

# Finance Department

September 2015

Trish Muller - Finance Director

## Accounting Division



## Accounting Team tours the Fire HQ



L to R: Christie, Stacy, Katie, Angie, Matt, Edward, Caitlin, Kim, Sarah, and from Fire, Randy Rafferty.

## Employee Spotlight



**Katie Parker**

### Accounting Technician

Katie comes to us from Denver Public Schools where she was an Accounting Technician II/Accounts Payable Specialist in the Payment Services Division. Katie has her Accounting Technician Certification from Emily Griffith Opportunity School and a Bachelor of Science in Criminal Justice and Criminology from Metropolitan State University of Denver. In her free time Katie is very active and enjoys the outdoors. She likes to go 4 wheeling, camping, and hiking. She was born in Warsaw, Poland and moved to Colorado in 2005 and to Castle Rock in 2012.

## ACCOUNTS PAYABLE & CAPITAL ASSETS

### Have you setup your P-Card PIN#?

The new chip-enabled credit card machines went into effect on Oct. 1<sup>st</sup>, so without a PIN your PCard may get declined.

### Do you have any Capital Asset Disposals?

The **Disposal Form** is located on the Finance/Accounting page. Please submit disposals as they occur.

### Is your Capital Project complete?

Additions, Transfers, and Disposals will be entered throughout the year. Please contact accounting when a capital project is complete.

### Contact your "Partner in Accounting" for more information.

Angie Williams, Governmental Funds & Fleet  
Sarah Kiefer, Enterprise Funds

## AVOID THE YEAR END RUSH!

## YEAR END DATES

Dec. 14-17, 2015 – Auditors will be here for 2015 Interim Audit  
Feb. 8, 2016 – AP cutoff for all 2015 Invoices to be entered  
Apr. 25-29, 2016 – Auditors will be here for 2015 Field Audit

Our Auditors are from Eide Bailly.

## PAYROLL

### Have you moved in 2015?

Please update your address on the Depot. The **Employee Change of Address Form** is located on the Finance/Payroll page. W-2's will be mailed to your home by the end of January.

### Have you signed up for Direct Deposit?

Payroll Direct Deposit Forms are available on the Depot's Finance/Payroll page. Don't lose another check, sign up now!

**Questions? Email us at [PAYROLL@crgov.com](mailto:PAYROLL@crgov.com)**

## Accounting Activities

	September	Year-to-Date
AP Checks Issued	463	4,360
Total AP Checks	\$ 9,062,539	\$ 61,813,989
Total P-Card	\$ 235,203	\$ 2,252,514

1,490 payroll checks and direct deposits were issued in September.

## Accounting Team

Christie Guthrie – Accounting Manager  
Angie Williams – Accounting Tech – Purchasing  
Caitlin Machone – Accounting Technician  
Edward McWilliams – Finance Projects Analyst  
Katie Parker – Accounting Technician  
Kimberly Kraft – Accountant  
Sarah Kiefer – Accounts Payable Specialist  
Stacy Malmgren – Payroll Technician

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## Financial Analysis

- Financial Analysts continued to work with departments and divisions on the proposed 2016 Budget, 5 Year CIP and 2016-2018 Three Year Balanced Financial Plan
- Financial Analysts worked with Departments to identify inclusions for the 4<sup>th</sup> Quarter Budget Amendment

## Budget

- The Mid-Year Financial Review was presented to Town Council on September 1<sup>st</sup>
- The first reading of the 4<sup>th</sup> Quarter Budget Amendment was presented to Town Council on October 7<sup>th</sup>.
- Financial Analysts continued preparation of the proposed 2016 Budget, 5 Year CIP, and 2016-2018 Three Year Balanced Financial Plan drafts to be presented to Town Council on October 20th
- The updated 2015-2017 Three Year Balanced Financial Plan is available at:  
<http://www.crgov.com/DocumentCenter/View/10373>
- The Adopted 2015 Budget is available at:  
<http://www.crgov.com/index.aspx?nid=1629>

## Projects

- Matt Gohl updated TABOR estimates for 2015-2018
- Jamie Authier calculated preliminary Mill Levy property tax amounts for the Town of Castle Rock and the Downtown Development Authority
- Matt Kipp and Michael Tempel worked with the Public Works Department to update cash flow projections for the North Meadows Extension project
- Matt Gohl worked with the Parks & Recreation Department and the Finance Department to determine funding options for the Festival Park project
- Jamie Authier prepared a draft of the United Fire Dispatch Authority 2016 Budget and presented it to Board Members
- Matt Kipp and Michael Tempel worked with the Utilities Department to review financial assumptions for the Utilities rates and fees study
- Jamie Authier calculated distribution amounts by department/division for the 2016 Property and Casualty premium
- Matt Kipp and Michael Tempel worked with Utilities to overhaul 5 Year CIP pages for the 2016 Budget

