

# November 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?

### Philip S. Miller Resource Grant Program to benefit local nonprofits in 2020



Dan Marlow, Executive Director of the Help & Hope Center (left) and Jennifer Walker, Executive Director of the Crisis Center, presented their organizations to the Public Safety Commission on Oct. 3, 2019.

Town Council awarded \$20,000 each to two applicants for the [Philip S. Miller Resource Grant Program](#) (PSMRGP), the [Crisis Center](#) and the [Help & Hope Center](#) (formerly Douglas Elbert Task Force). Per Town code, the Finance Department coordinates the application process for this program, funded by the Philip S. Miller Trust. The Public Safety Commission evaluates all applications and makes recommendations to Town Council who selects recipients of the grant funds. Eligible organizations have programs that support social and human services for Castle Rock residents and the community. Funding requests must include provisions for water, energy, food or shelter assistance. Both the Crisis Center and the Help & Hope Center have returned as Philip S. Miller grant applicants. Next year, up to \$40,000 is available for up to five nonprofit organizations. Information and applications are available at [CRgov.com/grant](http://CRgov.com/grant).

## Initiatives

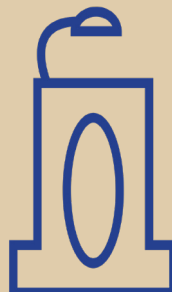
### Budget Manager meets 1:1 with departments

Currently, Budget staff is stepping away from 2020 year-end and 2021 budget planning to meet with each Town department. The new Budget Manager, Chris Creighton, launched this “getting to know you” tour and appreciates the time that directors and managers have taken to provide him with an overview of what they do, the challenges they face, and how they work together for the benefit of the Town. The Budget team sincerely enjoys working Townwide to meet community priorities and welcomes any feedback on the budget process or how it can help departments accomplish their objectives.

## Town and state wide

### Town Council Dec. 3 and 17

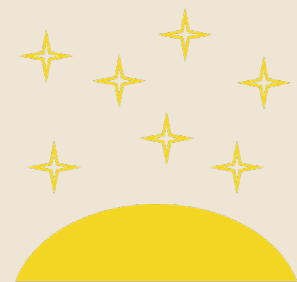
On Dec. 3, Town Council approved second readings for the Mill Levy for the Town and for the Downtown Development Association (DDA). One Town Council meeting remains in 2019. Finance staff continues work on the second reading of the FirstBank Line of Credit for the DDA and the Council Community Grant Program.



