

## 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

**Open Position**  
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

**Sara Mikelson**  
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

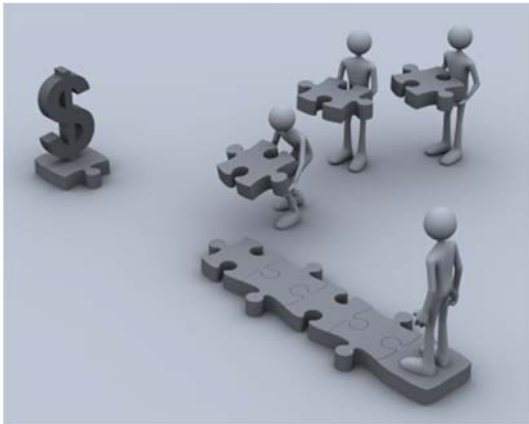
For More Information Please Visit:

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

Services/Finance

## FINANCE

### ACCOUNTING ACTIVITIES



#### 2017 YEAR-END

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.

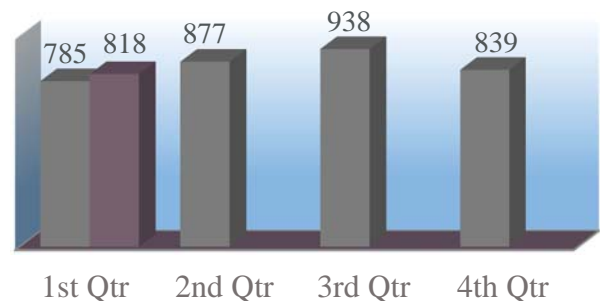
We completed the Annual Status of Conservation Trust Fund and Spending Report to the Department of Local Affairs, grant applications and claim submittals were also filed in March.

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)

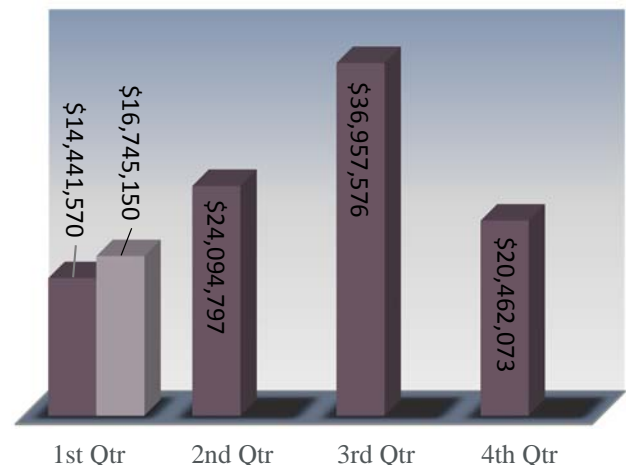
■ 2017 ■ 2018



### ACCOUNTS PAYABLE / PURCHASING

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

■ 2017 ■ 2018



#### TOTAL AP CHECKS CUT

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 (YTD)</u>
5,914	6,474	6,716	1,699



# BUDGET

MARCH 2018

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- The team finalized the First Amendment to the 2018 Budget for first reading on April 3<sup>rd</sup>
- The team finalized the Preliminary 2017 Year-End Report for presentation to Council on April 3<sup>rd</sup>
- Updated 2017 TABOR calculations and future year projections
- Matt Gohl worked on Gold Medal Award application information for the Parks and Recreation Department
- Matt Gohl worked on sales tax planning related to Food for Home Consumption

### IMPORTANT UPCOMING DATES

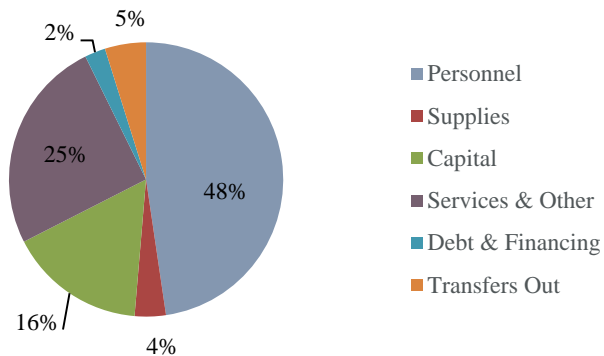
#### April 2018

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					

- April 9-20: Fleet review meetings with departments
- April 27: First run of the Three Year Balanced Financial Plan generated for review and feasibility
- April 30-May 11: First round budget meetings with all departments to review budget requests and CIP to determine if follow-up or second round meetings are necessary

