

# September 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?

### Sales Tax Portal now live!

Starting Sept. 1, Castle Rock business owners can handle all licensing and sales tax matters on the [Town of Castle Rock | Sales Tax Portal](#). Apply for a new license, pay the application fee, change an address and more! Access it through the Town on [Business and Tax Licensing](#) and [Sales Tax Return and Instructions](#) from all devices. If needed, you may access the portal and get assistance at: Town of Castle Rock, Town Hall - Lobby Kiosk. If you have any questions, please call 303-660-1015.

## Behind the scenes



Reviews of Requests for Proposal (RFPs) for banking services are underway

## Initiatives

### Finance at Your Town Academy

After much planning and collaboration, Finance leadership and managers presented the department's Mission, Vision and Values; Finance operations; revenue collection; budget planning; and cost of services at Your Town - Inside attended by Castle Rock residents and business owners in the YTA Class of 2019. Members of the class engaged with the speakers and asked great questions!

## Initiatives

### Payroll ensures compliance

Nicole Carner, Assistant Director, and both Payroll Technicians, Alex Gonzalez and Melissa Everett, attended an intense training on the **Fair Labor Standards Act (FLSA)** by the Fire Law Group to ensure that they provide the highest level of service to Fire personnel. Topics included comp time, training time, overtime requirements, acting out of rank pay, and record keeping.

In late Sept., Alex traveled to San Antonio, Texas for a week long of training by the **American Payroll Association (APA)** to stay current on ever-changing laws, maintain compliance, and increase her level of expertise.

## Town and state wide

### Town Council-Sept. 3 and 17 Ordinances approved:

- **2020 Budget** (First and Second Reading)
- Mill Levy for the Town (First Reading)
- Mill Levy for the Downtown Development Authority (DDA) (First Reading)

### Resolutions approved:

- Balanced Financial Plan
- Capital Improvement Plan
- Proposed 2020 Budget for the Castle Rock Downtown Development Authority (DDA)

## On the horizon

### Oct. - Nov.

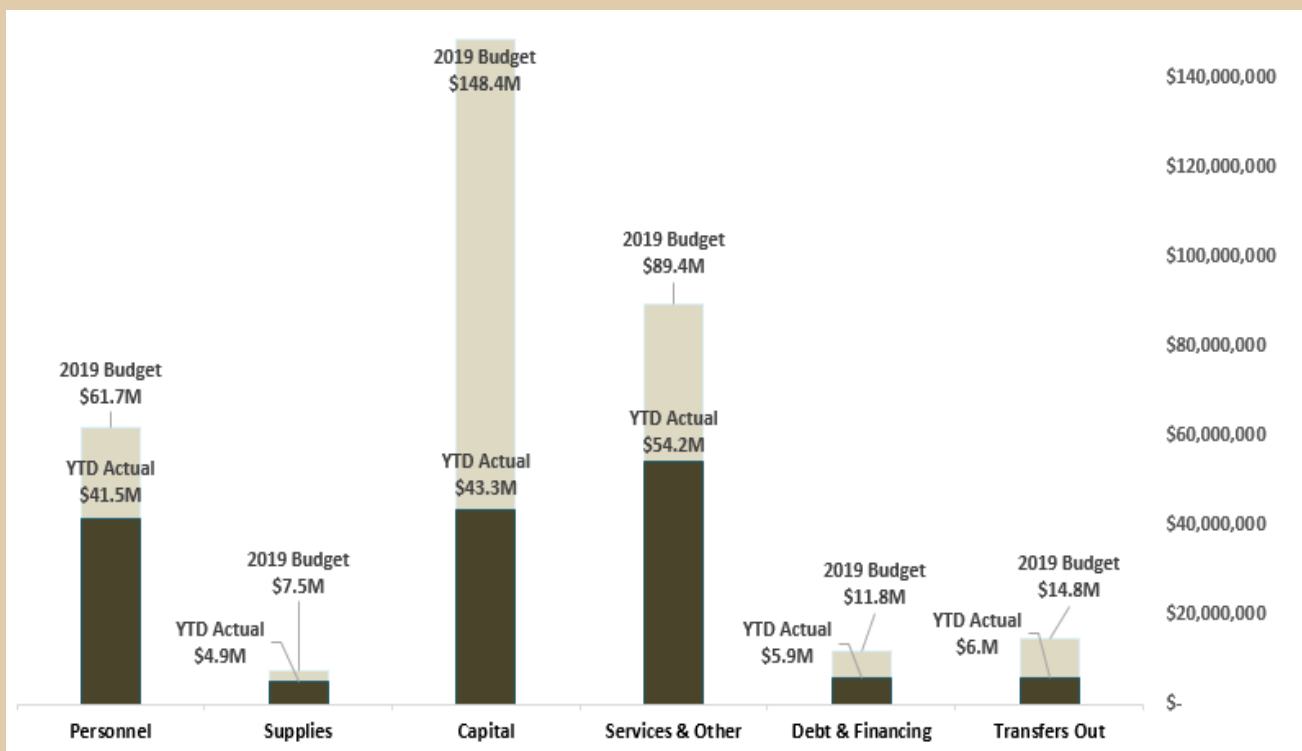
Preparation is underway for the **2019 Budget, 3rd Amendment** to go before Town Council.

