### 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.

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

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 STATUATORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

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

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

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

O I LONLIO I	
Has the preparer signed the application?	Checkout our new web portal. Register your account and submit
Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?	electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more!
Has the application been PERSONALLY reviewed and approved by the governing body?	See the link below.
Are all sections of the form complete, including responses to all of the questions?	OSA LG Web Portal
Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?	
Will this application be submitted electronically?	
If yes, have you read and understand the new Electronic Signature Policy? See new here policy	
Or	
☐ Have you included a resolution?	
Does the resolution state that the governing body <u>PERSONALLY</u> 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 <u>ORIGINAL INK SIGNATURES</u> from the <u>MAJORITY</u> of the governing body?	
FILING METHODS	
NEW METHOD!	

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

https://apps.leg.co.gov/osa/lg

MAIL: Office of the State Auditor
Local Government Audit Division
1525 Sherman St., 7th Floor
Denver. CO 80203

Denver, CO 8020

**QUESTIONS?** Email: osa.lg@state.co.us or Phone: 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.

DocuSign Envelope ID: A3520772-A2F9-492F-8255-DDA1609C532F **APPLICATION FOR EXEMPTION FROM AUDIT** LONG FORM NAME OF GOVERNMENT Cascade Village Metropolitan District For the Year Ended **ADDRESS** 28 Second, St, Suite 213 12/31/2021 Edwards, CO 81632 or fiscal year ended: Kenneth J. Marchetti. CPA **CONTACT PERSON** PHONE 970.926.6060 **EMAIL** Ken@mwcpaa.com FAX 970.926.6040 **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: Kenneth J. Marchetti TITLE Principal FIRM NAME (if applicable) Marchetti & Weaver, LLC 28 Second St, Suite 213, Edwards, CO 81632 **ADDRESS** (970) 926-6060 PHONE DATE PREPARED 2/22/2022 RELATIONSHIP TO ENTITY Outside Accountant, all major decisions made by the Board of Directors

PREPARER (SIGNATURE REQUIRED)

kenneth Marchetti

+B493\fig.59998\footnote{4}\text{Med} 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:

# DocuSign Envelope ID: A3520772-A2F9-492F-8255-DDA1609C532F PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

# \* Indicate Name of Fund NOTE: Attach additional sheets as necessary

NOTE: A	ttach additional sheets as necessary.							
			Governmenta	l Funds		Proprietary/Fi	duciary Funds	Please use this space to
Line #	Description	Ge	eneral Fund	Fund*	Description	Fund*	Fund*	provide explanation of any
								items on this page
	Assets				Assets			
1-1	Cash & Cash Equivalents	\$	1,335,595 \$	-	Cash & Cash Equivalents	\$ -	T	4
1-2	Investments	\$	- \$	-	Investments	\$ -	T	4
1-3	Receivables	\$	1,461 \$	-	Receivables	\$ -	Ψ	4
1-4	Due from Other Entities or Funds	\$	1,460 \$	-	Due from Other Entities or Funds	\$ -	-	_
1-5	Property Tax Receivable	\$	399,349 \$	-	Other Current Assets [specify]	_	1.	7
	All Other Assets [specify]					\$ -	! '	-
1-6	Prepaid Expenses	\$	4,785 \$	-	Total Current Assets	•	Ψ	
1-7	Lift Reserve held by Vail Association	\$	204,270 \$	-	Capital Assets, net (from Part 6-4)	\$ -	1 '	
1-8	Restricted for Debt Service	\$	1,949 \$	-	Other Long Term Assets [specify]	\$ -	1 7	
1-9		\$	- \$	-		\$ -	· ·	
1-10		\$	- \$	-		\$ -	Ψ	
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	\$	1,948,869   \$	-	(add lines 1-1 through 1-10) TOTAL ASSETS	-	-	
	Deferred Outflows of Resources				Deferred Outflows of Resources			
1-12	[specify]	\$	- \$	-	[specify]	·	\$ -	_
1-13	[specify]	\$	- \$		[specify]		\$ -	
1-14	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS		- \$	-	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS		\$ -	
1-15	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	1,948,869 \$	-	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ -	- \$	
	Liabilities				Liabilities			
1-16	Accounts Payable	\$	11,413 \$	-	Accounts Payable		\$ -	-
1-17	Accrued Payroll and Related Liabilities	\$	- \$	-	Accrued Payroll and Related Liabilities		\$ -	-
1-18	Unearned Property Tax Revenue	\$	- \$	-	Accrued Interest Payable		\$ -	4
1-19	Due to Other Entities or Funds	\$	- \$	-	Due to Other Entities or Funds		\$ -	4
1-20	All Other Current Liabilities	\$	- \$	-	All Other Current Liabilities	· .	\$ -	-
1-21	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES		11,413 \$	-	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES		\$ -	4
1-22	All Other Liabilities [specify]	\$	- \$		Proprietary Debt Outstanding (from Part 4-4)		\$ -	4
1-23		\$	- \$	-	Other Liabilities [specify]:	·	\$ -	4
1-24		\$	- \$	-		\$ -	1 '	
1-25		\$	- \$	-		\$ -	1 .	
1-26		\$	- \$	-		\$ -	T	
1-27	(add lines 1-21 through 1-26) TOTAL LIABILITIES	\$	11,413   \$	-	(add lines 1-21 through 1-26) TOTAL LIABILITIES	\$ -	-	
	Deferred Inflows of Resources				Deferred Inflows of Resources		Ι.	7
1-28	Deferred Property Taxes	\$	399,349 \$	-	Pension Related	\$ -	ļ.,	4
1-29	Other [specify]	\$	- \$		Other [specify]	\$ -	T	-
1-30	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	\$	399,349   \$	-	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	-	-	
	Fund Balance	_	Ι.		Net Position	_	1.	7
	Nonspendable Prepaid	\$	- \$	-	Net Investment in Capital Assets	\$ -	-	_
	Nonspendable Inventory	\$	- \$	-		•	1.	7
1-33	Restricted [specify]	\$	1,949 \$	-	Emergency Reserves	\$ -	· ·	4
1-34	Committed [specify]	\$	204,270 \$	-	Other Designations/Reserves	\$ -	· ·	4
1-35	Assigned [specify]	\$	- \$	-	Restricted	\$ -	ļ.,	-
1-36	Unassigned:	\$	1,331,888 \$	-	Undesignated/Unreserved/Unrestricted	\$ -	\$ -	-
1-37	Add lines 1-31 through 1-36				Add lines 1-31 through 1-36			1
	This total should be the same as line 3-33				This total should be the same as line 3-33			
	TOTAL FUND BALANCE		1,538,107 \$	-	TOTAL NET POSITION	\$ -	\$ -	
1-38	Add lines 1-27, 1-30 and 1-37				Add lines 1-27, 1-30 and 1-37			1
	This total should be the same as line 1-15				This total should be the same as line 1-15			
	TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND				TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET			1
	BALANCE	\$	1,948,869   \$	-	POSITION	-	-	

# PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

		Governme	ental Funds		Proprietary/F	iduciary Funds	
Line #	Description	General Fund	Fund*	Description	Fund*	Fund*	Please use this space to provide explanation of any
7	ax Revenue			Tax Revenue			items on this page
2-1	Property [include mills levied in Question 10-6]	\$ 406,467	\$ -	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ 22,282	\$ -	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 TOTAL TAX REVENUE	\$ 428,749	\$ -	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ -	-	
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	\$ 19,604	\$ -	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]:	\$ 100,000	\$ -	All Other [specify]:	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ 548,353	\$ -	Add lines 2-8 through 2-23 TOTAL REVENUES		-	
	Other Financing Sources			Other Financing Sources			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	]
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	1
2-27	Other [specify]:	\$ -	\$ -	Other [specify]:	\$ -	\$ -	]
2-28	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	¢	\$ -	Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	¢	\$ -	GRAND TOTALS
2-29	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES		,	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES		\$ -	\$ 548,353

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.

