

ACCOUNTING • BUDGET • REVENUE

APPROVED!!!

TOWN COUNCIL APPROVED THE 2018 BUDGET, THE THREE YEAR BALANCED FINANCIAL PLAN AND THE FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

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

Open Position
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

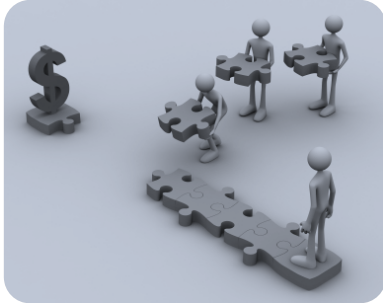
Ryan Kadlec
Sales Tax PIF Specialist

Kellie Helm
Senior Customer Service
Representative

For More Information Please Visit:
www.CRgov.com
Services/Finance

FINANCE

ACCOUNTING ACTIVITIES



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)

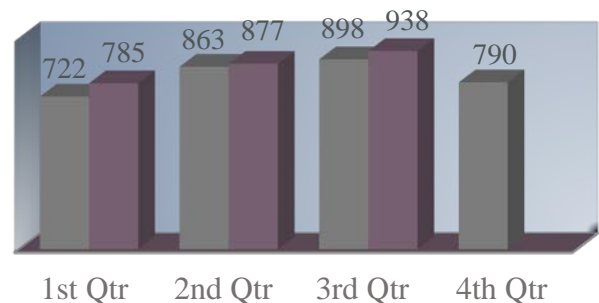
For the first year, the Town has compiled a Popular Annual Financial Report. This report provides an overview of the financial position of the Town as fully reported in the Town's 200-page Comprehensive Annual Financial Report (CAFR) and is located on the Town's website.

www.CRgov.com/FinancialReports

PAYROLL

TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

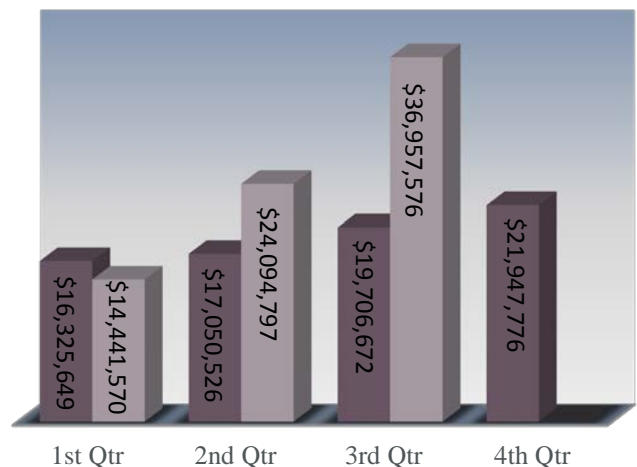
■ 2016 ■ 2017



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	5,016



BUDGET

SEPTEMBER 2017

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Completed Public Works cash flow analysis for the Transportation Capital Fund
- Began payroll projections for the 3rd quarter refinement of year end estimates
- Participated in the Employee Communication Focus Group
- Prepared a projection for the Finance-Non Departmental Division to verify availability of funds
- Prepared the 2018 United Fire Dispatch Authority (UFDA) presentation

IMPORTANT UPCOMING DATES

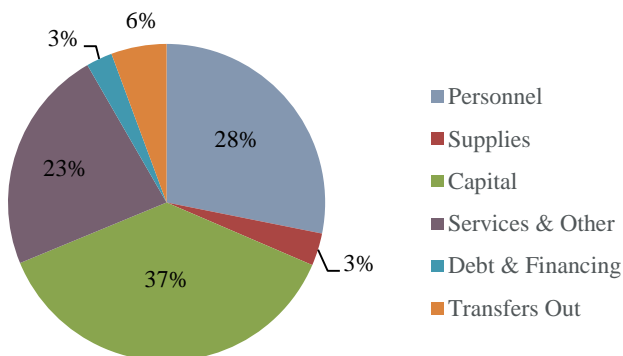
October 2017

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	31				

- October 11-November 6: Development of the Third Quarter Financial Review
- October 13: 2018 Budget process debrief session
- October 27: Goal date to post final 2018 Budget document on the Town website

