

# December 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

The Accounting Team provides financial services to internal and external customers such as payroll, accounts payable and receivable, investments, and capital asset reporting. In addition, the 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 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 Renewal Authority to align with the Town's vision.

## Contact Finance Department

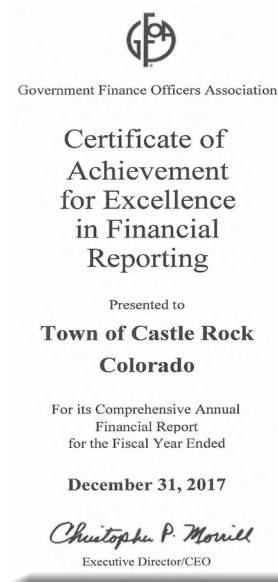
## What's new?

### The 4th Quarter Mission & Vision Award goes to...

#### Craig Larson, Sales Tax Auditor

The Finance Dept. recognizes Craig for his exceptional customer service as a member of the team and externally. He has an amazing way of partnering with the community on sales tax audits. His colleagues say that he willingly helps out whenever he can and embodies the team's commitment to "integrity, honesty and the highest standard of conduct and professionalism."

## Congrats!



The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town by the Government Finance Officers Association of the U.S. and Canada (GFOA) for its 2017 Comprehensive Annual Financial Report (CAFR). The Certificate

of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

In order to receive this award, a government must publish an easily readable and efficiently organized CAFR that satisfies both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year. The Town has received this award for the 28<sup>th</sup> consecutive year!

## Bravo!

**Matt Gohl, Budget Manager**, played an integral role in revising the Town's Performance Review process and received the *Town Manager's Choice Award* along with several others.

## Welcome!

Finance welcomes the newest hires in Accounting. Alex Gonzalez, Payroll Technician, joined the dept. after interning in Human Resources. She recently graduated from the University of Denver with a Masters in Human Resources. Payroll also welcomes back Caitlin Machone. Caitlin, an Accountant, returns with a wealth of experience. Finance is excited to have such nice and familiar additions to the team!

### Featured team member

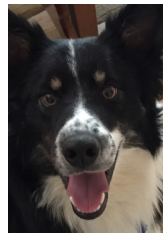
#### Yvonne Haas, Accounting Technician/Purchasing



Yvonne, a native of Taiwan, sets the bar as a steward of Town resources.

With a hand in every aspect of purchasing, she works across Town departments to handle Accounts Payable payment requests, create Purchase Orders, manage P-Card purchases, support the Request for Proposal (RFP) process, and she assists internal and external customers with their financial questions. Yvonne

does not give up until she helps people resolve any problems that arise. When it comes to training, lending an extra hand, repurposing supplies, or even troubleshooting copier problems, Finance can count on Yvonne! Before working for the Town, Yvonne worked in an accounting role in various industries including medical, construction, non-profit and moving. She holds a Bachelor's degree in banking and finance. As her team can attest, Yvonne has fantastic cooking and baking skills, one way she enjoys spending her time along with hiking the outdoors with her husband and sweet Hurricane Harvey rescue dog, Panda.



### On the horizon

**Jan 31:** W-2s and 1099s get mailed

**Feb 4, 5pm:** Accounts Payable cutoff for all 2018 invoices

**April 22-May 3:** Auditors from BKD will perform Field Audit

#### Budget Projects:

- **2020 Budget development** planning calendar established
- started work on Parks & Rec accreditation for excellence in operations and services by the Commission for Accreditation of Park and Recreation Agencies (**CAPRA**)

### Town and state wide

The **Budget Manager** attended the final presentation for the Castle View HS intern and remarked that he did a "great job" sharing his experience with his school community.

#### The Budget Team

- Prepared the [2019 Budget](#) for printing and online posting
- Prepared the [2019 Budget](#) for submission to the Government Finance Officer's Association (GFOA) for the *Distinguished Budget Presentation Award*

**Dec 4 - Town Council** adopted Property Tax Mill Levy

### Partnership

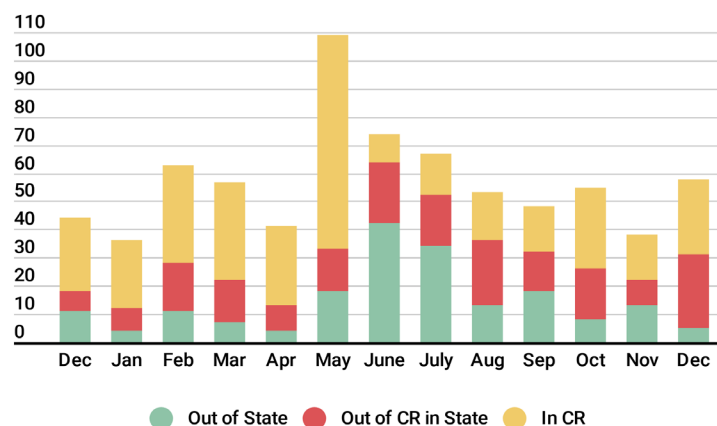
For more information on new Castle Rock businesses, please visit [www.CRgov.com/411](http://www.CRgov.com/411)



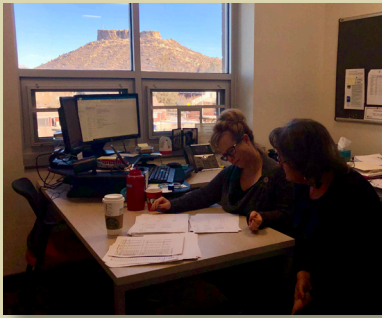
#### Business licenses issued December 2018

