

## ACCOUNTING • BUDGET • REVENUE

### TOWN RECEIVES CERTIFICATE OF ACHIEVEMENT

FOR THE TWENTY SEVENTH CONSECUTIVE YEAR, THE TOWN OF CASTLE ROCK HAS BEEN AWARDED THE CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING BY THE GOVERNMENT FINANCE OFFICERS ASSOCIATION FOR ITS 2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT.

### 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

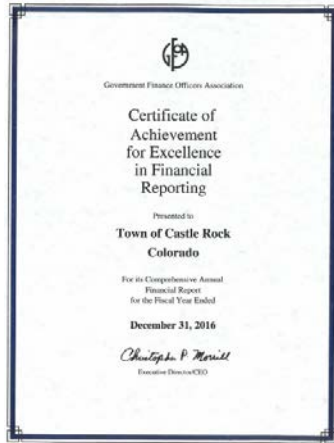
**Ryan Kadlec**  
Sales Tax PIF Specialist

**Kellie Helm**  
Senior Customer Service  
Representative

For More Information Please Visit:  
[www.CRgov.com](http://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.

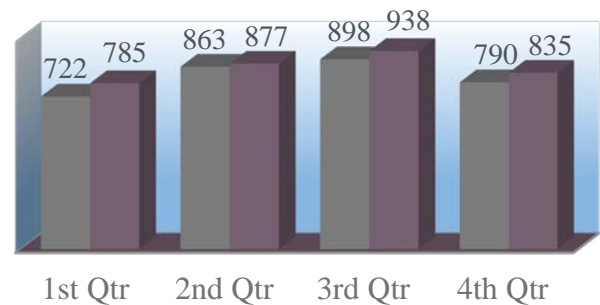
#### Important Dates

Dec. 11-13, 2017 - Auditors will perform Interim Audit  
W-2's and 1099's will be mailed out by Jan. 31, 2018  
Feb. 5, 2018 - A/P cutoff for all 2017 Invoices

### PAYROLL

#### TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

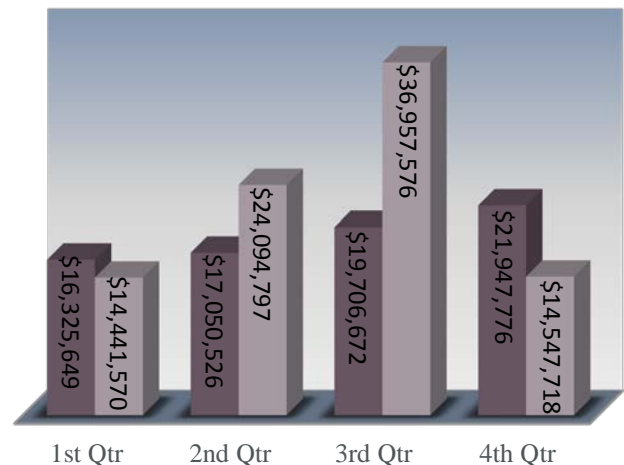
■ 2016 ■ 2017



### 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	6,017



# BUDGET

NOVEMBER 2017

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Worked to roll out a new IREA revenue allotment credit standard operating procedure.
- Held the 2018 United Fire Dispatch Authority (UFDA) budget presentation on November 8<sup>th</sup>.
- Completed interviews for the vacant Financial Analyst position. Alex Thiel started on November 27<sup>th</sup>.
- Moved offices to the new Town Hall addition.
- Attended the annual Colorado Government Finance Officer's Association conference.
- Prepared the Third Quarter Financial Review to Council, which was presented on November 14<sup>th</sup>.

