

# APPLICATION FOR EXEMPTION FROM AUDIT

## LONG FORM

FOR LOCAL GOVERNMENTS WITH EITHER REVENUES OR EXPENDITURES **MORE THAN \$100,000 BUT NOT MORE THAN \$750,000**

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 for the year.

If your local government has either revenues or expenditures of LESS than \$100,000, use the SHORT FORM.

### EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA) for approval.

Any preparer of an Application for Exemption from Audit must be an independent accountant with knowledge of governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

### READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END. FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS

PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT THIS ADDRESS:

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

<http://www.lexisnexis.com/hottopics/Colorado/>

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

### CHECKLIST

- Has the preparer signed the application?
- Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- Has the application been PERSONALLY reviewed and approved by the governing body?
- Are all sections of the form complete, including responses to all of the questions?
- Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted via Fax or Email?
  - If yes, have you read and understand the new Electronic Signature Policy? See [here](#) new policy
- or--
- Have you included a resolution?
  - Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
  - Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
  - If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

Checkout our new web portal. Register your account and submit electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more! See the link below.

[OSA LG Web Portal](#)

### FILING METHODS

#### NEW METHOD!

WEB PORTAL: Register and submit your Applications at our new portal:

<https://apps.leg.co.gov/osa/lq>

MAIL: Office of the State Auditor

Local Government Audit Division

1525 Sherman St., 7th Floor

Denver, CO 80203

FAX: 303-869-3061

EMAIL: [osa.lg@state.co.us](mailto:osa.lg@state.co.us)

QUESTIONS? 303-869-3000

### IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis – A Budget to GAAP reconciliation is provided in Part 3

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

**APPLICATION FOR EXEMPTION FROM AUDIT**

**LONG FORM**

NAME OF GOVERNMENT  
ADDRESS

|  |
|--|
| Highland Park Metropolitan District                          |
| 7995 E Prentice Ave, Suite 103E, Greenwood Village, CO 80111 |
|  |
|  |
|  |
|  |
|  |
|  |

For the Year Ended  
12/31/2020  
or fiscal year ended:

CONTACT PERSON  
PHONE  
EMAIL  
FAX

|                       |
|-----------------------|
| Sue Blair             |
| 303-381-4960          |
| sblair@crsolorado.com |
| 303-381-4961          |

**CERTIFICATION OF PREPARER**

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

|                           |  |
|---------------------------|--|
| NAME:                     | Joan Beans   |
| TITLE                     | Accountant   |
| FIRM NAME (if applicable) | Community Resource Services of Colorado                      |
| ADDRESS                   | 7995 E Prentice Ave, Suite 103E, Greenwood Village, CO 80111 |
| PHONE                     | 303-381-4960   |
| DATE PREPARED             | 2/4/2021   |
| RELATIONSHIP TO ENTITY    | Accountant   |

**PREPARER (SIGNATURE REQUIRED)**

*Joan Beans*

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]

|                          |                                     |                     |
|--------------------------|-------------------------------------|---------------------|
| YES                      | NO                                  | If Yes, date filed: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |                     |

**PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET**

\* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

| Line #              | Description   | Governmental Funds |              | Description   | Proprietary/Fiduciary Funds |       | Please use this space to provide explanation of any items on this page |
|---------------------|---|--------------------|--------------|---|-----------------------------|-------|--|
|                     |   | General            | Capital      |   | Fund*                       | Fund* |  |
| <b>Assets</b>       |   |                    |              | <b>Assets</b>   |                             |       |  |
| 1-1                 | Cash & Cash Equivalents   | \$ 10,540          | \$ -         | Cash & Cash Equivalents   | \$ -                        | \$ -  |  |
| 1-2                 | Investments   | \$ 552,445         | \$ 1,067,424 | Investments   | \$ -                        | \$ -  |  |
| 1-3                 | Receivables   | \$ 2,809           | \$ -         | Receivables   | \$ -                        | \$ -  |  |
| 1-4                 | Due from Other Entities or Funds  | \$ -               | \$ -         | Due from Other Entities or Funds  | \$ -                        | \$ -  |  |
|                     | All Other Assets [specify...]   |                    |              | Other Current Assets  | \$ -                        | \$ -  |  |
| 1-5                 | Property Taxes Receivable   | \$ 564,657         | \$ -         |   |                             |       |  |
| 1-6                 | Prepays   | \$ 8,709           | \$ -         | Total Current Assets  | \$ -                        | \$ -  |  |
| 1-7                 |   | \$ -               | \$ -         | Capital Assets, net (from Part 6-4)   | \$ -                        | \$ -  |  |
| 1-8                 |   | \$ -               | \$ -         | Other Long Term Assets [specify...]   | \$ -                        | \$ -  |  |
| 1-9                 |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-10                |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-11                | (add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>  | \$ 1,139,160       | \$ 1,067,424 | (add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>  | \$ -                        | \$ -  |  |
| 1-12                | <b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>   | \$ -               | \$ -         | <b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>   | \$ -                        | \$ -  |  |
| 1-13                | <b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>   | \$ 1,139,160       | \$ 1,067,424 | <b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>   | \$ -                        | \$ -  |  |
| <b>Liabilities</b>  |   |                    |              | <b>Liabilities</b>  |                             |       |  |
| 1-14                | Accounts Payable  | \$ 8,494           | \$ -         | Accounts Payable  | \$ -                        | \$ -  |  |
| 1-15                | Accrued Payroll and Related Liabilities   | \$ 491             | \$ -         | Accrued Payroll and Related Liabilities   | \$ -                        | \$ -  |  |
| 1-16                | Accrued Interest Payable  | \$ -               | \$ -         | Accrued Interest Payable  | \$ -                        | \$ -  |  |
| 1-17                | Due to Other Entities or Funds  | \$ -               | \$ -         | Due to Other Entities or Funds  | \$ -                        | \$ -  |  |
| 1-18                | All Other Current Liabilities   | \$ -               | \$ -         | All Other Current Liabilities   | \$ -                        | \$ -  |  |
| 1-19                | <b>TOTAL CURRENT LIABILITIES</b>  | \$ 8,985           | \$ -         | <b>TOTAL CURRENT LIABILITIES</b>  | \$ -                        | \$ -  |  |
| 1-20                | All Other Liabilities [specify...]  | \$ -               | \$ -         | Proprietary Debt Outstanding (from Part 4-4)  | \$ -                        | \$ -  |  |
| 1-21                | Security Deposit  | \$ 200             | \$ -         | Other Liabilities [specify...]:   | \$ -                        | \$ -  |  |
| 1-22                |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-23                |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-24                |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-25                |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-26                |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-27                |   | \$ -               | \$ -         |   | \$ -                        | \$ -  |  |
| 1-28                | (add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>  | \$ 9,185           | \$ -         | (add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>  | \$ -                        | \$ -  |  |
| 1-29                | <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>  | \$ 564,657         | \$ -         | <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>  | \$ -                        | \$ -  |  |
| <b>Fund Balance</b> |   |                    |              | <b>Net Position</b>   |                             |       |  |
| 1-30                | Nonspendable Prepaid  | \$ -               | \$ -         | Net Investment in Capital Assets  | \$ -                        | \$ -  |  |
| 1-31                | Nonspendable Inventory  | \$ -               | \$ -         |   |                             |       |  |
| 1-32                | Restricted (TABOR)  | \$ 18,400          | \$ -         | Emergency Reserves  | \$ -                        | \$ -  |  |
| 1-33                | Committed (Capital Projects)  | \$ -               | \$ 1,067,424 | Other Designations/Reserves   | \$ -                        | \$ -  |  |
| 1-34                | Assigned [specify...]   | \$ -               | \$ -         | Restricted  | \$ -                        | \$ -  |  |
| 1-35                | Unassigned:   | \$ 546,918         | \$ -         | Undesignated/Unreserved/Unrestricted  | \$ -                        | \$ -  |  |
| 1-36                | Add lines 1-30 through 1-35<br>This total should be the same as line 3-33<br><b>TOTAL FUND BALANCE</b>                                      | \$ 565,318         | \$ 1,067,424 | Add lines 1-30 through 1-35<br>This total should be the same as line 3-33<br><b>TOTAL NET POSITION</b>                                      | \$ -                        | \$ -  |  |
| 1-37                | Add lines 1-28, 1-29 and 1-36<br>This total should be the same as line 1-13<br><b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b> | \$ 1,139,160       | \$ 1,067,424 | Add lines 1-28, 1-29 and 1-36<br>This total should be the same as line 1-13<br><b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b> | \$ -                        | \$ -  |  |

## PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

| Line #                         | Description  | Governmental Funds |          | Description  | Proprietary/Fiduciary Funds |       | Please use this space to provide explanation of any items on this page |
|--------------------------------|--|--------------------|----------|--|-----------------------------|-------|--|
|                                |  | General            | Capital  |  | Fund*                       | Fund* |  |
| <b>Tax Revenue</b>             |  |                    |          | <b>Tax Revenue</b>   |                             |       |  |
| 2-1                            | Property [include mills levied in Question 10-6]                             | \$ 569,070         | \$ -     | Property [include mills levied in Question 10-6]                             | \$ -                        | \$ -  |  |
| 2-2                            | Specific Ownership   | \$ 40,685          | \$ -     | Specific Ownership   | \$ -                        | \$ -  |  |
| 2-3                            | Sales and Use Tax  | \$ -               | \$ -     | Sales and Use Tax  | \$ -                        | \$ -  |  |
| 2-4                            | Other Tax Revenue [specify...]:  | \$ -               | \$ -     | Other Tax Revenue [specify...]:  | \$ -                        | \$ -  |  |
| 2-5                            |  | \$ -               | \$ -     |  | \$ -                        | \$ -  |  |
| 2-6                            |  | \$ -               | \$ -     |  | \$ -                        | \$ -  |  |
| 2-7                            |  | \$ -               | \$ -     |  | \$ -                        | \$ -  |  |
| 2-8                            | Add lines 2-1 through 2-7<br><b>TOTAL TAX REVENUE</b>                        | \$ 609,755         | \$ -     | Add lines 2-1 through 2-7<br><b>TOTAL TAX REVENUE</b>                        | \$ -                        | \$ -  |  |
| 2-9                            | Licenses and Permits   | \$ -               | \$ -     | Licenses and Permits   | \$ -                        | \$ -  |  |
| 2-10                           | Highway Users Tax Funds (HUTF)   | \$ -               | \$ -     | Highway Users Tax Funds (HUTF)   | \$ -                        | \$ -  |  |
| 2-11                           | Conservation Trust Funds (Lottery)   | \$ -               | \$ -     | Conservation Trust Funds (Lottery)   | \$ -                        | \$ -  |  |
| 2-12                           | Community Development Block Grant  | \$ -               | \$ -     | Community Development Block Grant  | \$ -                        | \$ -  |  |
| 2-13                           | Fire & Police Pension  | \$ -               | \$ -     | Fire & Police Pension  | \$ -                        | \$ -  |  |
| 2-14                           | Grants   | \$ -               | \$ -     | Grants   | \$ -                        | \$ -  |  |
| 2-15                           | Donations  | \$ -               | \$ -     | Donations  | \$ -                        | \$ -  |  |
| 2-16                           | Charges for Sales and Services   | \$ -               | \$ -     | Charges for Sales and Services   | \$ -                        | \$ -  |  |
| 2-17                           | Rental Income  | \$ -               | \$ -     | Rental Income  | \$ -                        | \$ -  |  |
| 2-18                           | Fines and Forfeits   | \$ -               | \$ -     | Fines and Forfeits   | \$ -                        | \$ -  |  |
| 2-19                           | Interest/Investment Income   | \$ 3,414           | \$ 2,537 | Interest/Investment Income   | \$ -                        | \$ -  |  |
| 2-20                           | Tap Fees   | \$ -               | \$ -     | Tap Fees   | \$ -                        | \$ -  |  |
| 2-21                           | Proceeds from Sale of Capital Assets   | \$ -               | \$ -     | Proceeds from Sale of Capital Assets   | \$ -                        | \$ -  |  |
| 2-22                           | All Other [specify...]:  | \$ -               | \$ -     | All Other [specify...]:  | \$ -                        | \$ -  |  |
| 2-23                           |  | \$ -               | \$ -     |  | \$ -                        | \$ -  |  |
| 2-24                           | Add lines 2-8 through 2-23<br><b>TOTAL REVENUES</b>                          | \$ 613,169         | \$ 2,537 | Add lines 2-8 through 2-23<br><b>TOTAL REVENUES</b>                          | \$ -                        | \$ -  |  |
| <b>Other Financing Sources</b> |  |                    |          | <b>Other Financing Sources</b>   |                             |       |  |
| 2-25                           | Debt Proceeds  | \$ -               | \$ -     | Debt Proceeds  | \$ -                        | \$ -  |  |
| 2-26                           | Developer Advances   | \$ -               | \$ -     | Developer Advances   | \$ -                        | \$ -  |  |
| 2-27                           | Other [specify...]:  | \$ -               | \$ -     | Other [specify...]:  | \$ -                        | \$ -  |  |
| 2-28                           | Add lines 2-25 through 2-27<br><b>TOTAL OTHER FINANCING SOURCES</b>          | \$ -               | \$ -     | Add lines 2-25 through 2-27<br><b>TOTAL OTHER FINANCING SOURCES</b>          | \$ -                        | \$ -  | <b>GRAND TOTALS</b>  |
| 2-29                           | Add lines 2-24 and 2-28<br><b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b> | \$ 613,169         | \$ 2,537 | Add lines 2-24 and 2-28<br><b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b> | \$ -                        | \$ -  | \$ 615,706   |

