

# September 2018 Finance Department



## Mission

Through exceptional customer service and effective partnerships, we deliver accurate and timely financial services

## Vision

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

## How does Finance support the Town's vision and priorities?

### Accounting

This division provides financial services to internal and external customers such as payroll, accounts payable and receivable, investments, and capital asset reporting. The Accounting Team ensures financial transactions are recorded in accordance with the Town's Municipal Code and Governmental Accounting Standards and in compliance with governing laws and regulations.

### Budget

The Budget Team supports departments Townwide with financial planning to attain strategic priorities in the short and long term. In addition to future budgeting and financial planning, the Budget Team actively monitors, analyzes and reports on Town financial activity throughout the year.

### Revenue

The Revenue Team provides education and outstanding customer service to our community while licensing businesses and collecting sales tax with a "home town" feel and understanding. In addition, the team is involved in economic development, the Downtown Development Authority and the Urban Renew Authority to align with the Town's vision.

## Contact Finance Department

## What's new?

### The Mission & Vision Award for 3rd Quarter goes to Edward McWilliams

The Finance Team chose Edward, Finance Project Analyst and a 15-year veteran of the department, for his high-caliber reporting skills and embodiment of mission and vision through excellent communication. Congrats to Edward!

### Finance intern

Welcome to our student from Castle View High School who will intern with the Budget Team until December! The intern, who initiated the endeavor with his interest in a Finance career, will get exposed to tasks like research and analysis in a collaborative, transparent and values-driven setting.

## Initiatives

### Project Green

- Scanning and online storage of records continues
- Payroll moving to paperless with huge scanning effort, transitioning CRFD to online timesheets, and electronic distribution of paystubs
- Printing less- All divisions have successfully explored ways to minimize printing.

## Featured team member

### Trish Muller, CPA Finance Director



Though hardly a top-down leader, Trish stands at the “peak” of the Finance Dept. A native of

Colorado, Trish has worked for the Town since 2009 with the last six years as director. With her 25-year private and public accounting background, Trish leads Finance with expertise, creativity, caring and humor that foster excellence, innovation and strong relationships Townwide. Trish, her husband, her two adult children and two dogs reside in Castle Rock. You can find them hiking the Colorado Trail, fishing in FL, cheering on her daughter, a D-1 college athlete, or preparing her son for graduation from high school this year.



## On the horizon

**Budget analysts are working on:**  
2018 year-end estimates

[2019 Budget](#) - “Final” after 12/4 Town Council

2020 budgeting to follow 2019 debrief

2019-2021 Balanced Financial Plan Resolution, 2019-2023 Five-Year Capital Improvement Program Resolution and Property Tax Mill Levy working their way through Town Council

## Town and state wide

### Accounting division collaborated with:

- IT on Payment Card Industry (PCI) Compliance
- IT/Municipal Court on interface with financial software
- Water on asset naming conventions
- Police on several grant reimbursement reports
- all Town departments to review Accounts Receivable processes and tools and to train on revised Purchasing Policy

### and hosted:

the CO Government Finance Officers Association for a training series open to all members that started on Sept. 12.  
Topic: Preparing for Year End