### IMPORTANT UPCOMING DATES

#### December 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						

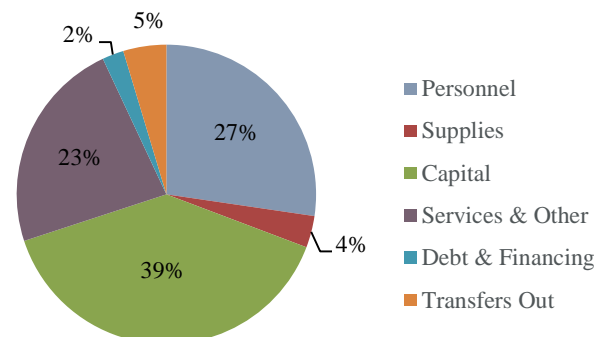
- December 5: Second Reading of the Property Tax Mill Levy Ordinance to Council
- December 15: Deadline to submit the Mill Levy Certification to Douglas County

### ACTUAL EXPENDITURES BY CATEGORY

### BUDGET DEVELOPMENTS

- Prepared the final Property Tax Mill Levy Ordinance with final information from the County Assessor.
- Worked with Community Relations on development of a 2018 Budget video.

#### Preliminary Through October 2017

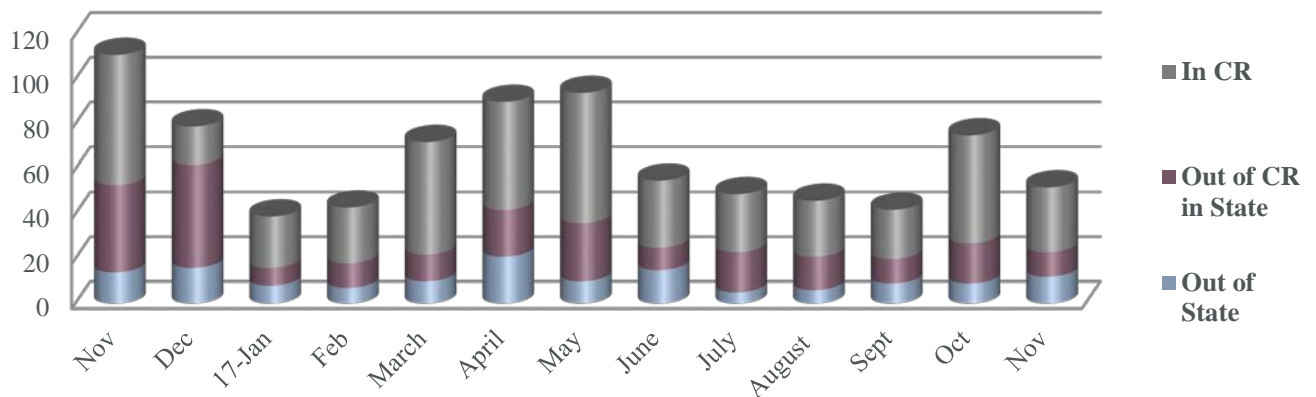


## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 52 new business licenses in November, including in Town businesses</li> <li>Castle Rock currently has a total of 4,194 active businesses licensed</li> <li>2,059 or 49% of all businesses licensed are based in Castle Rock</li> <li>There have been 32 accounts closed in November</li> </ul>	<b>Castle Rocks &amp; Jewelry</b> Jewelry, Fossils & Minerals	<b>Advocate Auctions</b> Ebay Auction Consignment Service
	<b>Smoothie King</b> Smoothies & Pre-packaged Snacks	<b>ENT Credit Union</b> Credit Union
	<b>Tristar Coatings</b> Window Tinting, Vehicle Wraps	<b>Bella Fine Foods</b> Baked Goods
	<b>Neurology of the Rockies LLC</b> Medical Services	<b>Limelight Healthcare Center</b> Leasing Office Space
	<b>Grace Keeler</b> Furniture/Home Décor	<b>Sticky Frog Creative Inc</b> Graphic Design, Art & Illustrations
	<b>New Appian Way</b> Smartphone Application Development	<b>The Bettered Blondie</b> Recipe Development & Photography
	<b>Barrett Wax Crafts</b> Scented Wax Melts & Accessories	<b>LabCorp</b> Collection of Blood & Other Specimens
	<b>Orange Mud</b> Athletic Gear	<b>Liscott Custom Homes Ltd</b> Modular/System Build Homes
	<b>Castle Rock Medical Weight Loss</b> Medical Weight Loss	<b>Studio 38 Tattoo and Gallery</b> Tattoo Service & Art Work
	<b>Class 101 – Castle Pines</b> College Planning	<b>Scileppi's at the Old Stone Church</b> Restaurant & Bar
	<b>Mattress Warehouse Company LLC</b> Mattress Sales	<b>JP Morgan Chase Bank</b> Bank
	<b>Touchstone Imaging Castle Rock</b> Diagnostic Imaging	<b>Echelon Castle Rock LCL</b> Apartment Community
	<b>Reyna Security Firm</b> Security	<b>Hand and Stone Massage &amp; Facial Spa</b> Massages, Facials, Hair Removal

