

ACCOUNTING • BUDGET • REVENUE

CELEBRATING YEARS OF SERVICE

WE ARE PROUD TO RECOGNIZE A MEMBER OF FINANCE FOR HER YEARS OF SERVICE TO THE TOWN:
CONGRATULATIONS TO JAMIE AUTHIER FOR 10 YEARS OF SERVICE.
THANK YOU FOR YOUR DEDICATION AND OUTSTANDING CUSTOMER SERVICE!

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

Tova Unckles
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

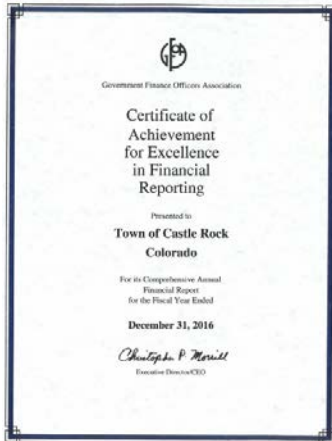
For More Information Please Visit:

www.CRgov.com

Services/Finance

FINANCE

ACCOUNTING ACTIVITIES



Awards and Acknowledgements

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town of Castle Rock by the Government Finance Officers Association of the United States and Canada (GFOA) for its 2016 Comprehensive Annual Financial Report (CAFR).

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

In order to receive this award, a government must publish an easily readable and efficiently organized CAFR that satisfies both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year.

This is the twenty seventh consecutive year that the Town has received this award.

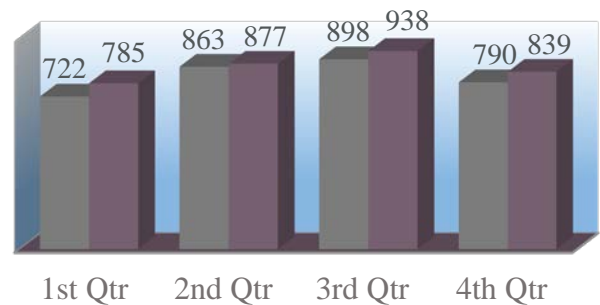
Important Dates

W-2's and 1099's will be mailed out by Jan. 31, 2018
 Feb. 5, 2018 - A/P cutoff for all 2017 Invoices
 Apr. 23-May 4, 2018 - Auditors will perform Field Audit

PAYROLL

TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

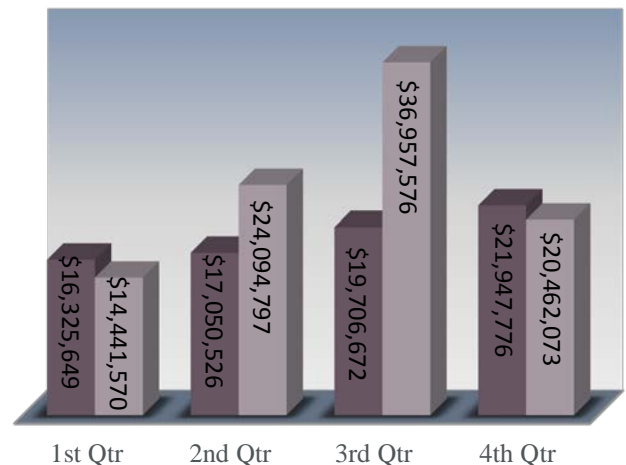
■ 2016 ■ 2017



ACCOUNTS PAYABLE / PURCHASING

TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2016 ■ 2017



TOTAL AP CHECKS CUT

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017 (YTD)</u>
5,880	5,914	6,474	6,716

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Conducted ongoing training of new Financial Analyst, Alex Thiel.
- Worked with Finance Business Systems Analyst to develop a cash flow forecasting model.
- Worked on analysis of potential fleet bay cost recovery options.
- Worked to prepare an escrow disbursement request related to final payment on the North Meadows Extension project.

IMPORTANT UPCOMING DATES

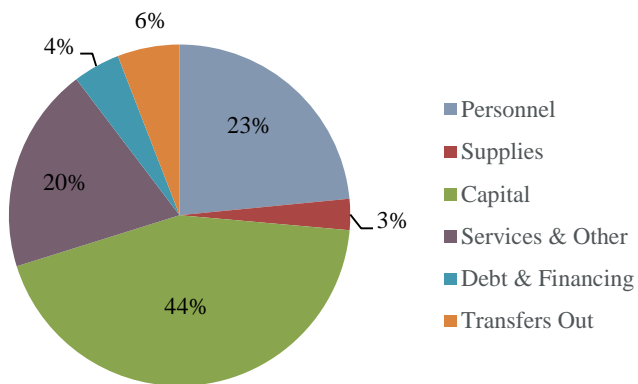
January 2018

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	29	30	31			

- January 25: Presentation of the 2019 Budget development calendar to department heads

