

## ACCOUNTING • BUDGET • REVENUE

### 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

**Christie Guthrie**  
Accounting Manager

**Kimberly Kraft**  
Accounting Supervisor

**Katie Baker**  
Accountant

**Michele Rupprecht**  
Payroll Technician

**Jill Ford**  
Payroll Technician

**Yvonne Haas**  
Accounting Technician

**Open Position**  
Accounting Technician

**Christina LeBlanc**  
Accounting Technician

**Liz Dockstader**  
Accounting Technician

**Matt Gohl**  
Budget & Finance  
Manager

**Matthew Kipp**  
Financial Analyst

**Alex Thiel**  
Financial Analyst

**Edward McWilliams**  
Finance Project  
Analyst

**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

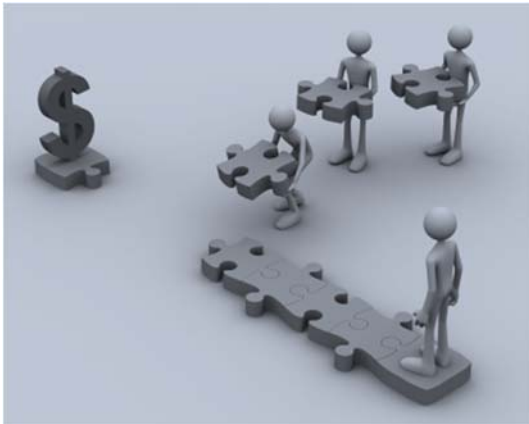
For More Information Please Visit:

**[www.CRgov.com](http://www.CRgov.com)**

Services/Finance

## FINANCE

### ACCOUNTING ACTIVITIES



#### 2017 YEAR-END

The first quarter of the year is a very busy time in Accounting as we wrap up the prior year entries, process W2's, 1099's, prepare the audit documents, prepare year-end account reconciliations, evaluate the capital accounts for new additions to the capital assets and work on disposals of assets we no longer have.

In February, we completed the submission of the 2017 Workers Comp Audit to CIRSA.

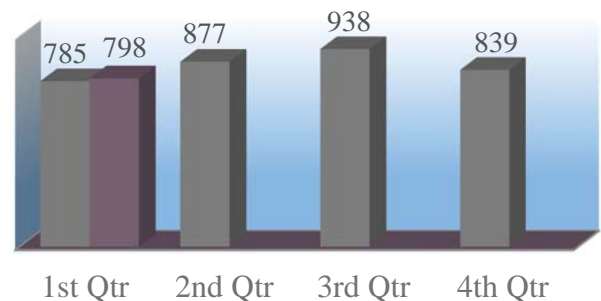
In March, the Accounting Division begins to compile the 2017 Comprehensive Annual Financial Report (CAFR) and prepare for the year-end audit, scheduled for April 23-May 4, 2018. The CAFR is submitted yearly to the Government Finance Officers Association (GFOA) for review.

The Town received the Certificate of Achievement for Excellence in Financial Reporting Award for its 2016 CAFR for the twenty seventh consecutive year. The Certificate of Achievement is a prestigious national award that is the highest form of recognition in the area of governmental accounting and financial reporting.

### PAYROLL

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

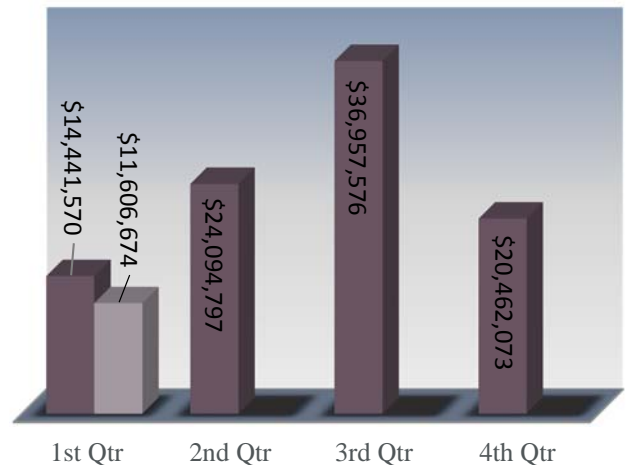
■ 2017 ■ 2018



### ACCOUNTS PAYABLE / PURCHASING

#### TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2017 ■ 2018



#### TOTAL AP CHECKS CUT

2015	2016	2017	2018 (YTD)
5,914	6,474	6,716	1,065



# BUDGET

FEBRUARY 2018

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Completed work on the CIRSA VAMP/CSWAMP audits
- Worked on Bullet Proof Vest Grant submissions
- Participated in a meeting to discuss single audit preparation for 2018
- Worked on updating 2017 TABOR calculations with projections for future years
- Participated in discussions as part of a Townwide team that is reviewing the performance evaluation process