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

**PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES**

| Line # | Description  | Governmental Funds |              | Description  | Proprietary/Fiduciary Funds |       | Please use this space to provide explanation of any items on this page |
|--------|--|--------------------|--------------|--|-----------------------------|-------|--|
|        |  | General            | Capital      |  | Fund*                       | Fund* |  |
|        | <b>Expenditures</b>  |                    |              | <b>Expenses</b>  |                             |       |  |
| 3-1    | General Government   | \$ 277,148         | \$ 23,536    | General Operating & Administrative   | \$ -                        | \$ -  |  |
| 3-2    | Judicial   | \$ -               | \$ -         | Salaries   | \$ -                        | \$ -  |  |
| 3-3    | Law Enforcement  | \$ -               | \$ -         | Payroll Taxes  | \$ -                        | \$ -  |  |
| 3-4    | Fire   | \$ -               | \$ -         | Contract Services  | \$ -                        | \$ -  |  |
| 3-5    | Highways & Streets   | \$ -               | \$ -         | Employee Benefits  | \$ -                        | \$ -  |  |
| 3-6    | Solid Waste  | \$ -               | \$ -         | Insurance  | \$ -                        | \$ -  |  |
| 3-7    | Contributions to Fire & Police Pension Assoc.  | \$ -               | \$ -         | Accounting and Legal Fees  | \$ -                        | \$ -  |  |
| 3-8    | Health   | \$ -               | \$ -         | Repair and Maintenance   | \$ -                        | \$ -  |  |
| 3-9    | Culture and Recreation   | \$ -               | \$ -         | Supplies   | \$ -                        | \$ -  |  |
| 3-10   | Transfers to other districts   | \$ -               | \$ -         | Utilities  | \$ -                        | \$ -  |  |
| 3-11   | Other [specify...]:  | \$ -               | \$ -         | Contributions to Fire & Police Pension Assoc.  | \$ -                        | \$ -  |  |
| 3-12   | County Treasurer fees  | \$ 8,533           | \$ -         | Other [specify...]   | \$ -                        | \$ -  |  |
| 3-13   | Repairs and maintenance  | \$ -               | \$ -         |  | \$ -                        | \$ -  |  |
| 3-14   | Capital Outlay   | \$ -               | \$ -         | Capital Outlay   | \$ -                        | \$ -  |  |
|        | Debt Service   |                    |              | Debt Service   |                             |       |  |
| 3-15   | Principal  | \$ -               | \$ -         | Principal  | \$ -                        | \$ -  |  |
| 3-16   | Interest   | \$ -               | \$ -         | Interest   | \$ -                        | \$ -  |  |
| 3-17   | Bond Issuance Costs  | \$ -               | \$ -         | Bond Issuance Costs  | \$ -                        | \$ -  |  |
| 3-18   | Developer Principal Repayments   | \$ -               | \$ -         | Developer Principal Repayments   | \$ -                        | \$ -  |  |
| 3-19   | Developer Interest Repayments  | \$ -               | \$ -         | Developer Interest Repayments  | \$ -                        | \$ -  |  |
| 3-20   | All Other [specify...]:  | \$ -               | \$ -         | All Other [specify...]:  | \$ -                        | \$ -  |  |
| 3-21   |  | \$ -               | \$ -         |  | \$ -                        | \$ -  |  |
| 3-22   | Add lines 3-1 through 3-21<br><b>TOTAL EXPENDITURES</b>  | \$ 285,681         | \$ 23,536    | Add lines 3-1 through 3-21<br><b>TOTAL EXPENSES</b>  | \$ -                        | \$ -  | <b>GRAND TOTAL</b>   |
| 3-23   | Interfund Transfers (In)   |                    | \$ (400,000) | Net Interfund Transfers (In) Out   | \$ -                        | \$ -  | \$ 309,217   |