	<b>58</b>	Total businesses licensed
	<b>27</b>	Businesses licensed in Castle Rock
	<b>5</b>	Businesses licensed out-of-state
	<b>26</b>	Businesses licensed in CO but outside of Castle Rock

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



## Initiatives

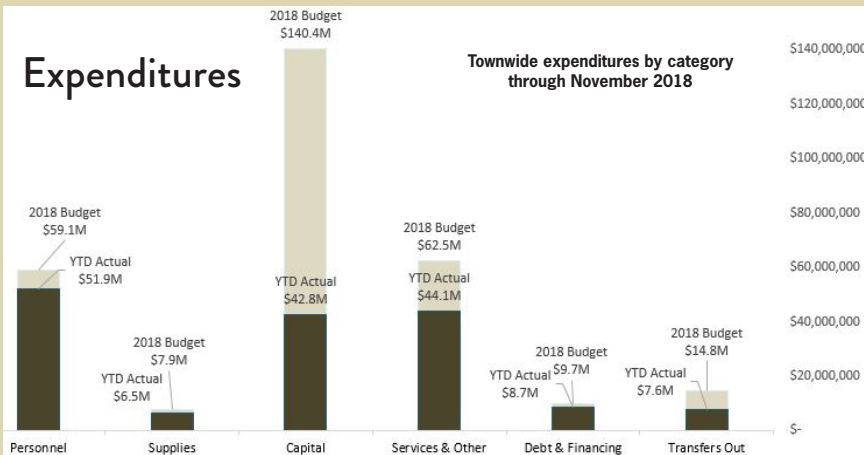


Accounting team works in the shadow of the Rock.

The Budget team attended a webinar on *Why Social Media Should Matter to the Finance Office* and found that it reinforced their understanding of social media platforms for Finance.



## Expenditures



## New businesses

<b>61 Concepts</b> - Retailer for incase products, backpacks	<b>Hot Shot Safety</b> Home safety products online
<b>Beekeeper Consulting LLC</b> - Software consulting, design, implementation	<b>JN Detailing LLC</b> Rejuvenation detailing
<b>Blue Chip Juniper LLC</b> Development company	<b>Maria Rojas LPC LLC</b> Mental health consulting
<b>Carrie Crandall LPC LLC</b> Counseling	<b>Martin Williams Technologies LLC</b> - Resale of technology hardware & services
<b>Cheng's Pop Up Kitchen</b> Catering	<b>Mary Rose Design Studio</b> Jewelry
<b>Colorado Beauty RN LLC</b> Med spa	<b>Mile High Airsoft</b> Sporting goods retail and customization
<b>Columbine Oils LLC</b> CBD oils	<b>Peachy Clean Commercial Services</b> - Cleaning services
<b>Culver's</b> Restaurant	<b>Queen Acres BNB</b> Hospitality
<b>CVS Pharmacy # 11104</b> Retail pharmacy, convenience store	<b>Shabby Alpaca LLC</b> Alpaca and soft goods
<b>Dos Amigos</b> Mexican restaurant	<b>Tempo School of Performing Arts</b> - Dance school
<b>ecoATM LLC</b> Recycling kiosk for small electronics	<b>These Guys Contracting LLC</b> - Carpentry services, cabinets, countertops
<b>Elevation Vision</b> Eye exams, glasses, contacts	<b>Vista Vino Modern Grill</b> Restaurant
<b>Embroidery of the Rockies</b> - Embroidered quilted items & services	<b>Western Sand Cherry LLC</b> Development company
<b>GHOCO LLC</b> Arts & crafts supplies online	

## Supporting fiscal accountability



**\$36,956**

Collected from delinquent accounts for the month of November



**\$577,880**

Year-to-date delinquent account collections



**69**

Audits in process

## Communicating results

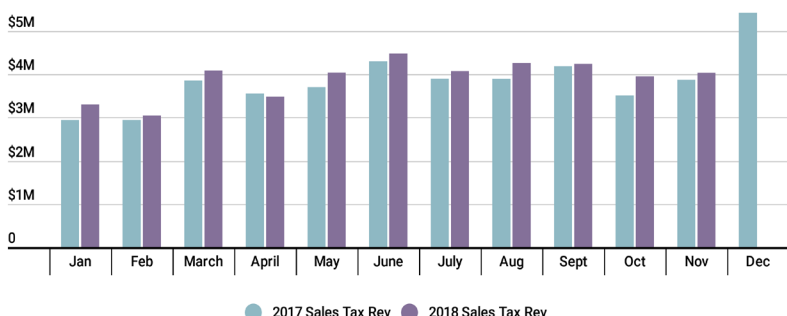
November	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
<b>2017</b>	\$ 3,877,471	\$ 150,578	\$ 3,726,893
<b>2018</b>	\$ 4,040,152	\$ 189,293	\$ 3,850,859
<b>Dollar +/-</b>	\$ 162,681	\$ 38,715	\$ 123,966
<b>Percent Change</b>	4.2%	25.7%	3.3%

YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
<b>2017 YTD</b>	\$ 29,103,164	\$ 2,439,979	\$ 26,663,185
<b>2018 YTD</b>	\$ 30,608,718	\$ 2,346,639	\$ 28,262,079
<b>Dollar +/-</b>	\$ 1,505,554	\$ (93,340)	\$ 1,598,894
<b>Percent Change</b>	5.2%	-3.8%	6.0%

## Revenue

Sales Tax is reported a month in arrears.

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



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

