

April 2019 Finance Department



Trish Muller, CPA
Finance Director

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](#)

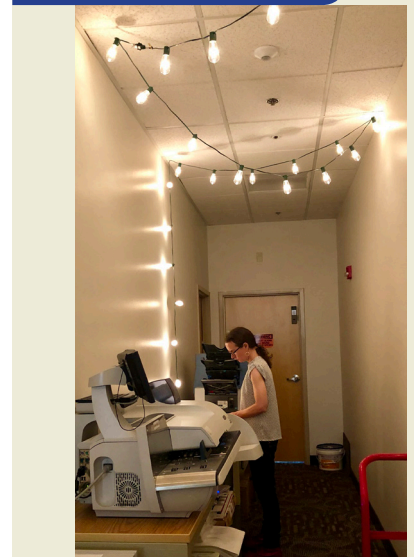
What's new?

The First Quarter Mission & Vision Award goes to Christina LeBlanc!

The Finance department happily selected Christina, Accounting Technician, for this honor in the first quarter. Her positive attitude, versatility and exceptional customer service stand out in her regular duties and when she serves as a vital back-up for Payroll. Christina looks for ways to improve processes when she takes on new tasks and collaborates with other departments. Through her embodiment of Town values, Christina bolsters the mission of Finance to build effective partnerships every day.



Behind the scenes



Accounts Payable checks in process

Featured team member

Alex Gonzalez Payroll Technician

The world's greatest Disney fan works right here at the Town of Castle Rock, and she brings her own kind of magic to Payroll. Not even a "bomb cyclone" with 60 mph winds and 10 inches of snow could stop Alex and her diligent team from delivering pay accurately and on time. In-house Payroll has many facets. She assists departments with various reporting needs and projects, and she works closely with Human Resources to ensure that new hires, pay increases and benefits get processed properly. It all started in HR in her hometown where she loves to live, work, and witness "exciting growth." As a graduate student at the University of Denver, she took the initiative to reach out to the Town's HR manager one year ago. Together, they built an internship that allowed her innovation and fresh lens to shine and pave the way to her

current position. Though she considers it a privilege to work here, her strong belief in teamwork, excellence, exceptional customer service, and her joyful laughter make

her a valued member of Finance. Turning big dreams into reality drives Alex to continue her education, remain current on the latest rules and regulations, and better serve Town employees. Now that she has completed her Master of Science in Strategic Human Resources Management and Development, she will attend the American Payroll Association's Payroll Administration Certificate program starting this fall. Always learning, she loves to travel to new places and experience different cultures and traditions. Meadow, her American Eskimo puppy with as much cuteness as a Disney character, helps her explore!



Town and state wide

Town Council approved the **2019 Budget, 1st Amendment** on April 16. The Budget Team is gathering information for the **2nd Amendment** that will go before Town Council this summer.

- **2020 Budget Development** continues. Departments submitted numerous requests and will present them to the Town Manager and Budget Team first week of May; adoption planned for September
- **2019 Budget, 1st Amendment** added \$88 million of expenditures, offset in part by \$6.6 million of revenue to the 2019 Budget. Total budgeted expenditures for 2019 are now roughly **\$325 million** Townwide.
- **TABOR** surplus not expected for 2018, based on unaudited information; updates/finalization will occur with post-audit calculations

On the horizon

May 7: Staff will present the **2019 First Quarter Financial Review** to Town Council.

June 1: **Highway Users Tax Fund (HUTF)** report due; required for municipalities to receive this revenue that goes into the Transportation Fund

June 4: The Audit Committee will meet to review financials, and auditors will present results of the annual financial statement audit. The committee consists of the Town Manager, Finance staff, Council members and stakeholders.