| 3-24   | Interfund Transfers Out  | \$ 400,000         | \$ -         | Other [specify...][enter negative for expense]   | \$ -                        | \$ -  |  |
| 3-25   | Other Expenditures (Revenues):   | \$ -               | \$ -         | Depreciation   | \$ -                        | \$ -  |  |
| 3-26   |  | \$ -               | \$ -         | Other Financing Sources (Uses) (from line 2-28)  | \$ -                        | \$ -  |  |
| 3-27   |  | \$ -               | \$ -         | Capital Outlay (from line 3-14)  | \$ -                        | \$ -  |  |
| 3-28   |  | \$ -               | \$ -         | Debt Principal (from line 3-15, 3-18)  | \$ -                        | \$ -  |  |
| 3-29   | (Add lines 3-23 through 3-28)<br><b>TOTAL TRANSFERS AND OTHER EXPENDITURES</b>   | \$ 400,000         | \$ (400,000) | (Line 3-26, plus line 3-27, less line 3-24, less line 3-25)<br><b>TOTAL GAAP RECONCILING ITEMS</b>                   | \$ -                        | \$ -  |  |
| 3-30   | Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures<br>Line 2-29, less line 3-22, plus line 3-29 | \$ (72,512)        | \$ 379,001   | Net Increase (Decrease) in Net Position<br>Line 2-29, less line 3-22, plus line 3-29, plus line 3-23, less line 3-24 | \$ -                        | \$ -  |  |
| 3-31   | Fund Balance, January 1 from December 31 prior year report   | \$ 637,830         | \$ 688,423   | Net Position, January 1 from December 31 prior year report   | \$ -                        | \$ -  |  |
| 3-32   | Prior Period Adjustment (MUST explain)   | \$ -               | \$ -         | Prior Period Adjustment (MUST explain)   | \$ -                        | \$ -  |  |
| 3-33   | Fund Balance, December 31<br>Sum of Line 3-30, 3-31, and 3-32  | \$ 565,318         | \$ 1,067,424 | Net Position, December 31<br>Line 3-30 plus line 3-31  | \$ -                        | \$ -  |  |
|        | This total should be the same as line 1-36.  |                    |              | This total should be the same as line 1-36.  | \$ -                        | \$ -  |  |

**IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.**

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

YES                      NO

Please use this space to provide any explanations or comments:

- 4-1 Does the entity have outstanding debt?  YES       NO
- 4-2 Is the debt repayment schedule attached? If no, MUST explain:  YES       NO
- 4-3 Is the entity current in its debt service payments? If no, MUST explain:  YES       NO

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)

|                          | Outstanding at beginning of year* | Issued during year | Retired during year | Outstanding at year-end |
|--------------------------|-----------------------------------|--------------------|---------------------|-------------------------|
| General obligation bonds | \$ -                              | \$ -               | \$ -                | \$ -                    |
| Revenue bonds            | \$ -                              | \$ -               | \$ -                | \$ -                    |
| Notes/Loans              | \$ -                              | \$ -               | \$ -                | \$ -                    |
| Leases                   | \$ -                              | \$ -               | \$ -                | \$ -                    |
| Developer Advances       | \$ -                              | \$ -               | \$ -                | \$ -                    |
| Other (specify):         | \$ -                              | \$ -               | \$ -                | \$ -                    |
| <b>TOTAL</b>             | <b>\$ -</b>                       | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ -</b>             |