## Partnership

### Business licenses issued



**48**

Number of new business licenses, including in Town



**4,328**

Total active businesses licensed



**2,147 or 50 percent**

Based in Castle Rock



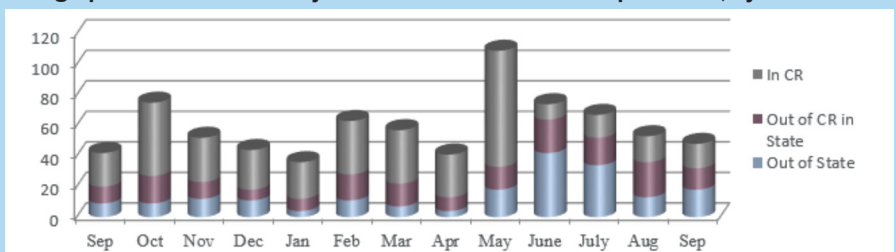
**17**

Accounts closed

**For more information on new Castle Rock businesses, please visit**  
[www.CRgov.com/411](http://www.CRgov.com/411)



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



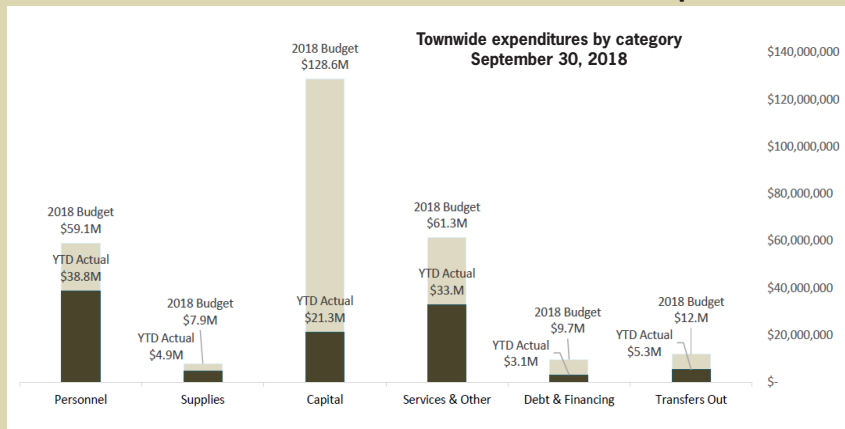


Budget team at work

The Budget Team worked on several projects this month. They planned and taught the Budget & Finance class as part of Castle Rock University, and they conducted planning and analysis related to Crystal Valley Interchange funding.



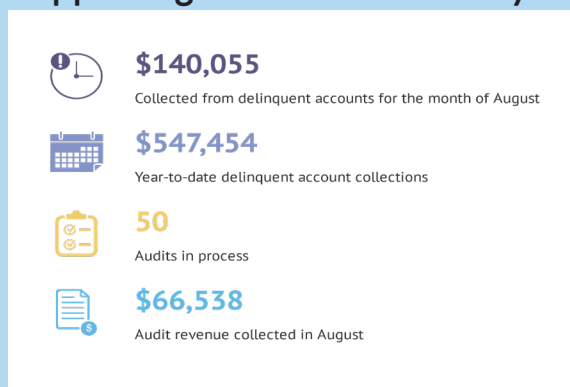
## Expenditures



## New businesses

<b>Calahan &amp; Associates</b> Tax prep, payroll, bookkeeping and business adviser	<b>Lori Ritzel</b> Mary Kay consultant
<b>DB Nails</b> Nail salon services	<b>Metro Mix LLC</b> Ready mix concrete supplier
<b>Del Taco</b> Mexican fast food	<b>Murdoch's Ranch and Home Supply</b> Ranch and home supplies, pet, firearms, tools, lawn and garden
<b>Evoqua Water Technologies LLC</b> Sale and service of water infiltration equipment	<b>No Cow Café</b> Baked goods
<b>Glitterally Fabulous</b> Nails	<b>Restroom Refresher</b> Restroom cleaning business
<b>Hottie Rob's Edible Eats</b> Mobile food truck	<b>Risen Wings LLC</b> Selling books
<b>HX Mechanical LLC</b> Construction documents service	<b>The Sandal-Miller Group</b> Licensed psychologist
<b>James Fahrny</b> Short-term lodging, vacation rental	<b>Sherwin Williams</b> Sale of paint and related products
<b>Kris Bader Agency LLC</b> Insurance	<b>Tier One Restorations LLC</b> Water   fire   mold restoration

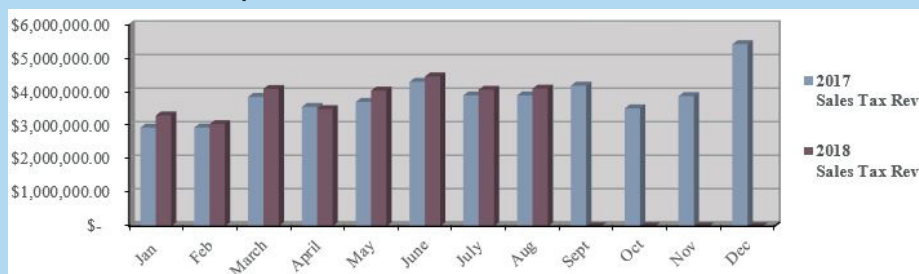
## Supporting fiscal accountability



## Revenue

Sales Tax is reported a month in arrears.

Revenue Division will report last month's revenue in the current month.



## Communicating results

August	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2017	\$ 3,898,049	\$ 160,127	\$ 3,737,922
2018	\$ 4,102,529	\$ 300,708	\$ 3,801,821
Dollar +/-	\$ 204,480	\$ 140,581	\$ 63,899
Percent Change	5.2%	87.8%	1.7%

YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2017 YTD	\$ 29,103,164	\$ 1,454,482	\$ 27,648,682
2018 YTD	\$ 30,608,718	\$ 1,416,550	\$ 29,192,168
Dollar +/-	\$ 1,505,554	\$ (37,932)	\$ 1,543,486
Percent Change	5.2%	-2.6%	5.6%

Town of Castle Rock  
Finance Department  
720.733.2227  
[CRgov.com/finance](http://CRgov.com/finance)

