

ACCOUNTING • BUDGET • REVENUE

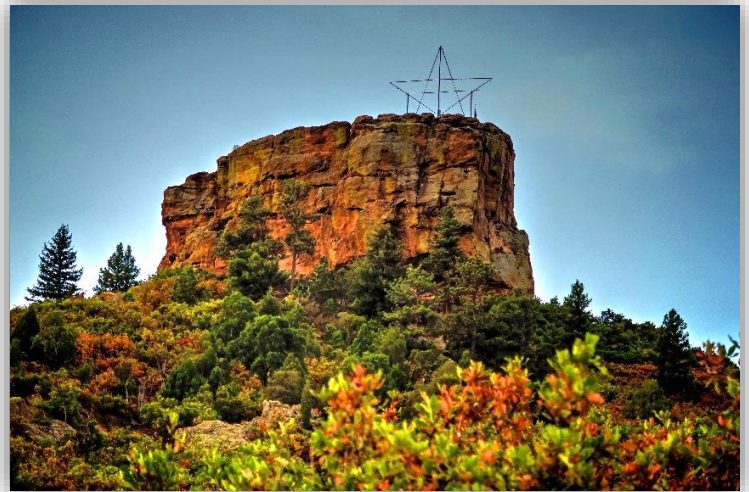
MISSION & VISION STATEMENT

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

Anna Maria Menza
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

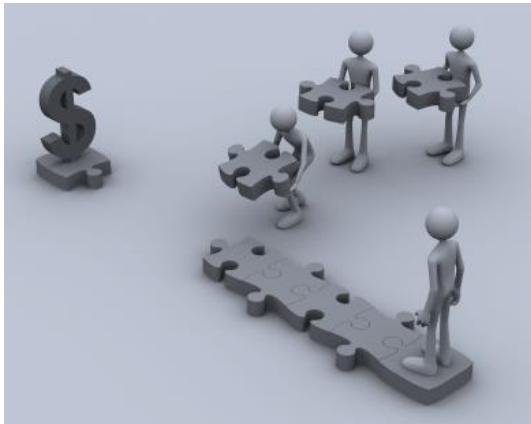
For more information, please visit:

www.crgov.com

Services/Finance

FINANCE

ACCOUNTING ACTIVITIES



2017 YEAR-END

The Accounting Division continues its work to compile the 2017 Comprehensive Annual Financial Report (CAFR) which will be presented to Town Council on June 19, 2018. The year-end audit fieldwork is under way by our auditors from Eide Bailly, LLP. The auditors expect to finish up in the office the week of May 4th.

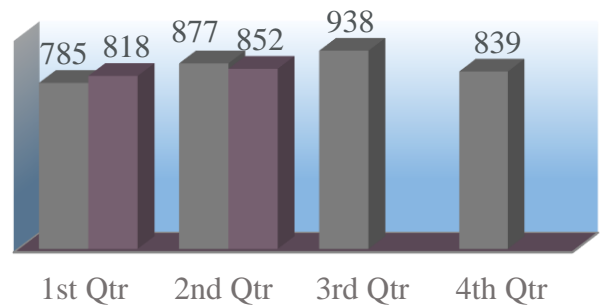
NEWS

Finance welcomed a new member to the Accounting Division, Sara Mikelson. Sara joined the Town as an Accounting Technician. She will be working with accounts payable, purchasing, PCard administration and capital assets.

