

ACCOUNTING • BUDGET • REVENUE

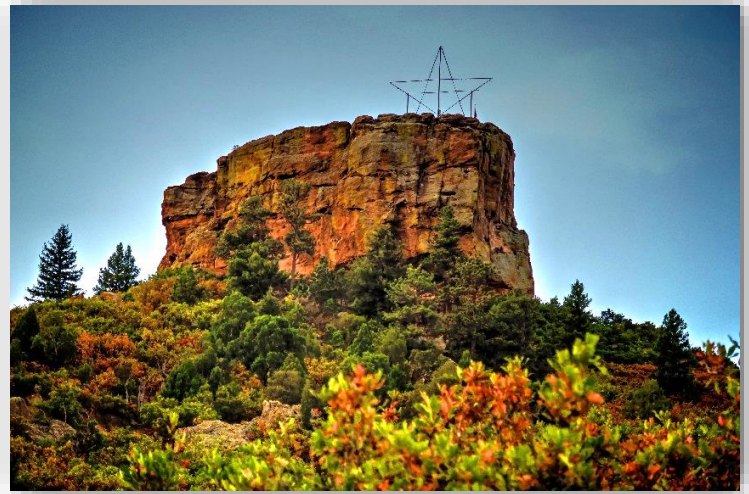
MISSION & VISION STATEMENT

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

Bethany Dickerman
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

Lynda Halterman
Senior Customer Service
Representative

For more information, please visit:

www.CRgov.com

Services>Finance



ACCOUNTING

AUGUST 2018

FINANCE

ACCOUNTING ACCOMPLISHMENTS

- The Accounting team is reviewing responses to a Request for Proposal (RFP) posted to the Rocky Mountain e-Purchasing System for Financial and Compliance Auditing Services for the years ending December 31, 2018, 2109 and 2020.
- Accounting submitted grant reimbursement claim reports for the High Visibility Enforcement (HVE) Grant, Click It or Ticket It (CIOT) Grant, and Victim Assistance and Law Enforcement Program (VALE).
- The Accounting Manager participated in the Your Town Academy presentation on August 20th.
- Finance met with Town departments to review Accounts Receivable processes and enhance tools for departments to track revenue.

IMPORTANT UPCOMING DATES

September 2018

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 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 | | | | | | |

- September 14: Payday
- September 27: High Visibility Enforcement (HVE) Grant claim due
- September 28: Payday

ACCOUNTING INITIATIVES

- Accounts Payable will send out letters to vendors requesting updated W-9 information.
- Members of 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 P-Card procedures.
- Accounting will visit offsite storage of documents and oversee their transfer to a facility that scans them for online storage and retrieval.

PAYROLL DEVELOPMENTS

- Payroll will verify addresses for year-end.
- Payroll continues to encourage employees to enroll in direct deposit in an effort to “Go Green.”
- Payroll is collecting employee emails to distribute Notices of Deposit (NODs) electronically.
- Electronic scanning and filing of Payroll and Accounting files continues along with generating and storing new reports online in an effort to grow more cost efficient.

EXCELLENCE · DEDICATION · SERVICE



BUDGET

AUGUST 2018

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Updates to food for home consumption sales tax scenarios
- Updates to long-term projections for the Transportation and Transportation Capital Funds
- Presented the 2018 Second Quarter Financial Review to Council on August 21st
- Presented at Your Town Academy on August 20th
- Prepared the property and casualty insurance renewal questionnaire for the United Fire Dispatch Authority (UFDA)

IMPORTANT UPCOMING DATES

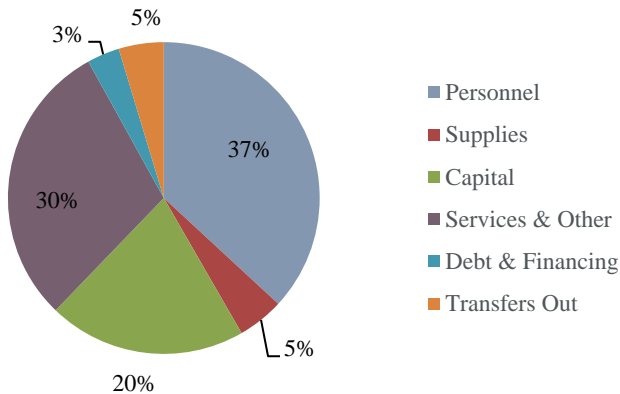
September 2018

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
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| 30 | | | | | | |

- September 4: First reading of the 2019 Budget Ordinance at Town Council
- September 18: Town Council items: Second Reading of the 2019 Budget Ordinance, first reading of the Property Tax Mill Levy Ordinance, 2019-2021 Three Year Balanced Financial Plan Resolution adoption, and 2019-2023 Five Year Capital Improvement Project (CIP) Resolution adoption