Four Town Council meetings remain in 2019. Finance will prepare second readings for the Mill Levy for the Town and for the DDA. In addition, staff continues to work on several items related to Metro Districts, community grants and more.



## Expenditures

Preliminary Townwide expenditures by category Aug. 31, 2019



## Business licenses issued Sept. 2019

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



**74**

Total businesses licensed



**15**

Businesses licensed in Castle Rock



**38**

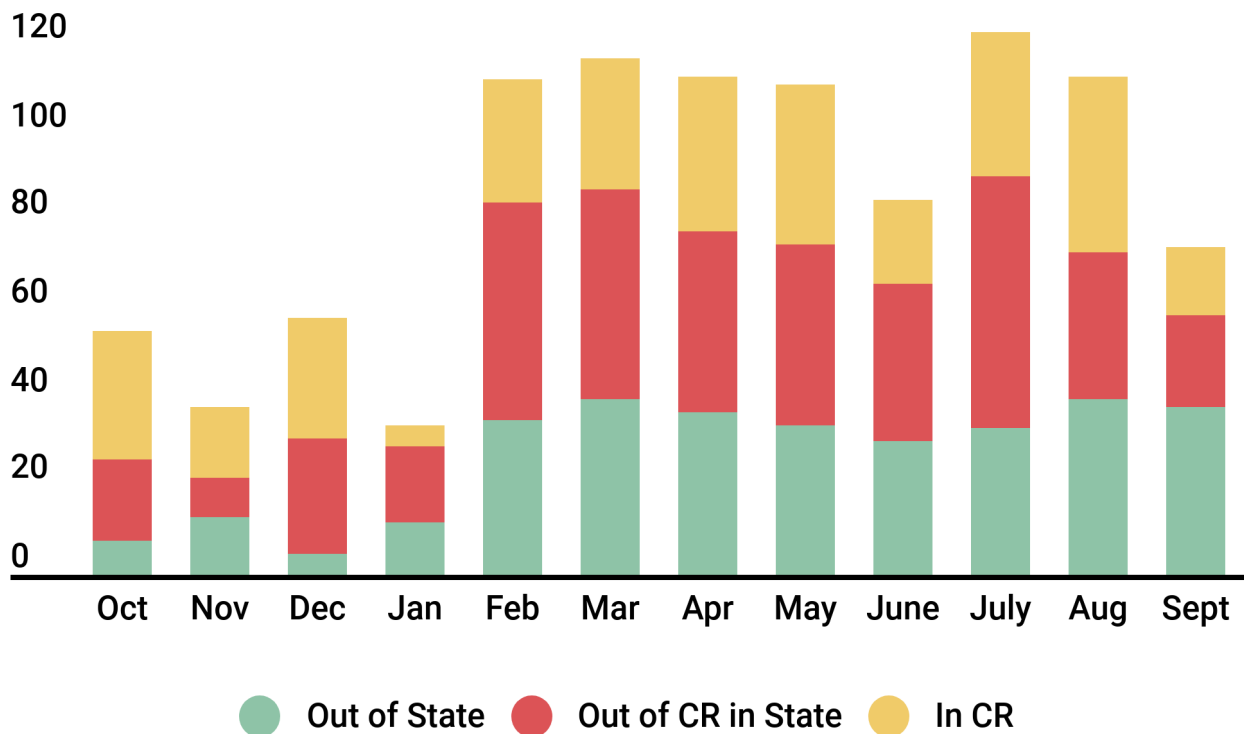
Businesses licensed out-of-state



**21**

Businesses licensed in CO but outside of Castle Rock

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

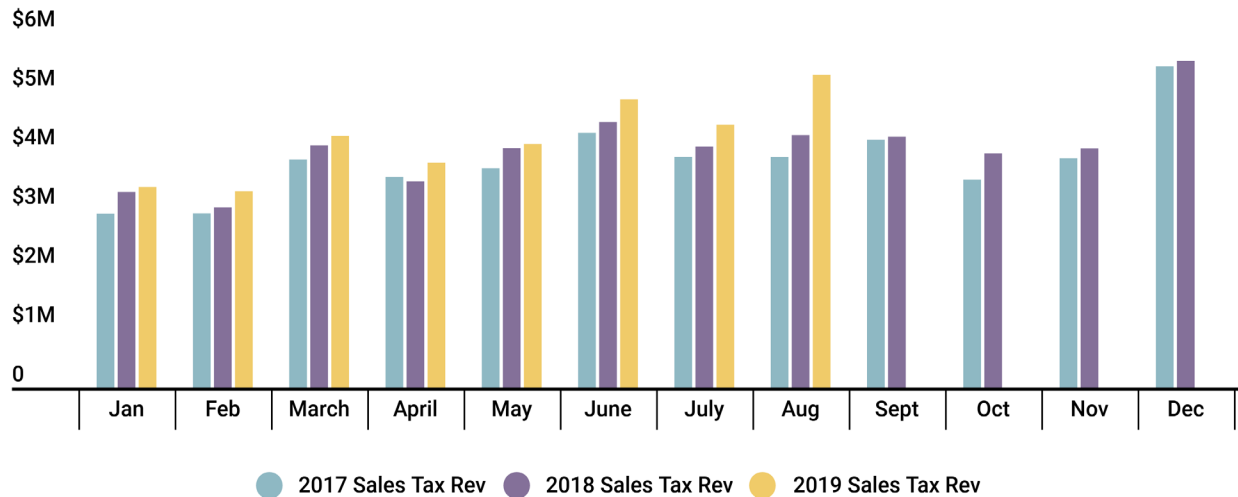


## Businesses licensed in Castle Rock, Sept. 2019 - Check them out!

<b><u>Brooke Leigh Photography</u></b> Photography services	<b><u>Measure</u></b> Drone as a service
<b>Carla Rodriguez - Airbnb</b> Airbnb, room rental	<b><u>Q</u></b> Women's clothing, shoes and accessories
<b><u>Compounder's International Analytical Lab</u></b> Testing of compounded pharmaceuticals	<b>Solar Automotive Repair Inc</b> Automotive repair
<b>CreationRocks</b> Polished rocks and various vintage and antique items	<b><u>The Farm Collection</u></b> Furniture and home accents
<b><u>Device Dr.</u></b> Mobile/small electronics and computer repair	<b><u>Tin Roof Ranch dba Fix It Therapies</u></b> Sport and rehabilitation clinic
<b><u>Electric Dream Boutique</u></b> Women's clothing and accessories	<b>Travel Paradise Vacations</b> Vacation planning
<b>Fresh and Fiery</b> Cooking classes and baked goods	<b><u>Under the ROCK</u></b> Short-term rental
<b><u>Hardwood Flooring Specialists</u></b> Flooring products showroom	



## Revenue



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

### Did you know?

#### 2020 growth projections

- 4 percent growth in sales tax revenue
- 11 new positions budgeted Townwide
- 3.5 percent average performance based pay increases for employees
- 13 percent health premium increases

Source: [2020 Budget in Brief](#)

## Communicating results

August	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2018 YTD	\$ 4,273,947	\$ 341,999	\$ 3,931,948
2019 YTD	\$ 5,286,636	\$ 1,000,328	\$ 4,286,308