### BUDGET DEVELOPMENTS

- Completed template preparation for 2019 Budget Development and 2018 Budget Amendments
- Began meeting with departments to begin development of 2019-2021 business cases and 2019-2023 5 Year CIP
- Worked on budget document sections including Historical Information, List of Officials, Interfund Loan/Debt Schedules and Glossary and Abbreviations
- Initiated the Cost Allocation Plan, which will be used in preparation of the 2019 Budget

### IMPORTANT UPCOMING DATES

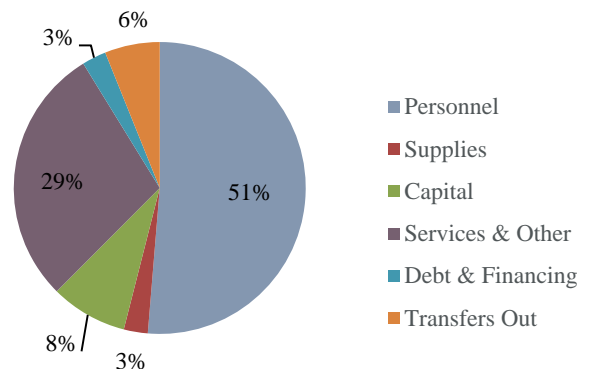
#### March 2018

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

- February 26-March 22: Analysts work with departments to develop budget requests, including CIP for inclusion in 2019 Budget, 2019-2021 Three Year Balanced Financial Plan and 2019-2023 5-Year CIP
- March 23: Deadline to submit initial budget requests and 2019-2023 5 Year CIP for review
- March 26-April 25: Analysts enter all requests and projections
- March 26-30: Development of revenue forecasts for 2019-2021