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through November 2017



BUDGET DEVELOPMENTS

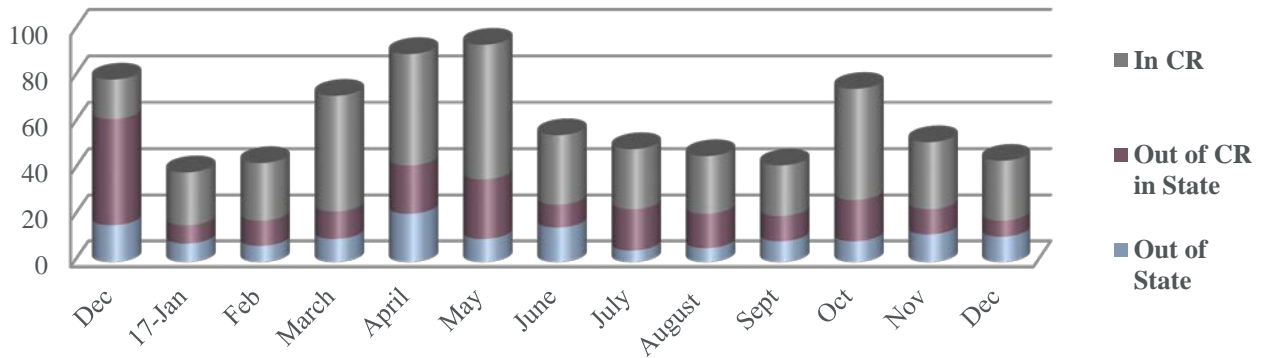
- The final Property Tax Mill Levy Ordinance was presented and approved at Council on December 5th.
- The final 2018 Budget document was submitted to the Government Finance Officers Association for the Distinguished Budget Presentation award.
- The final 2018 Budget document was prepared for printing.
- The Budget team met to develop the preliminary 2019 Budget development calendar.

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> We have issued a total of 44 new business licenses in December, including in Town businesses Castle Rock currently has a total of 4,173 active businesses licensed 2,046 or 49% of all businesses licensed are based in Castle Rock There have been 56 accounts closed in December 	Meadows Self Storage Self-Storage Facility	A Distinctive Edge Landscaping and Lawn Maintenance
	Spotless Reputation Cleaning Services	Midici (<i>Opening March 2018</i>) Pizza Restaurant
	Be Bronzed Spray Tanning LLC Airbrush Spray Tanning	Dermatology Associates of Colorado Skin Care Products
	Castle Rock Writers History Books on Douglas County	The Niche Furniture, Clothing & Home Decor
	KHK Personal Training Personal Training for Women	Sleepnation Mattresses & Accessories
	Fick PT & Performance Mobile Physical Therapy	The Great American Seating Pillows
	Fine Nails Salon Full Nail Service	Hazelnut Charm Wholesale Items Sold Via E-Commerce
	Touching Hearts at Home Non-Medical Home Care Services	5280 Marketing Marketing & Design Services
	Central Credit Corporation Collection Agency	Dos Luceros LLC Money Transfers, Snacks & Pastries
	Leatherneck Precision Machine & Fabrication Sheet Metal Fabrication	Rocky Mountain Spine & Sport Physical Therapy Physical Therapy Services

For more information on
New Castle Rock Businesses
Please visit
www.crgov.com/411

BUSINESS LICENSES ISSUED



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



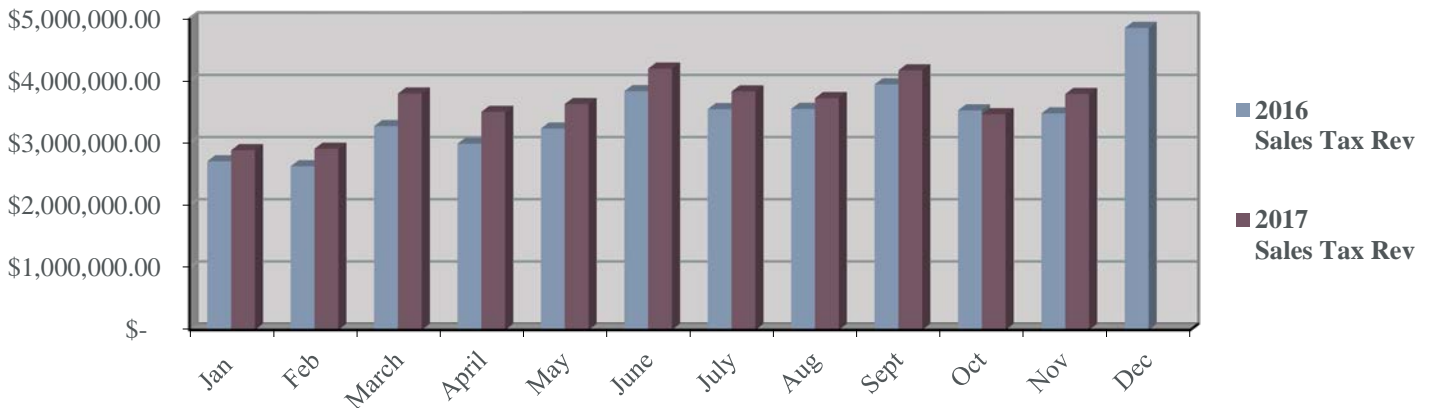
REVENUE

DECEMBER 2017

FINANCE

ENFORCEMENT	REPORTING			
<ul style="list-style-type: none"> Revenue Division had collected \$63,027 from delinquent accounts for the month of November YTD Delinquent Accounts \$553,884 We currently have 30 audits in process There was \$5,143 in audit revenue collected in November 	November	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
	2016	\$ 3,479,493	\$ 334,209	\$ 3,145,284
	2017	\$ 3,791,930	\$ 349,312	\$ 3,442,618
	Dollar +/-	\$ 312,437	\$ 15,103	\$ 297,334
	Percent Change	9.0%	4.5%	9.5%
	YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others*	Adjusted Collections
	2016 YTD	\$ 36,730,832	\$ 1,415,012	\$ 35,315,820
	2017 YTD	\$ 40,523,662	\$ 2,424,432	\$ 38,099,230
	Dollar +/-	\$ 3,792,830	\$ 1,009,420	\$ 2,783,410
	Percent Change	10.3%	71.3%	7.9%

SALES TAX COLLECTIONS



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