amendment scheduled to be presented to Town Council on June 14<sup>th</sup> (First Reading), Second Reading planned for June 21<sup>st</sup>
- Budget Open House on May 24<sup>th</sup>. A second Budget Open House is scheduled for June 13<sup>th</sup>
- Financial Analysts continued updating templates to incorporate additional efficiencies for 2017 budgeting and reporting
- Townwide expenditure projections for Utilities and Townwide standard increases
- Completed first drafts of Financial Policies, Townwide Increases Summary, Capital Improvement Program pages, and the Reader's Guide to the Budget
- Fleet vehicle listing review with all departments to update Fleet Fund projections for outgoing years
- Continuation of Preliminary Three Year Financial Plan preparation
- Draft Revenue and Expenditure line item detail review
- Draft Three Year Financial Plan notes and assumptions
- Year End Estimate development with all departments

### ACTUAL EXPENDITURES BY CATEGORY

#### Through April 2016





# SALES TAX

MAY 2016

## FINANCE

### LICENSING

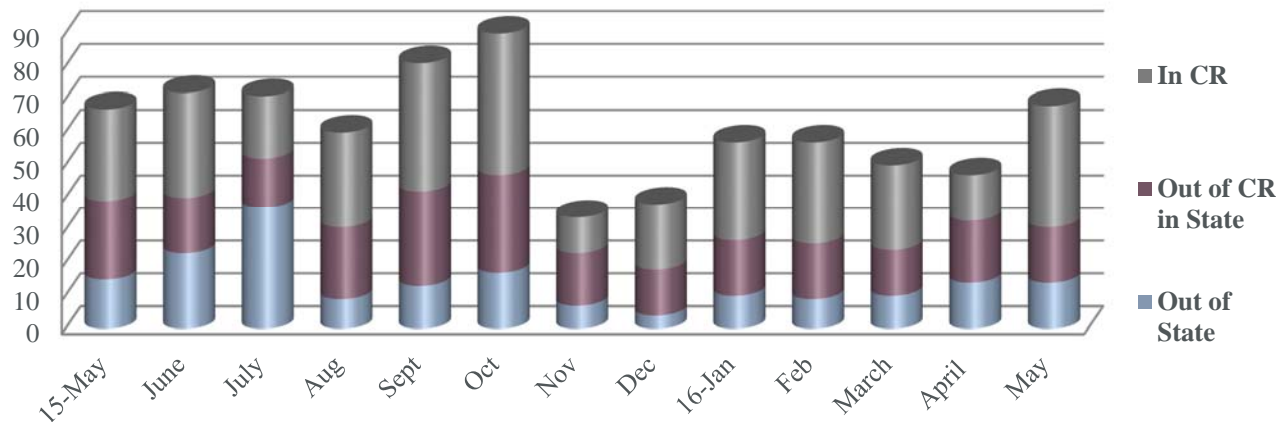
- We have issued a total of 68 new in/out of state licenses in May
- Castle Rock currently has a total of 3,677 active in/out of state businesses licensed
- 1,763 or 48% of all businesses licensed are based in Castle Rock
- There have been 72 accounts closed in May, due to non-renewed licenses

