

ACCOUNTING • BUDGET • REVENUE

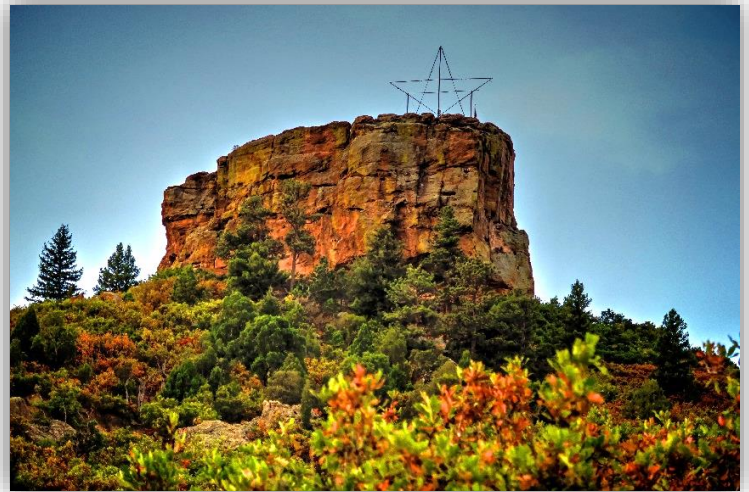
MISSION & VISION STATEMENT

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

Open Position
Accounts Payable Specialist

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

Open Position
Senior Customer Service
Representative

For more information, please visit:

www.CRgov.com

Services>Finance



ACCOUNTING

JUNE 2018

FINANCE

ACCOUNTING ACCOMPLISHMENTS

- 2017 Comprehensive Annual Financial Report presented to Council on June 19th
- 2017 financial audit garnered an unmodified opinion, the highest opinion auditors can give
- Annual Highway User Tax Fund (HUTF) Report submitted
- Annual renewal for the Victim Assistance and Law Enforcement Program (VALE) Grant submitted
- Annual CIRSA Workers Compensation insurance renewal application prepared
- 2017 Popular Annual Financial Report (PAFR) completed and submitted to the Government Finance Officers Association Awards Program
- Cash flow analysis tool developed collaboratively by Accounting and Budget

IMPORTANT UPCOMING DATES

July 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				

- July 6: Payday
- July 9: RFP posted for Auditing Services
- July 13: HVE Grant claim due
- July 13: VALE Grant claim due
- July 20: Payday
- July 20: Sales Tax Report for 2nd Quarter due
- July 25: Click It or Ticket Grant claim due
- July 31: Quarterly 941 payroll reports due

ACCOUNTING INITIATIVES

- Accounting continues to review Internal Control processes and meet with departments on enhancements and efficiencies.
- Accounts Payable will be sending out letters to vendors for updated W-9 information.
- An updated Vendor Listing Report will be posted to the Town's website under Transparency/Financial Information.
- Accounting will offer training in the fall to review the Procurement Policy and Procedures with each of the departments. This will include purchasing, travel, per diem and PCard procedures.

PAYROLL DEVELOPMENTS

- Payroll continues to test software in an effort to utilize electronic timesheets for all Fire employees.
- Payroll is encouraging employees to enroll in direct deposit in an effort to "Go Green."
- Payroll is collecting emails for all employees to distribute NOD's electronically.
- Payroll implemented a new hire checklist and is now participating in the New Hire Orientation.
- Payroll and Accounting files are in process of being scanned and filed electronically, and new reports are being generated and stored electronically in an effort to be more cost efficient.

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Town Hall addition and drones added to the CIRSA property and casualty policy
- Long-term projections for the Transportation and Transportation Capital Funds updated
- Current year cash flow projections for the Downtown Development Authority TIF Fund refined
- Responses to CIRSA renewal questions continue

IMPORTANT UPCOMING DATES

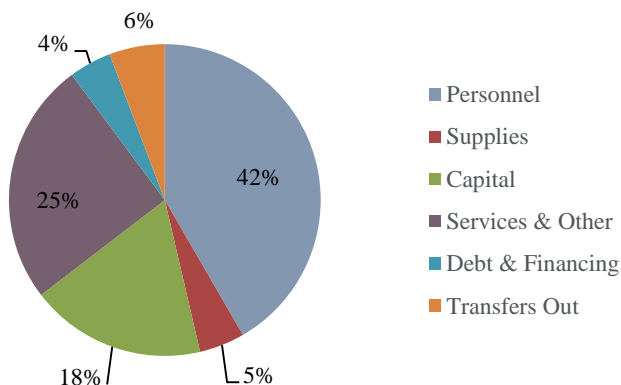
July 2018

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- June 18-July 3: Analysts work with departments to develop budget narratives
- July 18: Draft of Preliminary 2019 Budget document produced by Finance
- July 25: Castle Rock Water Rates and Fees Study to Castle Rock Water Commission