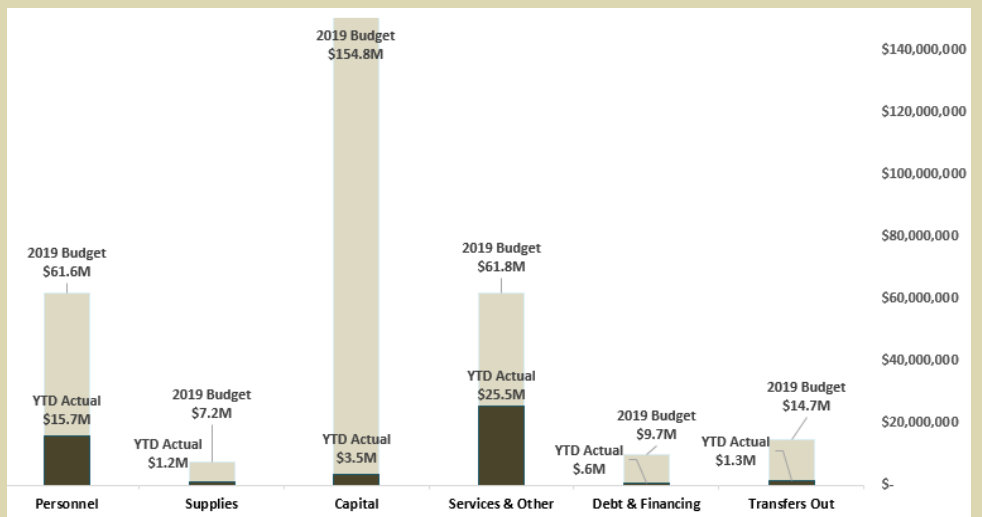
Initiatives

Improving transparency continues

On April 11, the Budget Team participated in a webinar hosted by the Government Finance Officers Association (GFOA) on Case Studies in Online Financial Transparency. The session covered case studies, effective tools, best practices and how to engage more citizens.