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through July 2018



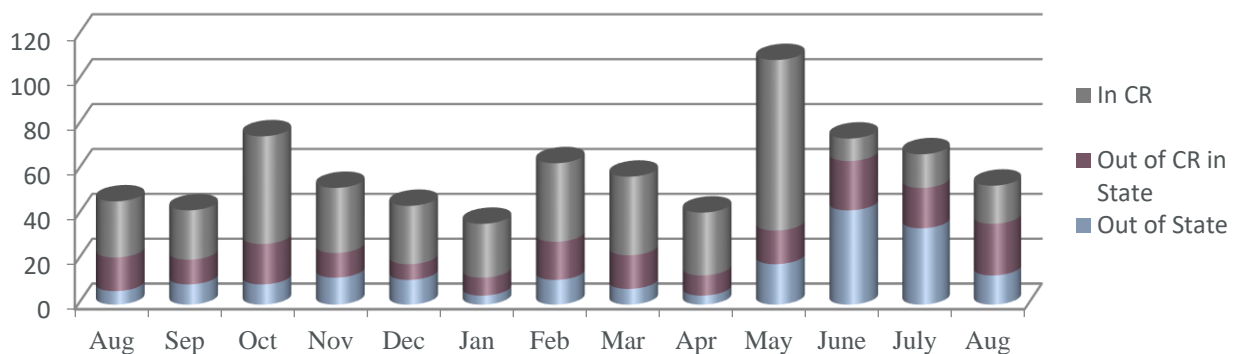
BUDGET DEVELOPMENTS

- A 2019 Proposed Budget Town Council work session was held on August 14th.
- Preliminary presentation to Council of the 2019 Proposed Budget occurred on August 21st.
- The 2019 Proposed Budget Open House took place on August 28th with approximately 30 people in attendance.
- Preparation continued for first reading of the 2019 Budget Ordinance on September 4th

FINANCE

| LICENSING | NEW CASTLE ROCK BUSINESSES | |
|---|--|---|
| <ul style="list-style-type: none"> We have issued a total of 55 new business licenses in August, including in Town businesses. Castle Rock currently has a total of 4,297 active businesses licensed. Fifty percent of all businesses licensed or 2,137 are based in Castle Rock. Nineteen accounts closed in August. | Cynthia Spilman – Air BnB Airbnb Rental | Origins Salon Beauty Salon |
| | Sugar Spoon Candies Candy, Bottled Soda | First Impression LTD Women's Jewelry, Clothing |
| | Compagnie 575 LTD Poetry, Arts | Koller Lawn Care Lawn Care, Sprinkler Repair |
| | Comfort Keepers Home Care | Lopsyte LLC Consulting, ebooks, Website Subscription |
| | Chili the Kid Food Truck | El Korita Food Truck Food Truck |
| | Big John's Garage Mobile Auto Repair/Parts | Elevate Flooring Design LLC Flooring and Installation |
| | Fleet Clean Denver Mobile Car Washing | Aussie Pet Mobile Mobile Pet Grooming |
| | Next Steps Senior Placement LLC Advisor for Assisted and Senior Living | |
| | | |
| <p>For more information on new Castle Rock businesses, please visit www.CRgov.com/411</p> | | |

BUSINESS LICENSES ISSUED

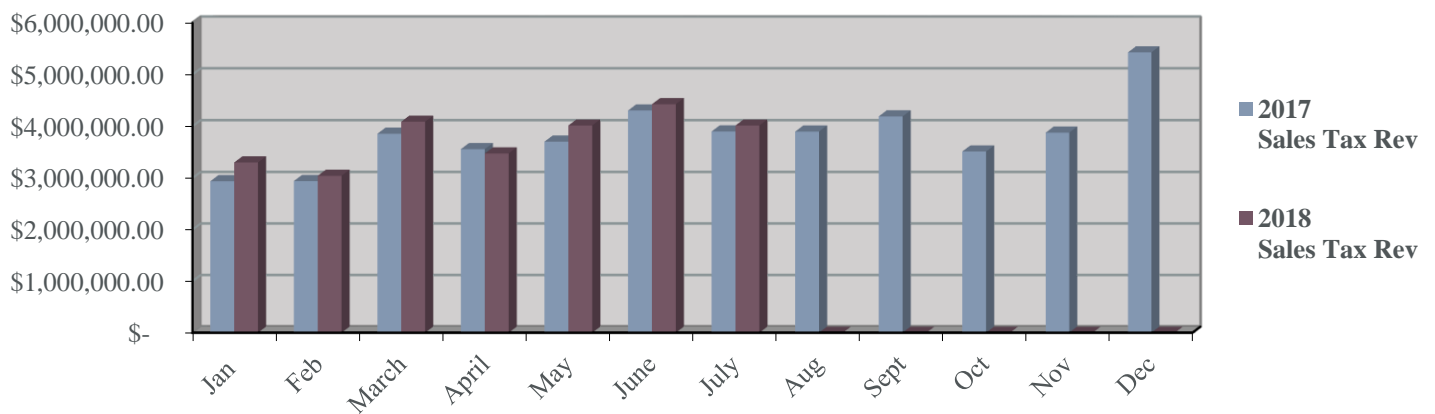


This graph illustrates how many business licenses are issued per month, by area.

FINANCE

| ENFORCEMENT | REPORTING | | | |
|---|----------------|-----------------------------|--|-----------------|
| <ul style="list-style-type: none"> Revenue Division collected \$82,674 from delinquent accounts for the month of June. Year-to-date delinquent account collections amount to \$407,399. Division staff has 52 audits in process. Audit revenue collected amounted to \$7,407 for the month of July. | June | Gross Sales Tax Collections | Town Audit Revenue and Amounts Collected on Behalf of Others | Net Collections |
| | 2017 | \$ 3,899,703 | \$ 138,914 | \$ 3,760,789 |
| | 2018 | \$ 4,014,669 | \$ 190,188 | \$ 3,824,481 |
| | Dollar +/- | \$ 114,966 | \$ 51,274 | \$ 63,692 |
| | Percent Change | 2.9% | 36.9% | 1.7% |
| | YTD | Gross Sales Tax Collections | Town Audit Revenue and Amounts Collected on Behalf of Others | Net Collections |
| | 2017 YTD | \$ 25,205,115 | \$ 1,294,355 | \$ 23,910,760 |
| | 2018 YTD | \$ 26,366,768 | \$ 1,115,842 | \$ 25,250,926 |
| | Dollar +/- | \$ 1,161,653 | \$ (178,513) | \$ 1,340,166 |
| | Percent Change | 4.6% | -13.8% | 5.6% |

SALES TAX COLLECTIONS



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