### ACTUAL EXPENDITURES BY CATEGORY

#### Preliminary Through January 2018

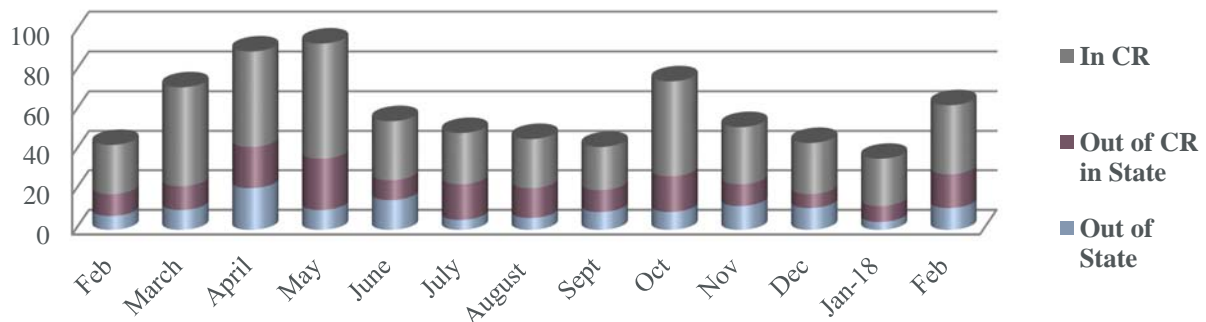


## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 63 new business licenses in February, including in Town businesses.</li> <li>Castle Rock currently has a total of 4,204 active businesses licensed</li> <li>2,066 or 50% of all businesses licensed are based in Castle Rock</li> <li>There have been 26 accounts closed in February</li> </ul>	<b>Davis and Larson PC</b> CPA	<b>Taylor'd For You</b> Wooden Signs & Home Decor
	<b>Sundrys</b> Home Décor, Furniture & Accessories	<b>Rebecca Shtofman Photography</b> Photography Services
	<b>Glacier Homemade Ice Cream &amp; Gelato</b> Ice Cream & Gelato	<b>Farmgirl Foods LLC</b> Specialty Foods & Accessories
	<b>Ramkin Consulting LLC</b> Consulting Services	<b>Impact Coding</b> IT Consulting
	<b>The Urban</b> Event Center	<b>All Dahled Up</b> Hair Stylist
	<b>Today's Auto Sales</b> Auto Sales	<b>Leblossoms</b> Desserts
	<b>Equipped Brewing</b> Online Sales of Brewing Equipment	<b>Tiny Rebel Wear</b> Online Sales of Children's Clothing
	<b>Twisted Threads</b> Embroidery & Applique	<b>Liv Mod</b> Home Décor & Furniture
	<b>Freak Chic Studios</b> Handmade Jewelry, Gift Items & Artwork	<b>Harford Chiropractic LLC</b> Chiropractic Care
	<b>Striking Snapshots Photography</b> Photography Services	<b>FirmTree Inc</b> Small Business Consulting
	<b>Monogram My Life LLC</b> Gifts & Clothing Personalization	<b>Photography By Alyssum</b> Photography Services
	<b>Guardian Safe and Vault</b> Sales of Vaults & Safes	<b>Castle Rock Essential Products Inc</b> Beauty Products
	<b>Innate Nutrition and Wellness</b> Sales of Nutritional Supplements	<b>Box Drop Castle Rock</b> Mattresses & Bedding
	<b>Tri Lakes Consulting</b> Reseller of Internet	<b>Clarity Dermatology PLLC</b> Cosmetology Procedures
	<b>Crowling Rental CO</b> Sales/Service of Brewery Canning Equipment	<b>Veterinary Emergency &amp; Specialty Care of the Rockies</b> 24 Hour Veterinary & Specialty Hospital

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.



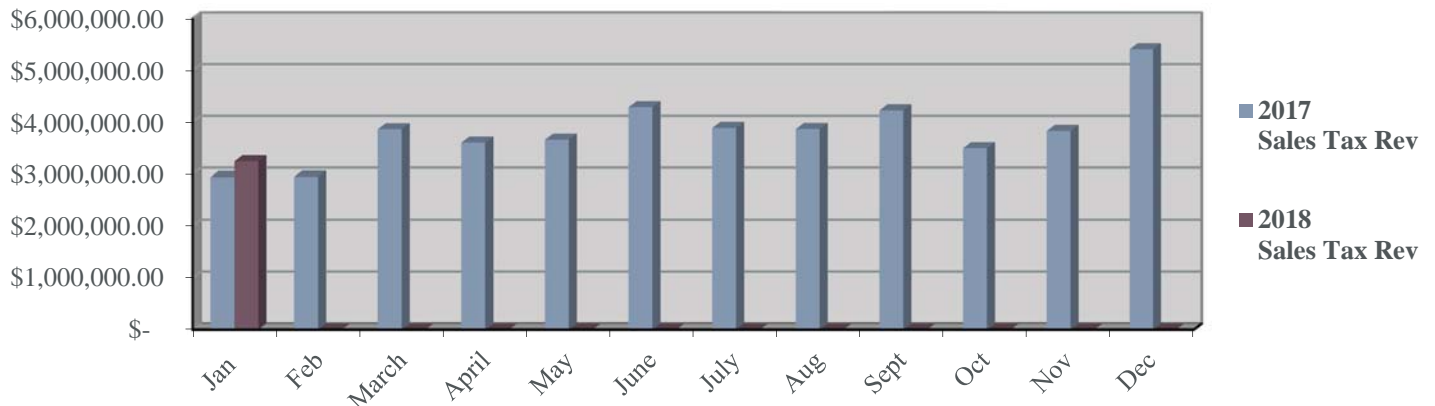
# REVENUE

FEBRUARY 2018

## FINANCE

ENFORCEMENT	REPORTING			
<ul style="list-style-type: none"><li>Revenue Division collected \$68,045 from delinquent accounts for the month of December</li><li>YTD Delinquent Account Collections \$68,045</li><li>We currently have 37 audits in process</li><li>There was no audit revenue collected in January</li></ul>	January	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
	2017	\$ 2,939,153	\$ 667,433	\$ 2,271,720
	2018	\$ 3,239,788	\$ 635,965	\$ 2,603,823
	Dollar +/-	\$ 300,635	\$ (31,468)	\$ 332,103
	Percent Change	10.2%	-4.7%	14.6%
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	Dollar +/-	\$ 300,635	\$ (31,468)	\$ 332,103
	Percent Change	10.2%	-4.7%	14.6%

## SALES TAX COLLECTIONS



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

EXCELLENCE · DEDICATION · SERVICE