

ACCOUNTING • BUDGET • REVENUE

FINANCE IS IN A NEW LOCATION!

THE FINANCE ADMINISTRATIVE, ACCOUNTING AND BUDGET STAFF ARE NOW ON THE 3RD FLOOR OF THE NEW TOWN HALL ADDITION. REVENUE STAFF IS ON THE FIRST FLOOR BEHIND THE NEW FRONT INFORMATION COUNTER.

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

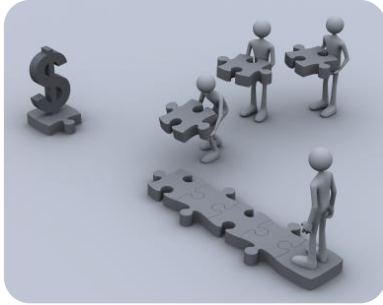
Sara Ruby
Administrative Assistant

Michael Tempel
Business Systems Analyst

Accounting	Budget & Finance	Revenue
Nicole Carner - Assistant Finance Director		
<p>Christie Guthrie Accounting Manager</p> <p>Kimberly Kraft Accounting Supervisor</p> <p>Katie Baker Accountant</p> <p>Michele Rupprecht Payroll Technician</p> <p>Jill Ford Payroll Technician</p> <p>Yvonne Haas Accounting Technician</p> <p>Tova Unckles Accounting Technician</p> <p>Christina LeBlanc Accounting Technician</p> <p>Liz Dockstader Accounting Technician</p>	<p>Matt Gohl Budget & Finance Manager</p> <p>Matthew Kipp Financial Analyst</p> <p>Open Position Financial Analyst</p> <p>Edward McWilliams Finance Project Analyst</p>	<p>Pete Mangers Revenue Manager</p> <p>Jamie Authier Sales Tax Auditor</p> <p>Craig Larson Sales Tax Auditor</p> <p>Heather Mullinax Building Use Tax Auditor</p> <p>Ryan Kadlec Sales Tax PIF Specialist</p> <p>Kellie Helm Senior Customer Service Representative</p>
<p>For More Information Please Visit: www.CRgov.com Services/Finance</p>		

FINANCE

ACCOUNTING ACTIVITIES



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>

Activities

- Working on Capital Assets
- Updating the Town's Purchasing Policy
- Updating the Town's Investment Policy

Popular Annual Financial Report (PAFR)

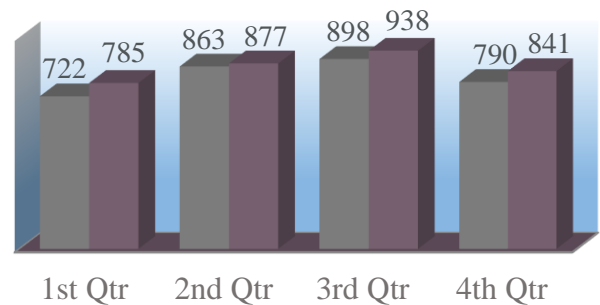
For the first year, the Town has compiled a Popular Annual Financial Report. This report provides an overview of the financial position of the Town as fully reported in the Town's 200-page Comprehensive Annual Financial Report (CAFR) and is located on the Town's website.

www.CRgov.com/FinancialReports

PAYROLL

TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

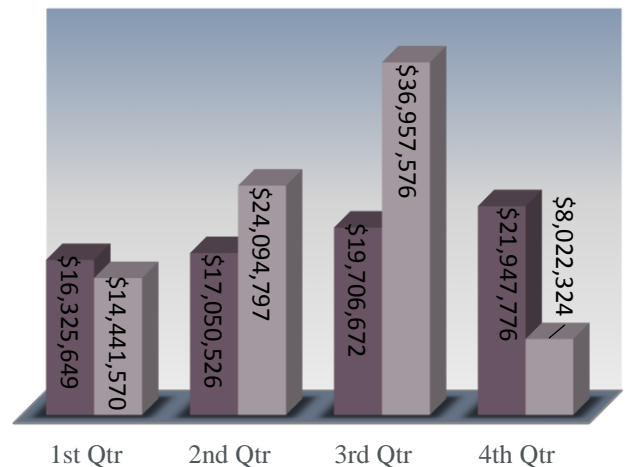
■ 2016 ■ 2017



ACCOUNTS PAYABLE / PURCHASING

TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2016 ■ 2017



TOTAL AP CHECKS CUT

2014	2015	2016	2017 (YTD)
5,880	5,914	6,474	5,602



BUDGET

OCTOBER 2017

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Updated Transportation long term planning projections
- Year-end estimates were finalized for all Town funds
- Worked to refine the IREA revenue allotment credit procedures and tracking
- Prepared the 2018 United Fire Dispatch Authority (UFDA) budget for presentation on November 8th
- Prepared the UFDA insurance renewal for 2018
- The posting for the vacant Financial Analyst position closed in October with interviews planned in the first week of November