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through August 2017



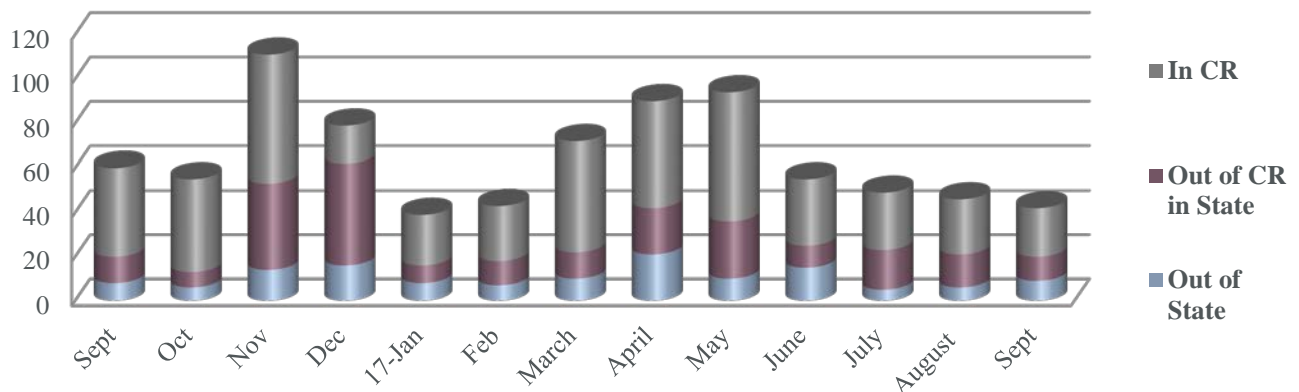
BUDGET DEVELOPMENTS

- First reading of the 2018 Budget ordinance to Council occurred on September 5th
- Second reading and final adoption of the 2018 Budget, 2018-2020 Three Year Balanced Financial Plan, 2018-2022 Five Year CIP and 2018 Mill Levy Ordinance to Council occurred on September 19th

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> We have issued a total of 42 new business licenses in September, including in Town businesses Castle Rock currently has a total of 4,209 active businesses licensed 2,051 or 49% of all businesses licensed are based in Castle Rock There have been 13 accounts closed in September <div> <p>For more information on New Castle Rock Businesses</p> <p>Please visit</p> <p>www.crgov.com/411</p> </div>	Fulcrum Jiu Jitsu Academy Jiu Jitsu Training	Hicks Accounting Services Inc. Accounting Services
	The LuLaRoe Life with Leslie Medcalf LuLaRoe Consultant	The Cookie Scoop Baked Goods
	Brightway, The Scheibe Agency Insurance Agency	Melanson Real Estate Real Estate
	Elite4Wheeling LLC Training and Guide Services	RidgeGate OBGYN OBGYN Clinic
	Golfpantry.com Sales of Golf Accessories	LabCorp Collection of Specimens for Lab Testing
	Core Accounting Services Accounting Services	Venom Mobile Fitness Mobile Fitness Gym
	Spirit Halloween Superstores LLC Sales of Halloween Merchandise	Highlands at Red Hawk Apartments Apartment Rentals
	Coco Allure Makeup Sales	Nellie's Green Truck Antique Furniture and Home Decor

BUSINESS LICENSES ISSUED



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



REVENUE

SEPTEMBER 2017

FINANCE

ENFORCEMENT

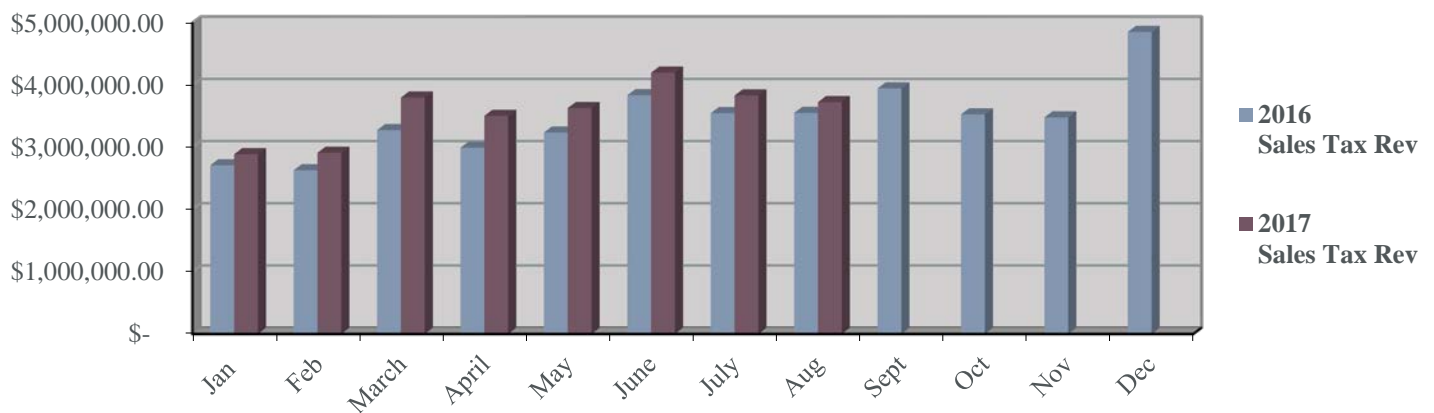
- Revenue Division has collected \$25,184 from delinquent accounts for the month of August
- YTD Delinquency \$375,221
- We currently have 29 audits in process
- There was \$15,274 audit revenue collected in August

REPORTING

August	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
2016	\$ 3,551,913	\$ 135,082	\$ 3,416,831
2017	\$ 3,725,836	\$ 172,677	\$ 3,553,159
Dollar +/-	\$ 173,923	\$ 37,595	\$ 136,328
Percent Change	4.9%	27.8%	4.0%

YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
2016 YTD	\$ 25,776,441	\$ 1,106,964	\$ 24,669,477
2017 YTD	\$ 28,830,925	\$ 1,571,544	\$ 27,259,381
Dollar +/-	\$ 3,054,484	\$ 464,580	\$ 2,589,904
Percent Change	11.8%	42.0%	10.5%

SALES TAX COLLECTIONS



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