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through May 2018



BUDGET DEVELOPMENTS

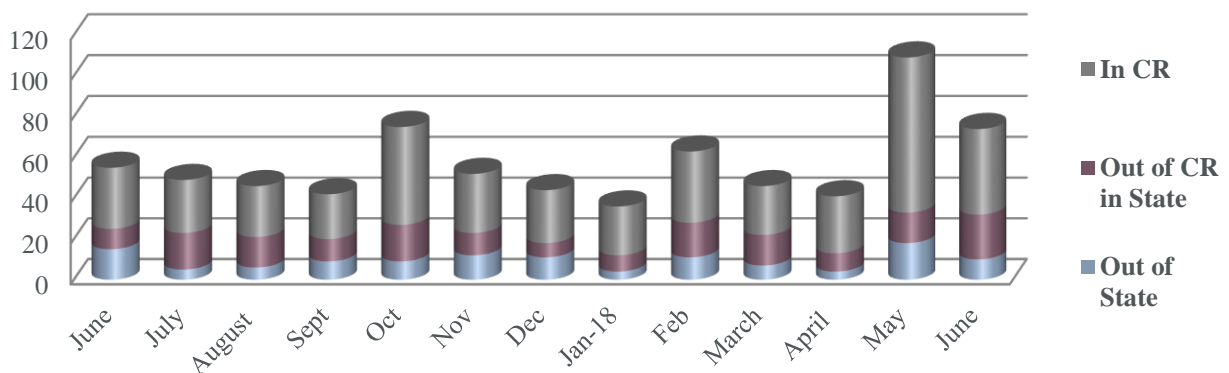
- The budget team reviewed the 2019 Budget revenue and expenditure line item detail.
- Revenue was revised based on updated Sales Tax projections.
- Budget requests were revisited based on revised revenue projections.
- Development of all budget document sections were continued.
- Cost Allocation Plan development has continued with the consultant.
- Several follow up meetings with departments were held to review various outstanding planning items.

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> We have issued a total of 74 new business licenses in June, including in Town businesses. Castle Rock currently has a total of 4,222 active businesses licensed. Fifty percent of all businesses licensed or 2,116 are based in Castle Rock. Sixty-three accounts closed in June. 	Pro Image Sports Licensed Sports Apparel	Elite Esthetics by Karina Torres Beauty Services & Products
	Castle Rock Kritter Sitters LLC Pet Care Services	Coconut Tree Creative Administrative Services
	The Copper Elm LLC Furniture & Home Décor	Wayne Klassen Agency LLC Insurance Agent
	Les Schwab Tire Center Tire Sales	Early Foundation Childcare Child Care Services
	KC Mortgage LLC Mortgage Lending	Doug For Dogs LLC Dog Training Services
	Rock View Car Wash Car Wash	Clare Burley Photography Framed & Canvas Photography
	Gemini Studios Film Production Company	Equipage Décor Home Goods & Décor
	Being In Awareness Online Education	Stoeffl Photography Photographer
	Emmy Jo Boutique Crafts	Perry Street Raw Dog Food Company Raw Dog Food, Bones & Treats
	Fuzzy's Taco Shop Mexican Restaurant	

For more information on new Castle Rock businesses, please visit
www.CRgov.com/411

BUSINESS LICENSES ISSUED

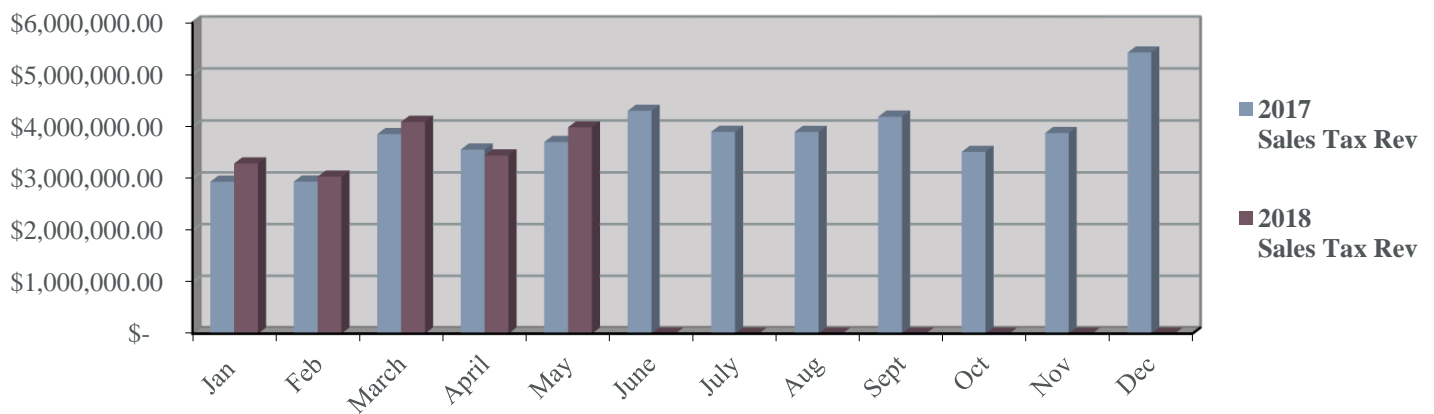


This graph illustrates how many business licenses are issued per month, by area.

FINANCE

ENFORCEMENT	REPORTING			
<ul style="list-style-type: none"> Revenue Division collected \$40,400 from delinquent accounts for the month of May. Year-to-date delinquent account collections amount to \$252,208. Division staff has 39 audits in process. There was \$26,680 in audit revenue collected for the month of May. 	May	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Adjusted Collections
	2017	\$ 3,703,943	\$ 163,371	\$ 3,540,572
	2018	\$ 3,987,655	\$ 197,512	\$ 3,790,143
	Dollar +/-	\$ 283,712	\$ 34,141	\$ 249,571
	Percent Change	7.7%	20.9%	7.0%
	YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Adjusted Collections
	2017 YTD	\$ 17,000,689	\$ 976,140	\$ 16,024,549
	2018 YTD	\$ 17,854,074	\$ 656,586	\$ 17,197,488
	Dollar +/-	\$ 853,385	\$ (319,554)	\$ 1,172,939
	Percent Change	5.0%	-32.7%	7.3%

SALES TAX COLLECTIONS



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