IMPORTANT UPCOMING DATES

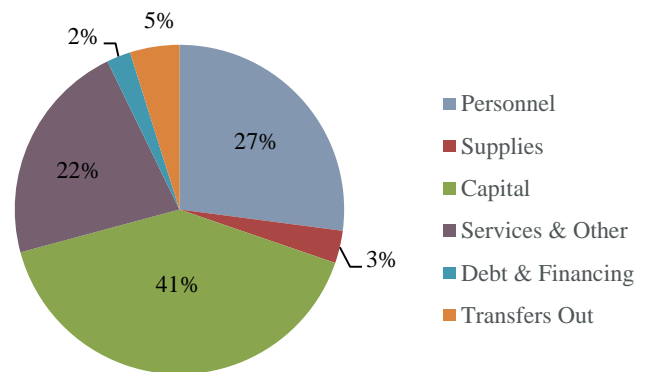
November 2017

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 14: Presentation of the Third Quarter Financial Review to Council

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through September 2017



BUDGET DEVELOPMENTS

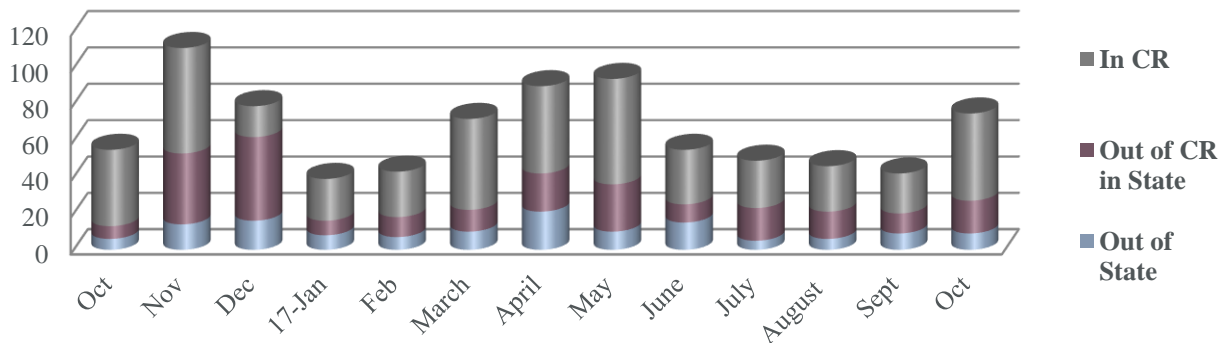
- The 2018 Adopted Budget PDF was prepared and posted to the Town website. The document will be updated following final adoption of the Property Tax Mill Levy in December
- The Budget team held an initial debrief session of the 2018 Budget development process

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> We have issued a total of 75 new business licenses in October, including in Town businesses Castle Rock currently has a total of 4,176 active businesses licensed 2,047 or 49% of all businesses licensed are based in Castle Rock There have been 95 accounts closed in October 	Billy's Gourmet Hot Dogs Mobile Food Truck	NextB LLC Business Consultant
	World Class Cloud Solutions Cloud Hosting & Consultation	Tidy Maids LLC Residential Cleaning
	Yoga Pod Castle Rock Yoga Instruction	Vet Hustle Marketing Services
	Epic Escape Game Family Entertainment	Honey Do Home Improvement Handyman Services
	Belvedere Construction LLC Residential Remodeling	Sander Ranch Flowers Florist
	Sneakers - IT IT Security Consulting	Westerra Credit Union Banking Services
	Darko Telecom Telecommunications	Barking Bitches LLC Dog Accessories
	Macy Kate Boutique Handmade Children's Clothing Boutique	Kidstown Castle Rock Child Care Services
	The Wondered Path Furnishings & Home Décor	Expedia Cruise Ship Centers Travel Agency
	Sky Cabin Antiques Antiques & Collectibles	ALC Communications LLC Technical Support
	Dream Ice Cream Ice Cream Shop	Bin Renew LLC Janitorial Services
	Pa Pa Can Handyman Handyman Services	Measure Drone Imaging & Data Services
	Walnut & Suede LTD Men's Clothing & Accessories	Stray Horse Wreathes & Arrangements
	Encourage Counseling Therapy	Blue Bird Bears Studio Handmade Teddy Bears
	Caelstone Press Self-Publishing of Books	Blue Mesa Backflow Testing Test Backflow Prevention Assemblies
	Car Wash Express Car Wash	Baby Zoom LLC 4D Ultrasounds
	Terrain Dance & Gymnastics LLC Dance & Gymnastics Lessons	The Cozy Closet Women's Clothing & Accessories
	Big Frog Custom T-Shirts and More Custom T-Shirts	Fit36 Group Fitness Training