PAYROLL

TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

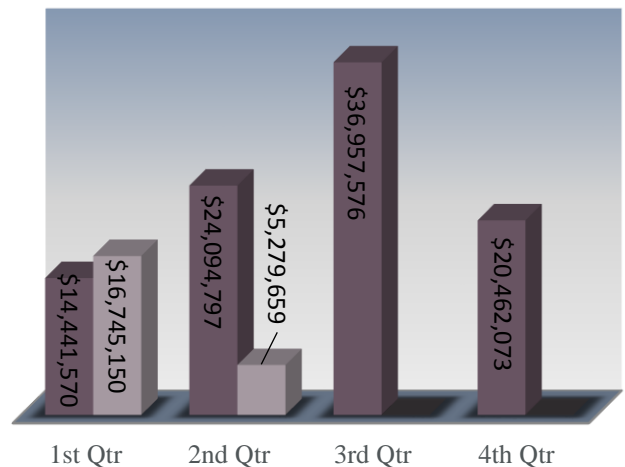
■ 2017 ■ 2018



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	2,253

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Alex Thiel attended a CIRSA insurance orientation in Denver.
- Alex Thiel prepared the annual Bullet Proof Vest Grant application.
- Alex Thiel toured a water well construction site with Castle Rock Water staff.
- The First Amendment to the 2018 Budget was adopted by Council on first reading on April 3rd and second reading on April 17th.
- The 2017 Preliminary Unaudited Year End Report was presented to Council on April 3rd.
- Analysts prepared the 2018 First Quarter Financial Review for presentation to Council on May 15th.
- Matt Kipp updated long term projections for the Transportation and Transportation Capital Funds.

IMPORTANT UPCOMING DATES

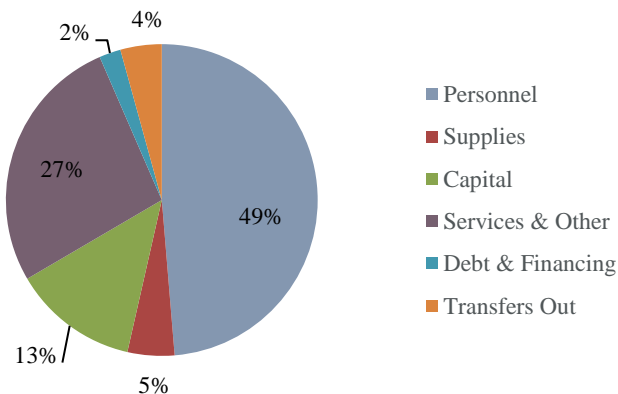
May 2018

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		

- April 30-May 14: First round budget meetings with all departments to review budget requests and CIP to determine if follow-up or second round meetings are necessary
- May 14-25: Second round meeting with departments as necessary for further refinement, identification of pending unknown items, and discussion of CIP items
- May 25: Next run of the Three Year Balanced Financial Plan generated for review

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through March 2018



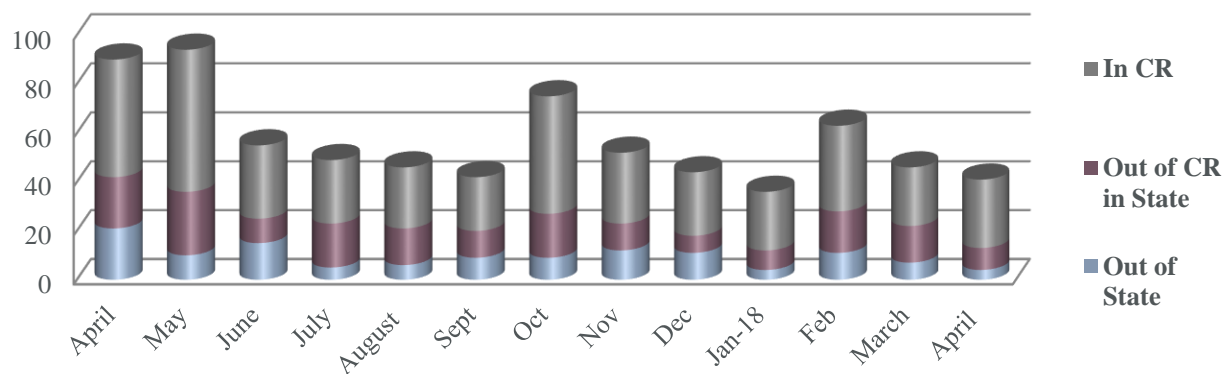
BUDGET DEVELOPMENTS

- Analysts and the Fleet Division held meetings with departments to review fleet vehicle replacement schedules and expected costs for incorporation into the 2019 Budget.
- Analysts worked to incorporate department business case requests and capital project amounts.
- Analysts refined various revenue projections for incorporation into the 2019 Budget and 2019-2021 Three Year Balanced Financial Plan.
- Analysts produced a first run of the Three Year Balanced Financial Plan for review and feasibility.