\*must agree to prior year ending balance

- Please answer the following questions by marking the appropriate boxes.
- 4-5 Does the entity have any authorized, but unissued, debt?  YES       NO
- How much? \$ 140,000
- Date the debt was authorized: 11/4/1997
- 4-6 Does the entity intend to issue debt within the next calendar year?  YES       NO
- How much? \$ -
- 4-7 Does the entity have debt that has been refinanced that it is still responsible for?  YES       NO
- What is the amount outstanding? \$ -
- 4-8 Does the entity have any lease agreements?  YES       NO
- What is being leased?
- What is the original date of the lease?
- Number of years of lease?
- Is the lease subject to annual appropriation?  YES       NO
- What are the annual lease payments? \$ -

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

|   | AMOUNT       | TOTAL               |
|---|--------------|---------------------|
| 5-1 YEAR-END Total of ALL Checking and Savings accounts                           | \$ 10,540    |                     |
| 5-2 Certificates of deposit   | \$ -         |                     |
| <b>TOTAL CASH DEPOSITS</b>  |              | <b>\$ 10,540</b>    |
| Investments (if investment is a mutual fund, please list underlying investments): |              |                     |
| 5-3 ColoTrust   | \$ 1,619,869 |                     |
|   | \$ -         |                     |
|   | \$ -         |                     |
|   | \$ -         |                     |
| <b>TOTAL INVESTMENTS</b>  |              | <b>\$ 1,619,869</b> |
| <b>TOTAL CASH AND INVESTMENTS</b>   |              | <b>\$ 1,630,409</b> |

- Please answer the following question by marking in the appropriate box
- 5-4 Are the entity's investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?  YES       NO       N/A
- 5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? If no, MUST explain:  YES       NO       N/A

**PART 6 - CAPITAL ASSETS**

| Please answer the following question by marking in the appropriate box   | YES                                 | NO                       | Please use this space to provide any explanations or comments: |
|--|-------------------------------------|--------------------------|--|
| 6-1 Does the entity have capitalized assets?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, MUST explain: | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |

| 6-3 Complete the following Capital Assets table for GOVERNMENTAL FUNDS: | Balance - beginning of the year* | Additions          | Deletions   | Year-End Balance  |
|---|----------------------------------|--------------------|-------------|-------------------|
| Land  | \$ -                             | \$ -               | \$ -        | \$ -              |
| Buildings   | \$ -                             | \$ -               | \$ -        | \$ -              |
| Machinery and equipment   | \$ 12,848                        | \$ -               | \$ -        | \$ 12,848         |
| Furniture and fixtures  | \$ 1,742,684                     | \$ -               | \$ -        | \$ 1,742,684      |
| Infrastructure  | \$ 512,735                       | \$ -               | \$ -        | \$ 512,735        |
| Construction In Progress (CIP)  | \$ -                             | \$ -               | \$ -        | \$ -              |
| Other (explain):  | \$ -                             | \$ -               | \$ -        | \$ -              |
| Accumulated Depreciation (Enter a negative, or credit, balance)         | \$ (1,959,063)                   | \$ (44,033)        | \$ -        | \$ (2,003,096)    |
| <b>TOTAL</b>  | <b>\$ 309,204</b>                | <b>\$ (44,033)</b> | <b>\$ -</b> | <b>\$ 265,171</b> |

  

| 6-4 Complete the following Capital Assets table for PROPRIETARY FUNDS: | Balance - beginning of the year* | Additions   | Deletions   | Year-End Balance |
|--|----------------------------------|-------------|-------------|------------------|
| Land   | \$ -                             | \$ -        | \$ -        | \$ -             |
| Buildings  | \$ -                             | \$ -        | \$ -        | \$ -             |
| Machinery and equipment  | \$ -                             | \$ -        | \$ -        | \$ -             |
| Furniture and fixtures   | \$ -                             | \$ -        | \$ -        | \$ -             |
| Infrastructure   | \$ -                             | \$ -        | \$ -        | \$ -             |
| Construction In Progress (CIP)   | \$ -                             | \$ -        | \$ -        | \$ -             |
| Other (explain):   | \$ -                             | \$ -        | \$ -        | \$ -             |
| Accumulated Depreciation (Enter a negative, or credit, balance)        | \$ -                             | \$ -        | \$ -        | \$ -             |
| <b>TOTAL</b>   | <b>\$ -</b>                      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b>      |