**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.



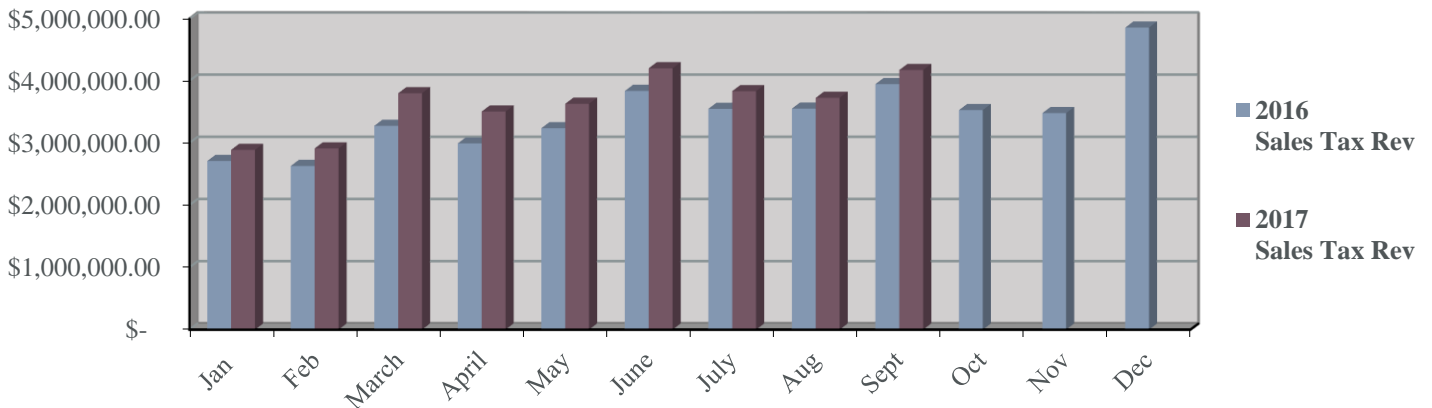
REVENUE

OCTOBER 2017

FINANCE

ENFORCEMENT	REPORTING																																								
<ul style="list-style-type: none"> Revenue Division had collected \$89,552 from delinquent accounts for the month of September YTD Delinquent Accounts \$464,773 We currently have 29 audits in process There was no audit revenue collected in September 	<table border="1"> <thead> <tr> <th>September</th> <th>Gross Sales Tax Collections</th> <th>Revenue Collected on Behalf of Others*</th> <th>Adjusted Collections</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>\$ 3,946,825</td> <td>\$ 125,715</td> <td>\$ 3,821,110</td> </tr> <tr> <td>2017</td> <td>\$ 4,172,830</td> <td>\$ 160,036</td> <td>\$ 4,012,794</td> </tr> <tr> <td>Dollar +/-</td> <td>\$ 226,005</td> <td>\$ 34,321</td> <td>\$ 191,684</td> </tr> <tr> <td>Percent Change</td> <td>5.7%</td> <td>27.3%</td> <td>5.0%</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>YTD</th> <th>Gross Sales Tax Collections</th> <th>Revenue Collected on Behalf of Others*</th> <th>Adjusted Collections</th> </tr> </thead> <tbody> <tr> <td>2016 YTD</td> <td>\$ 29,723,266</td> <td>\$ 1,214,943</td> <td>\$ 28,508,323</td> </tr> <tr> <td>2017 YTD</td> <td>\$ 33,170,474</td> <td>\$ 1,365,608</td> <td>\$ 31,804,866</td> </tr> <tr> <td>Dollar +/-</td> <td>\$ 3,447,208</td> <td>\$ 150,665</td> <td>\$ 3,296,543</td> </tr> <tr> <td>Percent Change</td> <td>11.6%</td> <td>12.4%</td> <td>11.6%</td> </tr> </tbody> </table> <p style="text-align: center;">*Effective October 2017 – does not include sales tax audit revenue</p>	September	Gross Sales Tax Collections	Revenue Collected on Behalf of Others*	Adjusted Collections	2016	\$ 3,946,825	\$ 125,715	\$ 3,821,110	2017	\$ 4,172,830	\$ 160,036	\$ 4,012,794	Dollar +/-	\$ 226,005	\$ 34,321	\$ 191,684	Percent Change	5.7%	27.3%	5.0%	YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others*	Adjusted Collections	2016 YTD	\$ 29,723,266	\$ 1,214,943	\$ 28,508,323	2017 YTD	\$ 33,170,474	\$ 1,365,608	\$ 31,804,866	Dollar +/-	\$ 3,447,208	\$ 150,665	\$ 3,296,543	Percent Change	11.6%	12.4%	11.6%
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SALES TAX COLLECTIONS



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