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

## BUSINESS LICENSES ISSUED



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

## FINANCE

### ENFORCEMENT

- Revenue Division had collected \$26,084 from delinquent accounts for the month of October
- YTD Delinquent Accounts \$490,857
- We currently have 31 audits in process
- There was no audit revenue collected in October

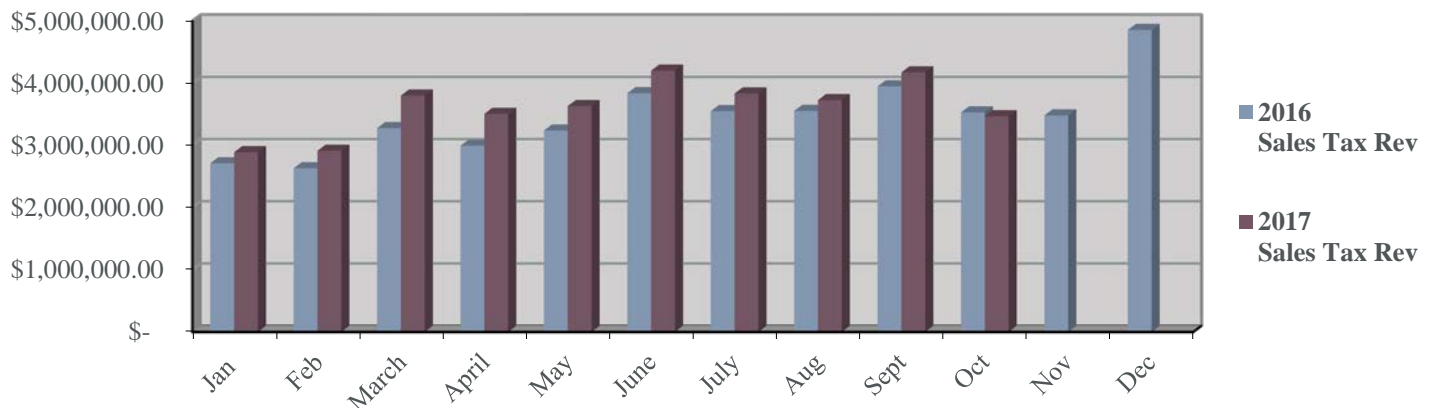
### REPORTING

October	Gross Sales Tax Collections	Revenue Collected on Behalf of Others*	Adjusted Collections
<b>2016</b>	\$ 3,528,073	\$ -	\$ 3,528,073
<b>2017</b>	\$ 3,465,087	\$ -	\$ 3,465,087
<b>Dollar +/-</b>	\$ (62,986)	\$ -	\$ (62,986)
<b>Percent Change</b>	-1.8%	100.0%	-1.8%

YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others*	Adjusted Collections
<b>2016 YTD</b>	\$ 33,251,339	\$ 1,214,943	\$ 32,036,396
<b>2017 YTD</b>	\$ 36,685,999	\$ 1,365,608	\$ 35,320,391
<b>Dollar +/-</b>	\$ 3,434,660	\$ 150,665	\$ 3,283,995
<b>Percent Change</b>	10.3%	12.4%	10.3%

\*Effective October 2017 – does not include sales tax audit revenue

### SALES TAX COLLECTIONS



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