## Town of Castle Rock Budget/Finance Team

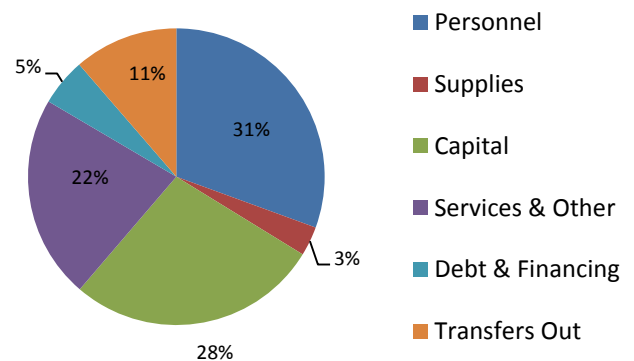
Nicole Carner, Budget & Finance Manager  
Jamie Authier, Financial Analyst  
Matt Gohl, Financial Analyst  
Matthew Kipp, Financial Analyst



## Grants

Public Works was awarded a \$190,000 grant from the Denver Regional Council of Governments (DRCOG). This grant will be used for central software upgrades and signal system communication upgrades. The goal is to improve signal system reliability. Currently process requirement changes are being worked on with DRCOG and CDOT so that purchase orders can be put in place so this project can get underway.

**2015 Actual Expenditures by Category Through September**



## Reporting

August	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Net Revenue
2014	\$ 3,041,373	\$ 70,336	\$ 2,971,037
2015	\$ 3,283,064	\$ 154,511	\$ 3,128,553
Dollar +/-	\$ 241,691	\$ 84,175	\$ 157,516
Percent Change	7.9%	119.7%	5.3%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Net Revenue
2014 YTD	\$ 22,298,232	\$ 154,995	\$ 22,143,237
2015 YTD	\$ 24,098,011	\$ 485,060	\$ 23,612,951
Dollar +/-	\$ 1,799,779	\$ 330,065	\$ 1,469,714
Percent Change	8.1%	213.0%	6.6%

## Licensing

- We have licensed 81 businesses in September
- There have been 8 accounts closed in September
- Castle Rock currently has 3,674 active businesses licensed
- 1,877 or 51% of all businesses licensed are, Castle Rock based licenses

## Enforcement

- Sales Tax has collected \$80,951 in delinquency revenue for the Month of September and \$450,491 YTD
- We currently have 37 audits in process with 5 more about to start in October
- \$47,142 in Audit Revenue for September 2015

## Sales Tax Division



### DID YOU KNOW???

The sales tax division offers a Voluntary Disclosure Agreement program – this allows businesses to request remittance of sales tax collected, during a time the business was not properly licensed in the Town of Castle Rock. We review each request and work together to determine the amounts due, including penalty and interest on the previously unremitted sales tax.

### Town of Castle Rock Sales Tax Team

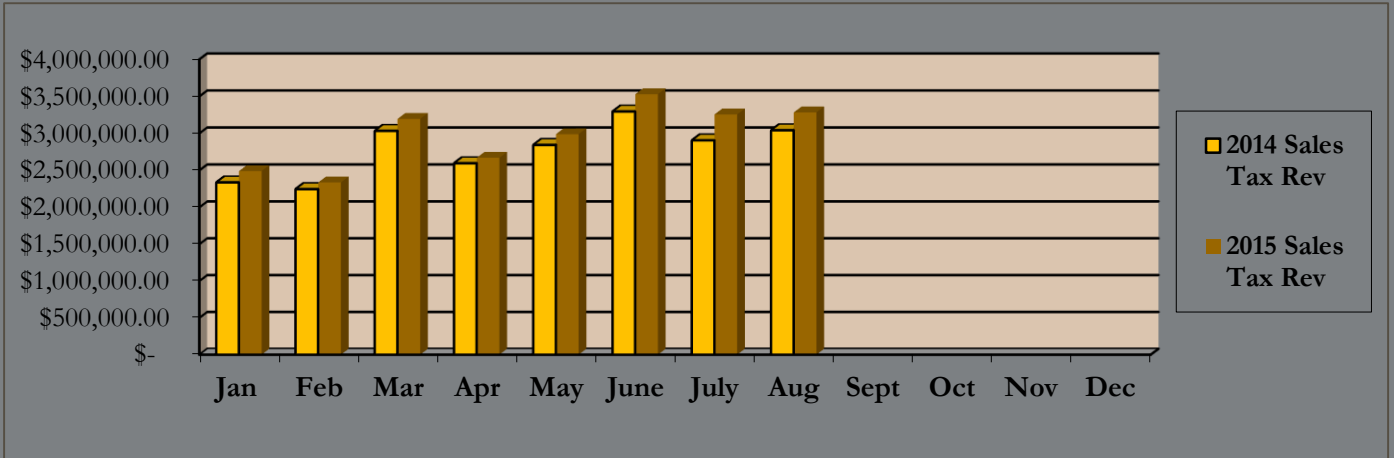
Pete Mangers, Revenue Manager  
 Cory White, Sales Tax Auditor  
 Greg Doane, Sales Tax Auditor  
 Jane Chrestensen, Sales Tax Technician  
 Kellie Helm, Senior Customer Service Representative

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## Sales Tax Revenue



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

## Business Licenses Year-to-Date

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