Expenditures

Preliminary Townwide expenditures by category
March 31, 2019



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



Business licenses issued April 2019



113

Total businesses licensed



35

Businesses licensed in Castle Rock



37

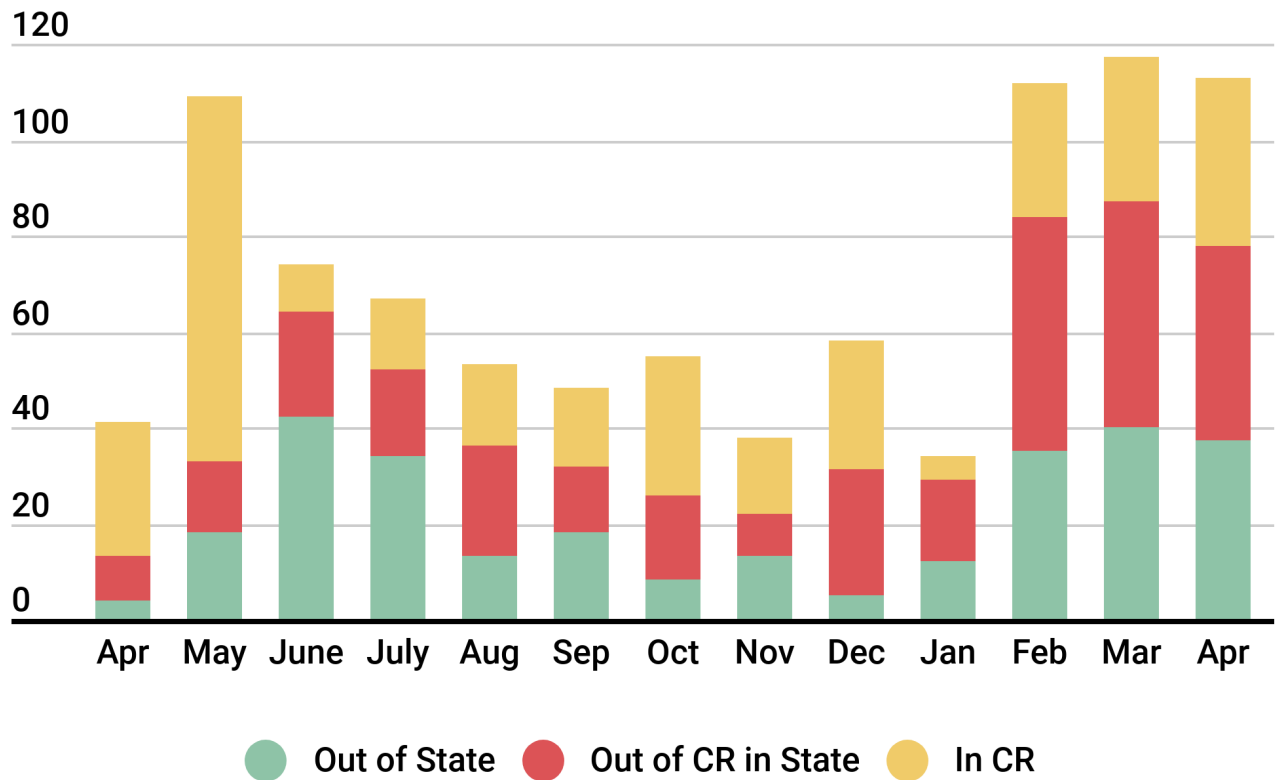
Businesses licensed out-of-state



41

Businesses licensed in CO but outside of Castle Rock

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



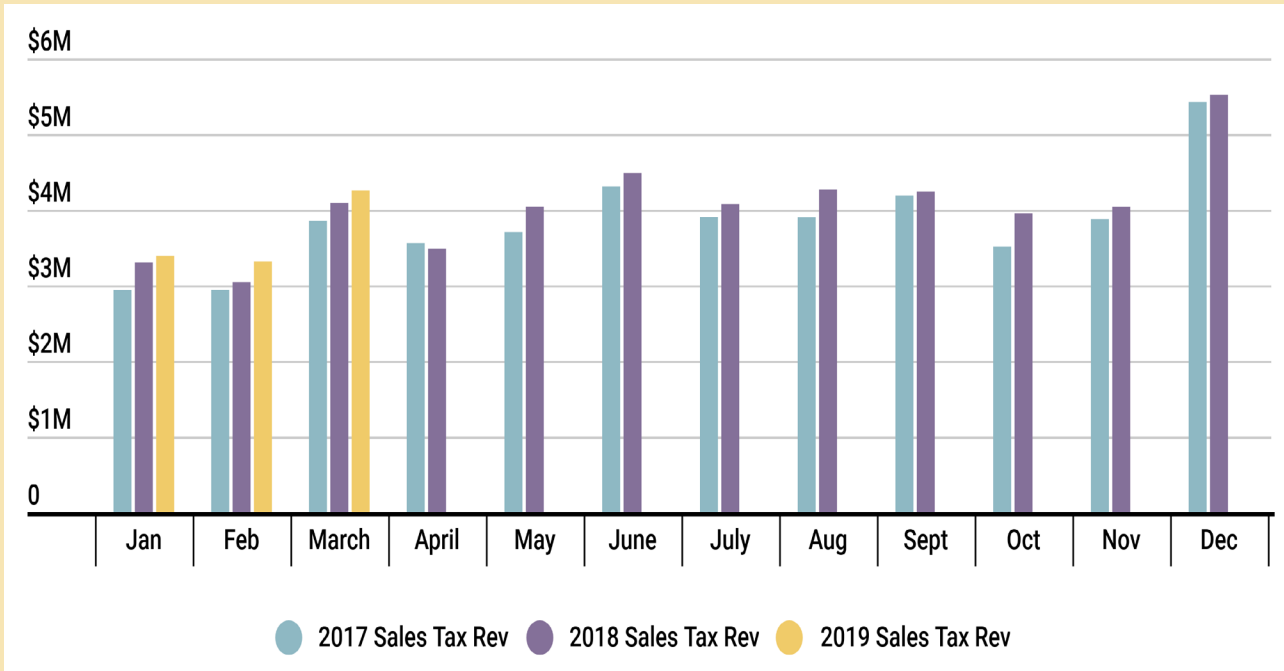
Businesses licensed in Castle Rock, April 2019

Check them out!