\*must agree to prior year ending balance

**PART 7 - PENSION INFORMATION**

| Please answer the following question by marking in the appropriate box | YES                      | NO                                  | Please use this space to provide any explanations or comments: |
|--|--------------------------|-------------------------------------|--|
| 7-1 Does the entity have an "old hire" firemen's pension plan?         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 7-2 Does the entity have a volunteer firemen's pension plan?           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| If yes: Who administers the plan?                                      |                          |                                     |  |

  

Indicate the contributions from:

|                                  |             |
|----------------------------------|-------------|
| Tax (property, SO, sales, etc.): | \$ -        |
| State contribution amount:       | \$ -        |
| Other (gifts, donations, etc.):  | \$ -        |
| <b>TOTAL</b>                     | <b>\$ -</b> |

  

|   |      |
|---|------|
| What is the monthly benefit paid for 20 years of service per retiree as of Jan 1? | \$ - |
|---|------|

**PART 8 - BUDGET INFORMATION**

| Please answer the following question by marking in the appropriate box          |  | YES                                 | NO                       | N/A                      | Please use this space to provide any explanations or comments: |                                       |
|---|--|-------------------------------------|--------------------------|--------------------------|--|---------------------------------------|
| 8-1   | Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, MUST explain: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                                       |
| 8-2   | Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                                       |
| If yes: Please indicate the amount budgeted for each fund for the year reported |  |                                     |                          |                          |  |                                       |
|   |  | <b>Fund Name</b>                    |                          |                          |  | <b>Budgeted Expenditures/Expenses</b> |
|   |  | General Fund                        |                          |                          |  | \$ 774,982                            |
|   |  | Capital Repair and Replacement Fund |                          |                          |  | \$ 185,000                            |
|   |  |                                     |                          |                          |  | -                                     |
|   |  |                                     |                          |                          |  | \$ -                                  |

**PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)**

| Please answer the following question by marking in the appropriate box |  | YES                                 | NO                       | Please use this space to provide any explanations or comments: |
|--|--|-------------------------------------|--------------------------|--|
| 9-1  | Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]? government from the 3 percent emergency reserve requirement. All governments should determine if they meet this | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |

**PART 10 - GENERAL INFORMATION**

| Please answer the following question by marking in the appropriate box   |  | YES                                 | NO                                  | Please use this space to provide any explanations or comments: |
|--|--|-------------------------------------|-------------------------------------|--|
| 10-1   | Is this application for a newly formed governmental entity?                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| If yes: Date of formation: <input style="width: 150px; height: 30px;" type="text"/>  |  |                                     |                                     |  |
| 10-2   | Has the entity changed its name in the past or current year?                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| If Yes: NEW name <input style="width: 350px; height: 25px;" type="text"/>  |  |                                     |                                     |  |
| PRIOR name <input style="width: 350px; height: 25px;" type="text"/>  |  |                                     |                                     |  |
| 10-3   | Is the entity a metropolitan district?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 10-4   | Please indicate what services the entity provides:                             |                                     |                                     |  |
| <input style="width: 400px; height: 20px;" type="text" value="Streets, safety inspection, transportation, parks &amp; recreation, television relay &amp; translator, and mosquito control"/> |  |                                     |                                     |  |
| 10-5   | Does the entity have an agreement with another government to provide services? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| If yes: List the name of the other governmental entity and the services provided:  |  |                                     |                                     |  |
| <input style="width: 400px; height: 20px;" type="text"/>   |  |                                     |                                     |  |
| 10-6   | Does the entity have a certified mill levy?                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| If yes: Please provide the number of mills levied for the year reported (do not enter \$ amounts):   |  |                                     |                                     |  |
| Bond Redemption mills <input style="width: 100px; height: 15px;" type="text" value="0.000"/>   |  |                                     |                                     |  |
| General/Other mills <input style="width: 100px; height: 15px;" type="text" value="8.790"/>   |  |                                     |                                     |  |
| <b>Total mills</b> <input style="width: 100px; height: 15px;" type="text" value="8.790"/>  |  |                                     |                                     |  |

Please use this space to provide any additional explanations or comments not previously included.