## On the horizon

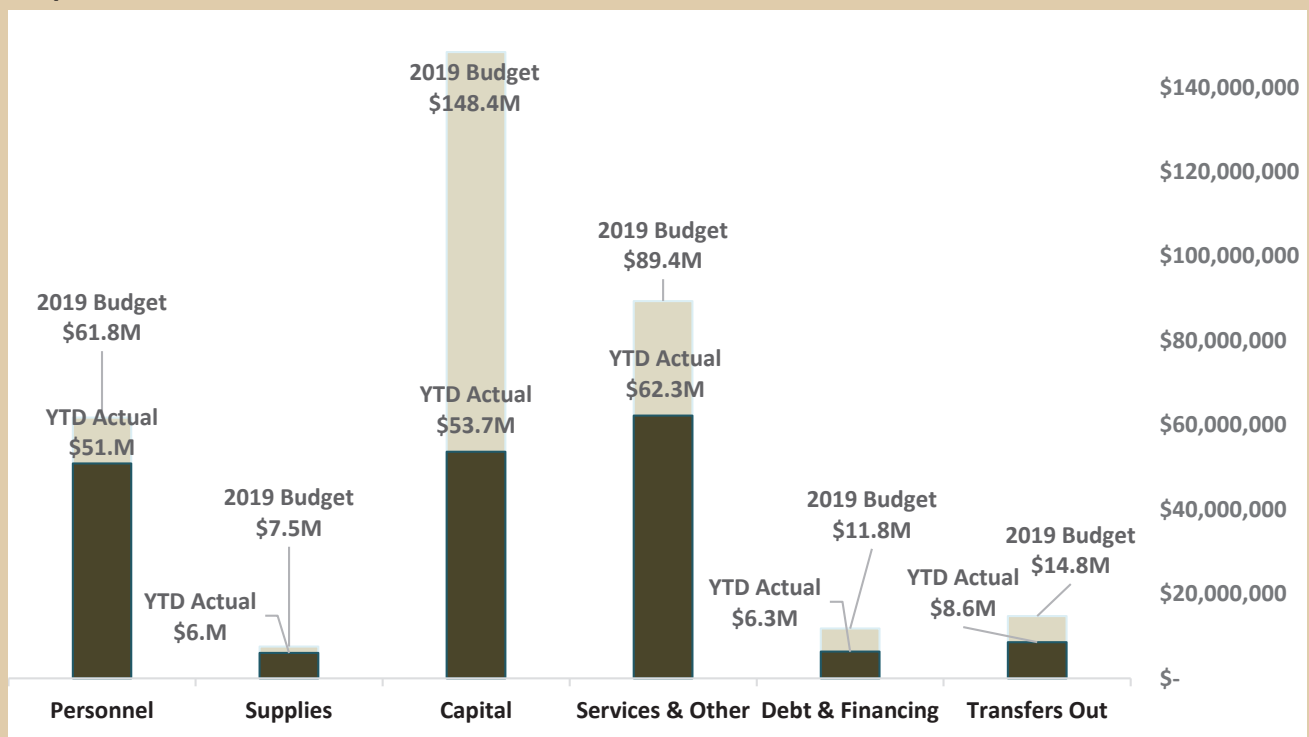
### Dec. to early 2020

In collaboration with the Town Manager's office, Facilities, DoIT and Public Safety, the Leadership Team continues to develop a Crisis Plan for Finance. With completion of action items to reinforce safe areas, small and large scale practice drills will take place in the new year.



## Expenditures

### Preliminary Townwide expenditures by category Oct. 31, 2019



## Business licenses issued Nov. 2019

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



**53**

Total businesses licensed in Nov.