Dollar +/-	\$ 1,012,689	\$ 658,329	\$ 354,360
Percent Change	23.7%	192.5%	9.0%

YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2018 YTD	\$ 30,830,447	\$ 1,477,234	\$ 29,353,213
2019 YTD	\$ 33,926,767	\$ 2,900,639	\$ 31,026,128
Dollar +/-	\$ 3,096,320	\$ 1,423,405	\$ 1,672,915
Percent Change	10.0%	96.4%	5.7%

## Supporting fiscal accountability



**\$84,259**

Collected in Aug. from delinquent accounts for the month of July



**\$403,487**

Year-to-date delinquent account collections



**52**

Audits in process

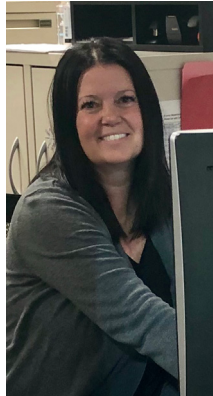


**\$773,635**

Audit revenue collected for the month of Aug.

## Featured team member

### Heather Mullinax, Building Use Tax Auditor



An Atlanta native, Heather adds sunny warmth to the Finance Department in her auditing role. She determines if estimated taxes paid on a building permit, commercial or residential, reconcile at the end of a project. Heather navigates a potentially confusing process with industry knowledge, patience, and by treating others as she would like to be treated. She takes time to listen, give explanations to all parties involved, and demystify technical tax issues for people who do not have the background.

In addition, Heather views customers at the Town's front desk as neighbors and greets them with hometown hospitality and proactive help. She loves working for the Town where she lived for almost 12 years and channeled her passion and creativity by serving on her community's HOA Board for eight years. Also, she sat on the Architectural Control Committee for the review of new builds and to work with homeowners on improvements or additions.

Heather's experience in the building industry goes back over 20 years when she started in The Home Depot stores and moved up to buying in lumber, electrical, and her favorite - hardware...power tools! She found her work for one of Atlanta's premier building and restoration contractors most interesting and gratifying because they worked on mansions featured in Architectural Digest!

In her free time, Heather loves spending time with her husband and two sons and renovating their new, old house.

Town of Castle Rock  
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