			nmental		ERATING STATEMENT - EXPENDITU		/Fiduciary Funds		
1	Line# Description			<u> </u>	Description				use this space to
Line #	Expenditures	General Fund		Fund*	Expenses	Fund*	Fund*		explanation of any
3-1	General Government	¢ 62	814   \$		General Operating & Administrative	\$	-   \$	items or	n this page
3-1	Judicial	\$ 02,	- \$		Salaries	\$	- \$	_	
3-3	Law Enforcement	\$	- \$		Payroll Taxes	\$	- \$	-	
3-4	Fire	\$	- \$		Contract Services	\$	- \$	-	
3-5	Highways & Streets	T	476 \$		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 [transportation]:	T	886 \$		Contributions to Fire & Police Pension Assoc.	\$	- \$	_	
3-12	tana [amapatana]	\$	- \$		Other [specify]	\$	- \$	_	
3-13		\$	- \$			\$	- \$	_	
3-14	Capital Outlay	\$	- \$		Capital Outlay	\$	- \$	_	
•	Debt Service	Ψ	1 4		Debt Service	Ψ	1 4		
3-15	Principal (should match amount in 4-4)	\$ 160.0	000   \$		Principal (should match amount in 4-4)	\$	-   \$	_	
3-16	Interest		503 \$	_	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	and the second s	\$	- \$	-		\$	- \$	- G	RAND TOTAL
3-22	Add lines 3-1 through 3-21 TOTAL EXPENDITURES	\$ 699,	679 \$	-	Add lines 3-1 through 3-21 TOTAL EXPENSES	\$	- \$	- \$	699,679
3-23	Interfund Transfers (In)	\$	- \$	-	Net Interfund Transfers (In) Out	\$	- \$	-	
3-24	Interfund Transfers Out	\$	- \$	-	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) TOTAL TRANSFERS AND OTHER EXPENDITURES		- \$		(Line 3-27, plus line 3-28, less line 3-26, less line 3-25, plus line 3-24) TOTAL GAAP RECONCILING ITEMS		- \$		
3-30	Excess (Deficiency) of Revenues and Other Financing	Ψ	-   Ψ			Ψ			
	Sources Over (Under) Expenditures				Net Increase (Decrease) in Net Position				
	Line 2-29, less line 3-22, less line 3-29	\$ (151,	326) \$	-	Line 2-29, less line 3-22, plus line 3-29, less line 3-23	\$	- \$	-	
					Net Position, January 1 from December 31 prior year				
3-31	Fund Balance, January 1 from December 31 prior year report				report				
		\$ 1,689,	433 \$	_	Tepoit	\$	- \$	-	
3-32	Prior Period Adjustment (MUST explain)	\$	- \$	_	Prior Period Adjustment (MUST explain)	\$	- \$	_	
3-33	Fund Balance, December 31	·			Net Position, December 31				
	Sum of Lines 3-30, 3-31, and 3-32				Sum of Lines 3-30, 3-31, and 3-32				
	This total should be the same as line 1-37.	\$ 1,538,	107   \$	-	This total should be the same as line 1-37.	\$	-   \$	-	

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.

Please answer the following question by marking in the appropriate box

10.5-101, et seq. C.R.S.)? If no, MUST explain:

5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seg., C.R.S.?

Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-

YES

**V** 

**4** 

NO

N/A

TOTAL \$

\$

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

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		PART 8 - BL	JDGET INF	FORMATIO	V	
	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 a Section 29-1-113 C.R.S.? If no, MUST explain:	ccordance with	V			
8-2	Did the entity pass an appropriations resolution in accordance with Section 29-1	-108 C.R.S.?	☑			
	If no, MUST explain: Please indicate the amount appropriated for each fund separately for the year re	aartad	_		_	
ii yes.	Governmental/Proprietary Fund Name	Total Appropriati	ions By Fund			
	General Fund	\$	878,138	1		
		\$	-			
		\$	<del>-</del>	-		
	PART	9 - TAX PAYE	R'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, A Note: An election to exempt the government from the spending limitations of TABOR does not exempt the	, , ,	-	☑		
	requirement. All governments should determine if they meet this requirement of TABOR.					
		PART 10 - GE	ENERAL IN	NFORMATIC	ON	
	Please answer the following question by marking in the appropriate box			YES	NO	Please use this space to provide any explanations or comments:
	Is this application for a newly formed governmental entity?				V	
If yes:	Date of formation:					
				_		
10-2	Has the entity changed its name in the past or current year?				✓	
If Yes:	NEW name			7		
				-		
	PRIOR name			J		
	Is the entity a metropolitan district?  Please indicate what services the entity provides:			☑		
10-4	Established in 1986 to provide street improvements, public transportation systems and	a sanitation system		٦		
10-5	Does the entity have an agreement with another government to provide services					
If yes:	List the name of the other governmental entity and the services provided:					
	CO Special Districts Property and Liability Pool (insurance); Town of Vail (Capital and	maintenance obligations	s)	1		
10-6	Does the entity have a certified mill levy?			_ 		
If yes:	Please provide the number of mills levied for the year reported (do not enter \$ an			_		
	Bond Redemption mill General/Other mill			_		
	Total mill					
	Please use this space	to provide any addit	tional explanati	ons or comments	not previously inc	luded:

## DocuSign Envelope ID: A3520772-A2F9-492F-8255-DDA1609C532F

OSA USE ONLY							
Entity Wide:		General Fund		Governmental Funds			Notes
Unrestricted Cash & Investments	\$	1,335,595 Unrestricted Fund Balance	\$	1,536,158 Total Tax Revenue	\$	428,749	
Current Liabilities	\$	11,413 Total Fund Balance	\$	1,538,107 Revenue Paying Debt Service	\$	548,353	
Deferred Inflow	\$	399,349 PY Fund Balance	\$	1,689,433 Total Revenue	\$	548,353	
		Total Revenue	\$	548,353 Total Debt Service Principal	\$	160,000	
		Total Expenditures	\$	699,679 Total Debt Service Interest	\$	30,503	
Governmental		Interfund In	\$				
Total Cash & Investments	\$	1,335,595 Interfund Out	\$	- Enterprise Funds			
ransfers In	\$	- Proprietary		Net Position	\$	-	
ransfers Out	\$	- Current Assets	\$	- PY Net Position	\$	-	
Property Tax	\$	406,467 Deferred Outflow	\$	- Government-Wide			
Debt Service Principal	\$	160,000 Current Liabilities	\$	- Total Outstanding Debt	\$	1,065,000	
otal Expenditures	\$	699,679 Deferred Inflow	\$	- Authorized but Unissued	\$	-	
otal Developer Advances	\$	- Cash & Investments	\$	- Year Authorized		1/0/1900	
Fotal Developer Repayments	\$	- Principal Expense	\$				

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### 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?	v	

## 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, 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 <u>ALL</u> members of the governing body below.	A <u>MAJORITY</u> of the members of the governing body must complete and sign in the column below.
1	Full Name PETER DUNNING	I, pete Donthilg, after that I am a duly elected or appointed board member, and that I have personally reviewed and approve the samplication for exemption from audit.  Sign (100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 / 100 /
2	Full Name  DOUG KIRKPATRICK	I, Doug Resussioned wheels that I am a duly elected or appointed board member, and that I have personally reviewed and appropriately this application for exemption from audit. 3/30/2022  Signety Oly AS ELVE PATY (LE Date:
3	Full Name  JOAN KIRKPATRICK	I, <u>Joan เกิดหมู่ลิเทณ</u>
4	Full Name	
5	Full Name	
6	Full Name	
7	Full Name	

### **EXAMPLE - DO NOT FILL OUT THIS PAGE**

This sample resolution/ordinance for exemption from audit is provided as an example of the documentation that is required, the wording may be used as a basis for your own local government document, if needed, however you MUST draft your own ordinance or resolution making any changes where applicable. Legal counsel should be consulted regarding any questions.

# RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT (Pursuant to Section 29-1-604, C.R.S.) A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR YEAR 20XX FOR THE (name of government), STATE OF COLORADO. WHEREAS, the (governing body) of (name of government) wishes to claim execution from the audit requirements of Section 29-1-603, C.R.S.; and WHEREAS, Section 29-1-604, C.R.S., states that any local government where neither revenues for expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the Swite Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and [Choose 1 or 2 below, whichever is applicable] (1)WHEREAS, neither revenue nor expenditures for (name or government) exceeded \$100,000 for Year 20XX; and WHEREAS, an application for exemption from audi for (name of government) has been prepared by (name of individual), a person skilled in governmental accounting; and (2)WHEREAS, neither revenues nor expenditures for (name of government) exceeded \$750,000 for Year 20XX; and WHEREAS, an application for exemption from and it for (name of government) has been prepared by (name of individual or firm), an independent accountant with nowledge of governmental accounting; and WHEREAS, said application for exemption from a with has been completed in accordance with regulations, issued by the State Auditor. NOW THEREFORE, be it resolved/ordained by the (governing body) of the (name of government) that the application for exemption from a wdit for (name of vovernment) for the year ended \_\_\_\_ , 20XX, has been personally reviewed and is hereby approved by a majority of the (governing body) of the (name of government); that those members of the (governing body) have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the (name of government) for the , 20XX. year ended ADOPTED THIS day of , A.D. 20XX.

Mayor/President/Chairman, etc.		
ATTEST:		
Town Clerk, Secretary, etc.		
Type or Print Names of Members of Governing Body	Date Term Expires	Signature
Stelling Body		<u>organitae</u>