**11**

Businesses licensed in Castle Rock



**22**

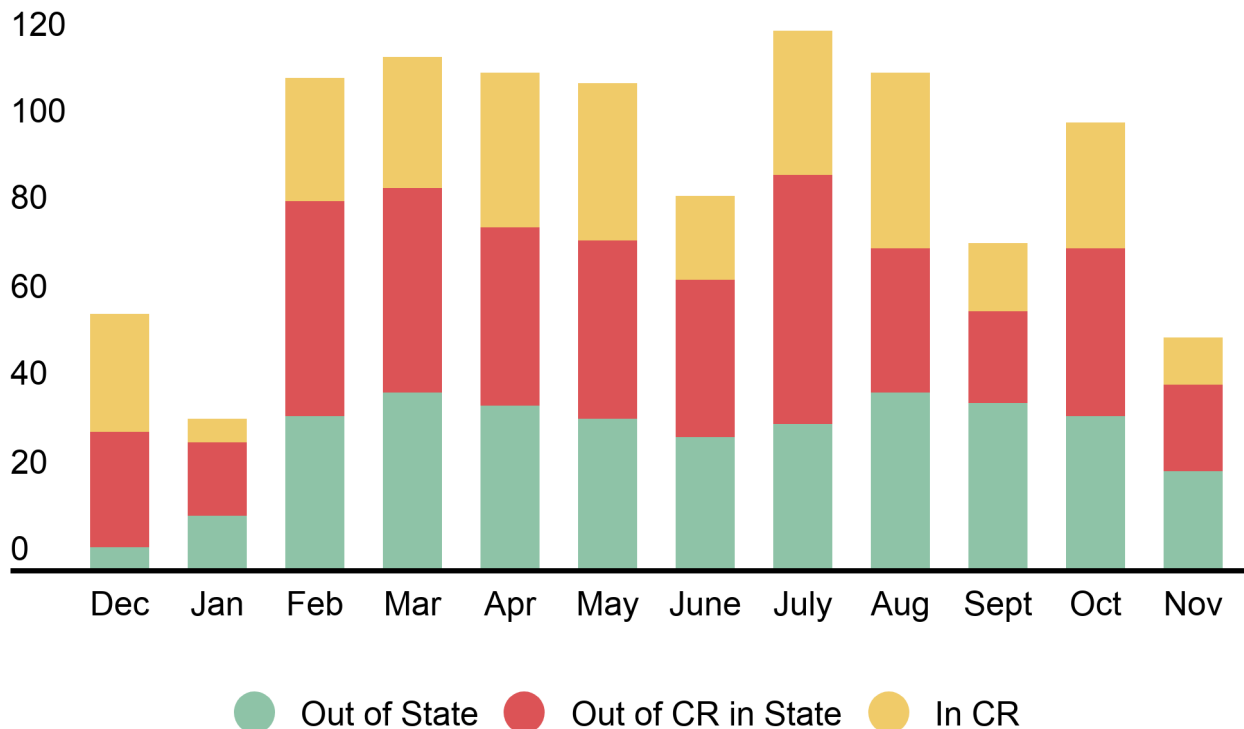
Businesses licensed out-of-state



**20**

Businesses licensed in CO but outside of Castle Rock

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

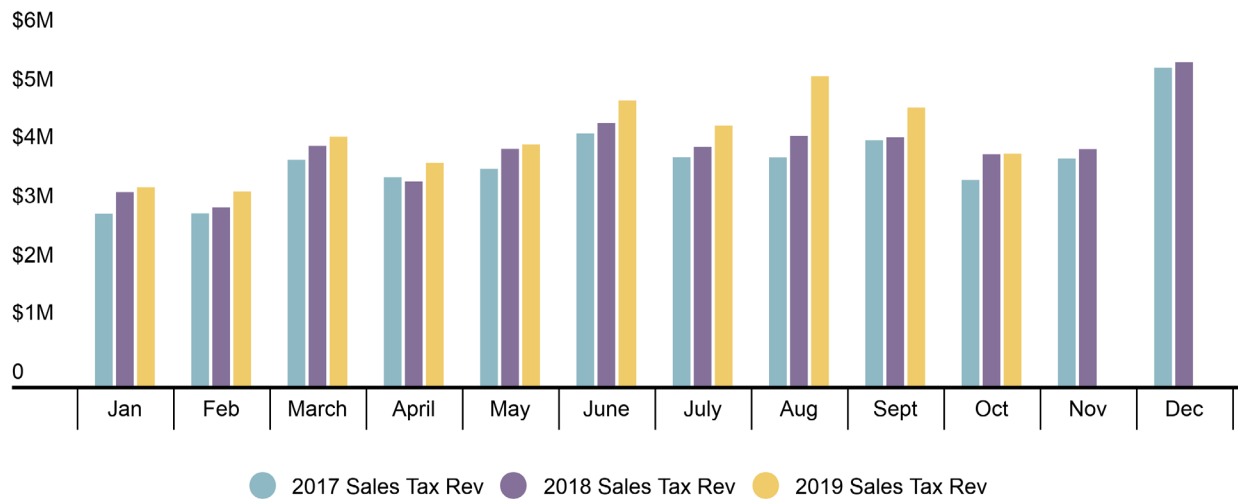


## Businesses licensed in Castle Rock, Nov. 2019 - Check them out!

<b>AP Waxing</b> Body waxing
<b>Castle Rock Massage Company</b> Massage therapy
<b><u>Cat Specialist</u></b> Veterinary services, cat food, cat toys
<b><u>European Wax Center</u></b> Body waxing services
<b><u>Home Shield Environmental</u></b> Environmental inspections and testing
<b><u>Mexicar Vacations LLC</u></b> Travel consulting / booking
<b>Natural Rocky Mountain Trees</b> Christmas trees
<b>Olive Tree Financial LLC</b> Bookkeeping Services
<b><u>Ronin Gallery and Tattoo</u></b> Professional tattooing and custom art
<b><u>Subway</u> - new owners!</b> Fast food
<b>The Oaks</b> Special events / weddings



## 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?

The Town of Castle Rock has a new online sales tax filing system! The new system features a user-friendly portal accessible from all devices, including home devices.

Business owners can access the [Town of Castle Rock | Sales Tax Portal](#) to apply for a new sales tax license, renew an existing license, make an address change and more!

[Sales Tax Returns and Instructions](#) provides additional information.

## Communicating results

October	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2018 YTD	\$ 3,984,007	\$ 470,865	\$ 3,513,142
2019 YTD	\$ 3,960,968	\$ 214,185	\$ 3,746,783
Dollar +/-	\$ (23,039)	\$ (256,679)	\$ 233,640
Percent Change	-0.6%	-54.5%	6.7%

YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2018 YTD	\$ 39,127,591	\$ 2,157,346	\$ 36,970,245
2019 YTD	\$ 42,834,187	\$ 3,391,145	\$ 39,443,042
Dollar +/-	\$ 3,706,596	\$ 1,233,799	\$ 2,472,797
Percent Change	9.5%	57.2%	6.7%



## Supporting fiscal accountability



**\$111,196**

Collected in Oct. from delinquent accounts for the month of Sept.



**\$547,223**

Year-to-date delinquent account collections



**69**

Audits in process

## Spotlight on...

### The Finance Department at the 2019 CGFOA Conference

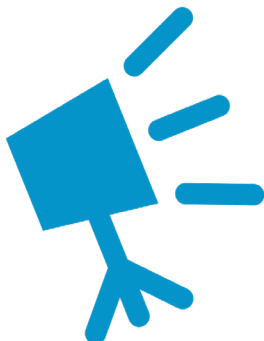


Several members of the Finance Department attended the 2019 Colorado Government Finance Officers Association Conference in Pueblo, Nov. 19-22. This conference serves as the “premier event of the year” and draws 300-350 participants from around Colo. Together, they train, network and share ideas. Membership represents finance officials from a variety of governmental entities, all concerned with learning more about the latest issues in governmental management. CGFOA offers

Continuing Professional Education credit for attendance at all educational conference sessions.

The team reports some meaningful takeaways that they will impart to the rest of the department in the coming year, as they benefit the Town. Also, the conference confirmed that the department continually strives to get better!

Besides takeaways, two members of Finance contributed! Christie Guthrie, Accounting Manager, and Katie Baker, Accountant, presented *How to Prepare a PAFR* along with Frisco and Fort Collins in a session with 31 attendees. The [Popular Annual Financial Report](#) provides financial information to residents in a readable format. The latest data shows that seven municipalities, two counties, one school district, and one public employee benefit system produce a PAFR in Colo. Finance has produced a PAFR since 2016 to engage the community with a visually appealing and abridged version of the Comprehensive Annual Financial Report. Staff submits the document to the Government Finance Officers Association (GFOA) for review and has seen its score improve every year!



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