<u>30 Minute Hit</u> Gym, clothing and accessories	<u>Keepsakes by Marcia</u> Spring crafts, bird nests	<u>Pure & Lovely Skin Care LLC</u> Skin care products
<u>Atlas Brain and Spine</u> Chiropractic services	<u>Kleen Pro Enterprises</u> Commercial cleaning and janitorial	<u>Shred 415 Castle Rock</u> Boutique fitness studio
<u>Bohemian Beauty Studio LLC</u> Hair products, shampoo, styling	<u>Lettering by Hannah Design</u> Custom calligraphy	<u>Smart Cow Yogurt Bar-new owners</u> Frozen yogurt and ice cream
<u>Boho Boutique and Marketplace LTD</u> - Retail boutique and handmade home décor	<u>Lisa Florista</u> Flowers and floral design	<u>Solstice Med Spa LLC</u> Med spa, botox, hormone replacement therapy
<u>Castle Rock Pest Control</u> Pest control	<u>Lisa's LAVARomatherapy Jewelry and More</u> Aromatherapy, jewelry, essential oils	<u>Starbucks Coffee #52953</u> Coffee shop
<u>CCATT LLC</u> Communications solutions	<u>Little Caesars-new owners</u> Pizza	<u>The Cleaning Duo LLC</u> Residential home cleaning
<u>Colorado Car Addicts Car Care</u> Car care products	<u>Mama Bear Sparkles and Shines Ltd</u> Handmade jewelry and apparel	<u>Tiny Planet LLC</u> Screen printed T-shirts and hats
<u>Global Signal Acquisitions II LLC</u> Communications infrastructure	<u>Midwest Fleet & Lease Corp</u> Retail sale of vehicles	<u>Villa Park Designs, Inc</u> Interior design
<u>Green Capital LLC</u> Investment in private companies, provides outsourced services to executive recruiting firms	<u>Mod Mountain Boutique LLC</u> Women clothing, accessories	<u>WaveGuard Corporation</u> Manufacturer of exterior wildfire protection system
<u>Hair by Ashley Renee</u> Hair products, shampoo, styling	<u>Nourishare LLC dba Food Not Pharmacy</u> Registered dietitian, nutritionist, diet modification	<u>Yes Chef Concepts LLC</u> Personal and private chef services
<u>Heart Soul Gift</u> Non perishable items, special occasion baskets	<u>Orenda Med Spa</u> Spa services	<u>Zions Security Alarms</u> Install security systems
<u>Hermes Interiors LLC</u> Flooring and tile installation	<u>Patricia Oaks</u> Independent education contractor	Websites provided when available



Revenue



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



Communicating results

March	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2018 YTD	\$ 4,103,325	\$ 166,428	\$ 3,936,897
2019 YTD	\$ 4,252,746	\$ 544,850	\$ 3,707,896
Dollar +/-	\$ 149,421	\$ 378,422	\$ (229,001)
Percent Change	3.6%	227.4%	-5.8%

YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2018 YTD	\$ 10,452,179	\$ 355,004	\$ 10,097,175
2019 YTD	\$ 11,040,438	\$ 936,366	\$ 10,104,072
Dollar +/-	\$ 588,259	\$ 581,362	\$ 6,897
Percent Change	5.6%	163.8%	0.1%

Supporting fiscal accountability



\$49,359

Collected in March from delinquent accounts for the month of February



\$117,024

Year-to-date delinquent account collections



56

Audits in process



\$327,023

Audit revenue collected for the month of March

Town of Castle Rock
Finance Department
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