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

### NEW CASTLE ROCK BUSINESSES

<b>The Owl's Nest Barber Shop</b> Barber Shop	<b>Michele Johns Photography</b> Photography
<b>Star Hitched Wagon</b> Jewelry & Bath/Body Products	<b>Birds &amp; Belles Boutique LLC</b> Vintage Clothing & Antiques
<b>Blue Arrow</b> Clothing	<b>Francesca's</b> Women's Apparel/Accessories
<b>Dirt Boss Construction</b> Excavating	<b>Saavy Life AV</b> Consumer Electronics
<b>Genesis Chiropractic</b> Mobile Chiropractic	<b>Mahoney Limited</b> Consulting Services
<b>Taylor Meyer Photography</b> Photography	<b>Goodwill Industries</b> Sales of Donated Goods
<b>Belco</b> Banking Services	<b>Opterre LLC</b> Software Apps
<b>Materia 7 Design</b> Internet Cabinet Sales	<b>Don Haberlein</b> Carpentry Services
<b>Clockwork Networks</b> IT Services	<b>Tots On Blocks</b> Kids Equip Rental
<b>Christopher &amp; Banks</b> Women Apparel	<b>Rangewood Ortho</b> Ortho Office
<b>Rampart Wood &amp; Design</b> Wooden Home Furnishings	<b>Castle Rock Cryocare</b> Whole Body Cryotherapy
<b>Digital Salt</b> Graphic Design	<b>Art du Coco</b> Art Supplies
<b>Pocket Jewels</b> Leather Goods	<b>Edward Jones &amp; CO</b> Stockbroker
<b>Child &amp; Family Support</b> Family Support Services	

### BUSINESS LICENSES ISSUED



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

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# SALES TAX

MAY 2016

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### ENFORCEMENT

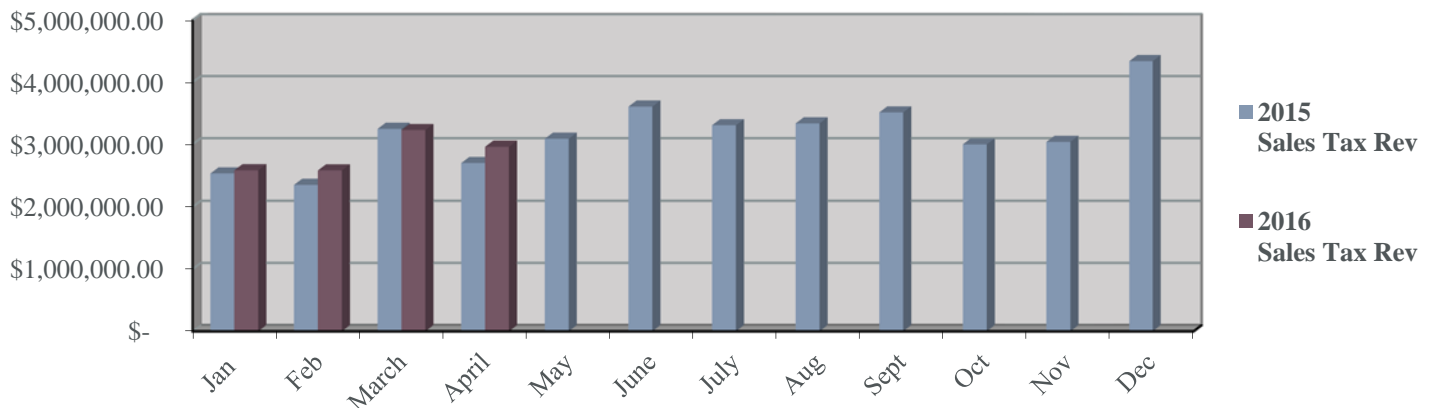
- Sales Tax has collected \$40,030 in delinquency revenue for the month of May
- Delinquency Collection YTD \$360,926
- We currently have 36 audits in process
- \$6,000 Audit Revenue for May

### REPORTING

April	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015	\$ 2,697,616	\$ 1,617	\$ 2,695,999
2016	\$ 2,959,938	\$ 88,953	\$ 2,870,985
Dollar +/-	\$ 262,322	\$ 87,336	\$ 174,986
Percent Change	9.7%	5401.1%	6.5%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015 YTD	\$ 10,832,922	\$ 37,163	\$ 10,795,759
2016 YTD	\$ 11,540,844	\$ 154,835	\$ 11,386,009
Dollar +/-	\$ 707,922	\$ 117,672	\$ 590,250
Percent Change	6.5%	316.6%	5.5%

### SALES TAX REVENUE



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

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