### ACTUAL EXPENDITURES BY CATEGORY

#### Preliminary Through February 2018



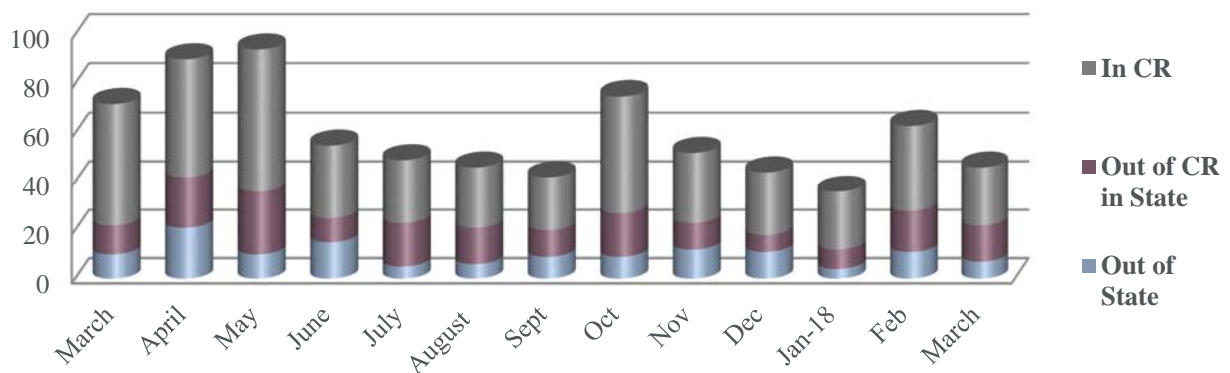
### BUDGET DEVELOPMENTS

- Analysts worked with departments to develop budget requests, including CIP for inclusion in the 2019 Budget, 2019-2021 Three Year Balanced Financial Plan and 2019-2023 5-Year CIP. Requests were due March 23.
- Analysts began development of 2019-2021 revenue forecasts

## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 46 new business licenses in March, including in Town businesses.</li> <li>Castle Rock currently has a total of 4,176 active businesses licensed</li> <li>2,058 or 50% of all businesses licensed are based in Castle Rock</li> <li>There have been 70 accounts closed in March</li> </ul>	<b>Dragon Needle Crafts</b> Handmade Items	<b>Rue21 Store #245</b> Clothing & Accessories
	<b>Sweetie Pies</b> Pies, Ice Cream & Candy	<b>Tech One LLC Mobile Repair</b> Mobile Repair
	<b>Aramark Correctional Services</b> Inmate Meals at County Jail	<b>Panorama Orthopedics &amp; Spine Center</b> Orthopedics
	<b>HomeStreet Home Loan Center</b> Mortgage Lending	<b>D Squared Industries LTD</b> Assembly of Parts & Accessories
	<b>The Library Co Bar &amp; Kitchen</b> Full Service Restaurant	<b>High Ready Arms</b> Sales of Firearms, Parts & Accessories
	<b>Castle Rock Reiki LLC</b> Reiki Treatment	<b>Safe Splash Swim School of Castle Rock</b> Swimming Lessons
	<b>Kokoro Salon</b> Hairstylist	<b>Hair by TLC</b> Hairstylist
	<b>Arukah Bodywork</b> Massage	<b>A Kiss of Sun</b> Airbrush Tanning
	<b>Muirfield Accounting &amp; Advisory Services</b> Accounting Services	<b>Mountain Lane Flower Company</b> Florist
	<b>Minute Mortgage</b> Mortgage Lending	<b>C-Shells</b> Dolls
<p><b>For more information on New Castle Rock Businesses</b> Please visit <a href="http://www.crgov.com/411">www.crgov.com/411</a></p>		

## BUSINESS LICENSES ISSUED



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



# REVENUE

MARCH 2018

## FINANCE

### ENFORCEMENT

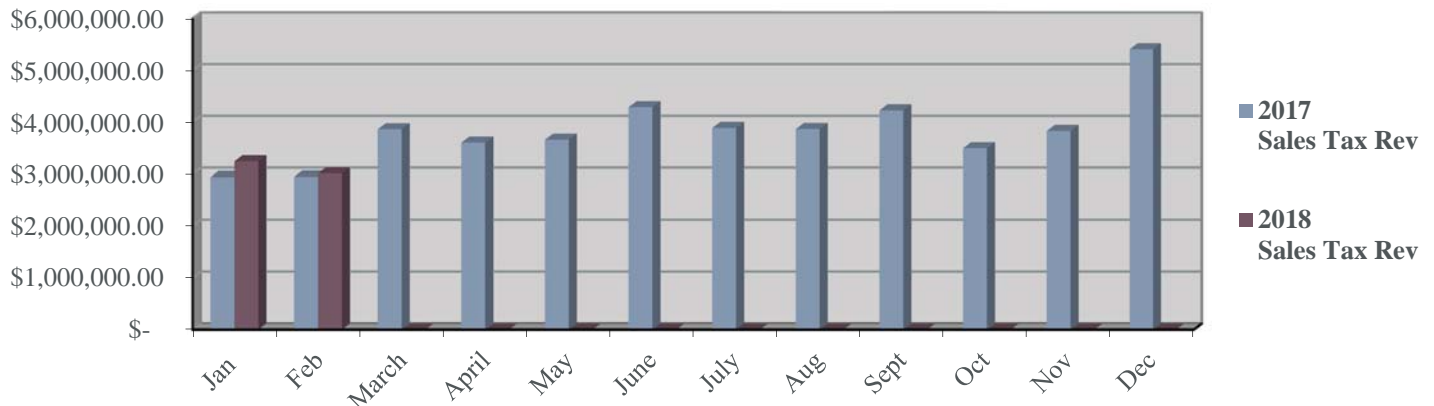
- Revenue Division collected \$53,903 from delinquent accounts for the month of February
- YTD Delinquent Account Collections \$121,948
- We currently have 41 audits in process
- There was no audit revenue collected in February

### REPORTING

February	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
2017	\$ 2,942,236	\$ 310,761	\$ 2,631,475
2018	\$ 3,009,606	\$ 299,447	\$ 2,710,159
Dollar +/-	\$ 67,370	\$ (11,314)	\$ 78,684
Percent Change	2.3%	-3.6%	3.0%

YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
2017 YTD	\$ 5,881,389	\$ 978,194	\$ 4,903,195
2018 YTD	\$ 6,288,048	\$ 935,452	\$ 5,352,596
Dollar +/-	\$ 406,659	\$ (42,742)	\$ 449,401
Percent Change	6.9%	-4.4%	9.2%

### SALES TAX COLLECTIONS



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

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