

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!



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

**Town of Castle Rock
Colorado**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2017

Christophe P. Morill
Executive Director/CEO

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 28th 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!

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**)

Featured team member

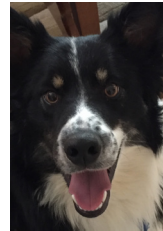
Yvonne Haas, Accounting Technician/Purchasing



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.



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

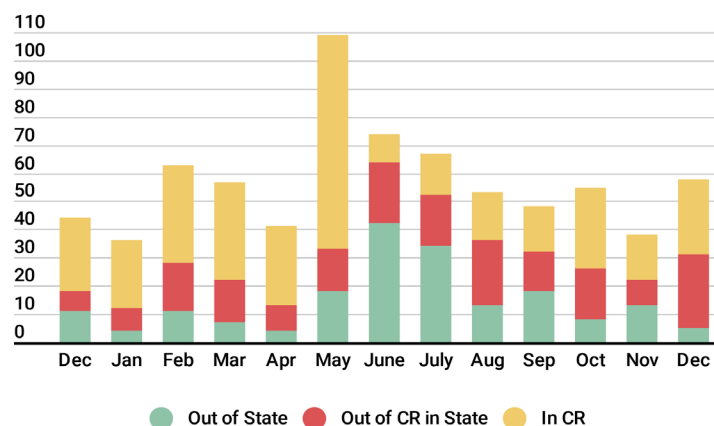
For more information on new Castle Rock businesses, please visit www.CRgov.com/411



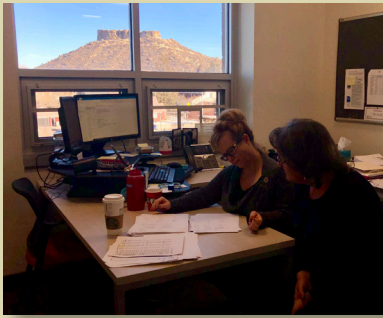
Business licenses issued December 2018

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

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

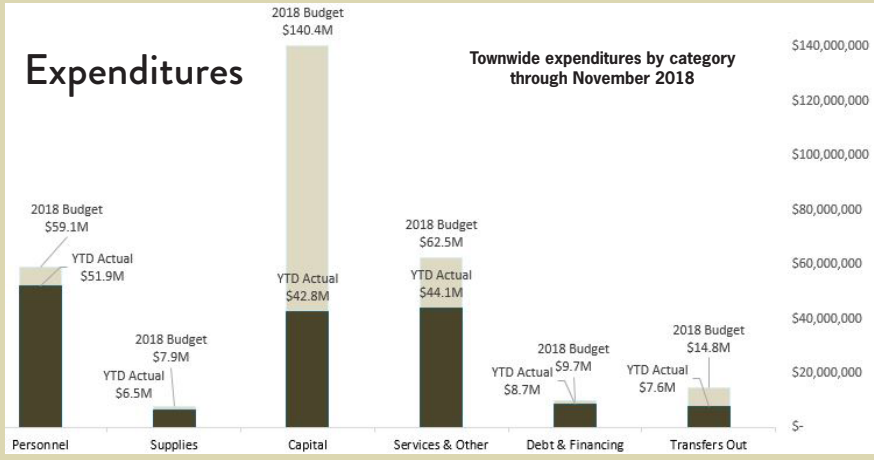


Initiatives



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.



New businesses

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

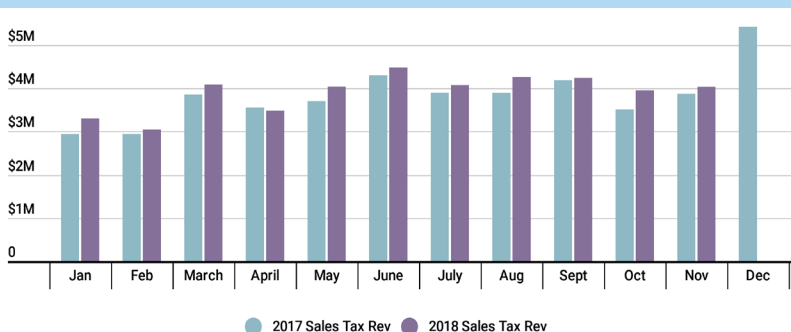
November	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Net Collections
2017	\$ 3,877,471	\$ 150,578	\$ 3,726,893
2018	\$ 4,040,152	\$ 189,293	\$ 3,850,859
Dollar +/-	\$ 162,681	\$ 38,715	\$ 123,966
Percent Change	4.2%	25.7%	3.3%

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