**OSA USE ONLY**

| <b>Entity Wide:</b>             |    | <b>General Fund</b> |                         | <b>Governmental Funds</b> |         | <b>Notes</b>                 |    |           |
|---------------------------------|----|---------------------|-------------------------|---------------------------|---------|------------------------------|----|-----------|
| Unrestricted Cash & Investments | \$ | 1,630,409           | Unrestricted Fund Balan | \$                        | 546,918 | Total Tax Revenue            | \$ | 609,755   |
| Current Liabilities             | \$ | 8,985               | Total Fund Balance      | \$                        | 565,318 | Revenue Paying Debt Service  | \$ | -         |
| Deferred Inflow                 | \$ | 564,657             | PY Fund Balance         | \$                        | 637,830 | Total Revenue                | \$ | 615,706   |
|                                 |    |                     | Total Revenue           | \$                        | 613,169 | Total Debt Service Principal | \$ | -         |
|                                 |    |                     | Total Expenditures      | \$                        | 285,681 | Total Debt Service Interest  | \$ | -         |
|                                 |    |                     | Interfund In            | \$                        | -       |                              |    |           |
| <b>Governmental</b>             |    |                     | Interfund Out           | \$                        | 400,000 | <b>Enterprise Funds</b>      |    |           |
| Total Cash & Investments        | \$ | 1,630,409           | - Proprietary           |                           |         | Net Position                 | \$ | -         |
| Transfers In                    | \$ |                     | - Current Assets        | \$                        |         | - PY Net Position            | \$ | -         |
| Transfers Out                   | \$ |                     | Deferred Outflow        | \$                        |         | - Government-Wide            |    |           |
| Property Tax                    | \$ | 569,070             | - Current Liabilities   | \$                        |         | - Total Outstanding Debt     | \$ | -         |
| Debt Service Principal          | \$ |                     | Deferred inflow         | \$                        |         | - Authorized but Unissued    | \$ | 140,000   |
| Total Expenditures              | \$ | 309,217             | - Cash & Investments    | \$                        |         | - Year Authorized            |    | 11/4/1997 |
| Total Developer Advances        | \$ |                     | - Principal Expense     | \$                        |         |                              |    |           |
| Total Developer Repayments      | \$ |                     |                         |                           |         |                              |    |           |

**PART 12 - GOVERNING BODY APPROVAL**

Please answer the following question by marking in the appropriate box

YES

NO

12-1 If you plan to submit this form electronically, have you read the new Electronic Signature Policy?



**Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedures**

Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
  - a. Include a copy of an adopted resolution that documents formal approval by the Board, or
  - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Below is the certification and approval of the governing body. By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, the individual member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting; completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of ALL members of the governing body below.

A MAJORITY of the members of the governing body must complete and sign in the column below.

|   |                                 |   |
|---|---------------------------------|---|
| 1 | Full Name<br><b>Michael Law</b> | I, Michael Law, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed <u>[Signature]</u> Date: <u>2/19/21</u><br>My term Expires: <u>May 2022</u> |
| 2 | Full Name<br><b>Sara Kosted</b> | I, Sara Kosted, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed <u>[Signature]</u> Date: <u>2/19/21</u><br>My term Expires: <u>May 2022</u> |
| 3 | Full Name                       | I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____ Date: _____<br>My term Expires: _____                                       |
| 4 | Full Name                       | I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____ Date: _____<br>My term Expires: _____                                       |
| 5 | Full Name                       | I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____ Date: _____<br>My term Expires: _____                                       |
| 6 | Full Name                       | I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____ Date: _____<br>My term Expires: _____                                       |
| 7 | Full Name                       | I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____ Date: _____<br>My term Expires: _____                                       |