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> The Revenue Division has issued a total of 41 new business licenses in April, including in Town businesses. Castle Rock currently has a total of 4,167 active businesses licensed. Two thousand ninety-three or 50% of all businesses licensed are based in Castle Rock. Ninety-three accounts closed in April. <div> <p>For more information on New Castle Rock Businesses Please visit www.crgov.com/411</p> </div>	Superior Fence Fence Installation & Construction	Colletti Homes Real Estate Agent
	Ms. Amy's Tot Academy Childcare	Log Cabin Quilt 'N Sew Quilting and Sewing Services
	Burly Brewing Company Craft Beer Brewery & Merchandise	Doggie's Home Away From Home Dog Boarding
	Firstier Bank Banking Services	Colorado Cork & Keg Alcoholic Beverages & Food
	Berry Blendz Smoothies	Dukes Home Inspectors Home Inspections
	A Line Boutique Women's Clothing, Shoes, Accessories	Doggie Decompression K9 Massage Therapy Pet Care Services
	Michels Corporation Utility Construction Contractor	Ecnoy Ecommerce
	Lama Holdings Consulting	HM Brown 4 Associates Vehicle Sales & Leasing
	Top of the Line Cleaning Services House Cleaning	7-Eleven Store 38234A Convenience Store

BUSINESS LICENSES ISSUED



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

FINANCE

ENFORCEMENT

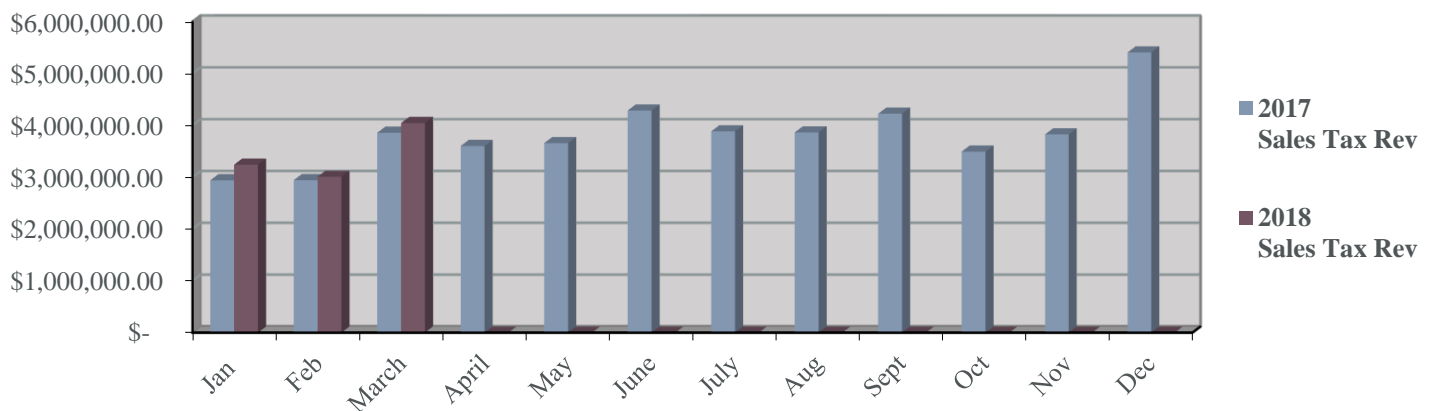
- Revenue Division collected \$24,322 from delinquent accounts for the month of March.
- Year-to-date delinquent account collections amount to \$146,270.
- Division staff has 43 audits in process.
- There was \$7,858 in audit revenue collected for the month of March.

REPORTING

March	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
2017	\$ 3,856,165	\$ 310,965	\$ 3,545,200
2018	\$ 4,044,350	\$ 283,005	\$ 3,761,345
Dollar +/-	\$ 188,185	\$ (27,960)	\$ 216,145
Percent Change	4.9%	-9.0%	6.1%

YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections
2017 YTD	\$ 9,737,554	\$ 1,289,159	\$ 8,448,395
2018 YTD	\$ 10,345,043	\$ 1,218,457	\$ 9,126,586
Dollar +/-	\$ 607,489	\$ (70,702)	\$ 678,191
Percent Change	6.2%	-5.5%	8.0%

SALES TAX COLLECTIONS



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