

APPLICATION FOR EXEMPTION FROM AUDIT**SHORT FORM**

NAME OF GOVERNMENT ADDRESS	THE HIGHLANDS METROPOLITAN DISTRICT NO. 3 7995 E. Prentice Ave., Suite 103E Greenwood Village, CO 80111
CONTACT PERSON	Sue Blair
PHONE	303-381-4960
EMAIL	sblair@crsofcolorado.com
FAX	303-381-4961

For the Year Ended
12/31/16
or fiscal year ended:

1302.03

PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

NAME:	Phyllis Brown
TITLE	Director of Finance and Accounting
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 (Must be prepared prior to Board approval)	3/18/17

PREPARER (SIGNATURE REQUIRED)


Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types

GOVERNMENTAL
(MODIFIED ACCRUAL BASIS)



PROPRIETARY
(CASH OR BUDGETARY BASIS)



RECEIVED

By Justin L. Smith at 5:19 pm, Apr 07, 2017

PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
2-1	Ta Property	\$	
2-2	Specific ownership	\$	
2-3	Sales and use	\$	
2-4	Other (specify):	\$	
2-5	Licenses and permits	\$	
2-6	Intergovernmental Grants	\$	
2-7	Conservation Trust Funds (Lottery)	\$	
2-8	Highway Users Tax Funds (HUTF)	\$	
2-9	Other (specify):	\$	
2-10	Charges for services	\$	
2-11	Fines and forfeits	\$	
2-12	Special assessments	\$	
2-13	Investment income	\$	
2-14	Charges for utility services	\$	
2-15	Debt proceeds (should agree with line 4-4, column 2)	\$	
2-16	Lease proceeds	\$	
2-17	Developer Advances received (should agree with line 4-4)	\$	
2-18	Proceeds from sale of capital assets	\$	
2-19	Fire and police pension	\$	
2-20	Donations	\$	
2-21	Other (specify):	\$	
2-22		\$	
2-23		\$	
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE	\$	

PART 3 - EXPENDITURES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$	
3-2	Salaries	\$	
3-3	Payroll taxes	\$	
3-4	Contract services	\$	
3-5	Employee benefits	\$	
3-6	Insurance	\$	
3-7	Accounting and legal fees	\$	
3-8	Repair and maintenance	\$	
3-9	Supplies	\$	
3-10	Utilities and telephone	\$	
3-11	Fire/Police	\$	
3-12	Streets and highways	\$	
3-13	Public health	\$	
3-14	Culture and recreation	\$	
3-15	Utility operations	\$	
3-16	Capital outlay	\$	
3-17	Debt service principal (should agree with Part 4)	\$	
3-18	Debt service interest	\$	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	\$	
3-20	Repayment of Developer Advance Interest	\$	
3-21	Contribution to pension plan (should agree to line 7-2)	\$	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$	
3-23	Other (specify): IGA - District 1	\$	
3-24		\$	
3-25		\$	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES	\$	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - **STOP**. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".

Yes No

4-1	Does the entity have outstanding debt? If Yes, please attach a copy of the entity's Debt Repayment Schedule.				☐	☒
4-2	Is the debt repayment schedule attached? If no, MUST explain:				☐	☐
4-3	Is the entity current in its debt service payments? If no, MUST explain:				☐	☐
4-4	Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)					
	General obligation bonds	Outstanding at end of prior year	Issued during year	Retired during year	Outstanding at year-end	
	Revenue bonds	\$ -	\$ -	\$ -	\$ -	
	Notes/Loans	\$ -	\$ -	\$ -	\$ -	
	Leases	\$ -	\$ -	\$ -	\$ -	
	Developer Advances	\$ -	\$ -	\$ -	\$ -	
	Other (specify):	\$ -	\$ -	\$ -	\$ -	
	TOTAL	\$ -	\$ -	\$ -	\$ -	
Please answer the following questions by marking the appropriate boxes.					Yes	No
4-5	Does the entity have any authorized, but unissued, debt?				☒	☐
If yes:	How much?	\$	45,700,000.00			
	Date the debt was authorized:		11/03/2015			
4-6	Does the entity intend to issue debt within the next calendar year?				☐	☒
If yes:	How much?	\$	-			
4-7	Does the entity have debt that has been refinanced that it is still responsible for?				☐	☒
If yes:	What is the amount outstanding?	\$	-			
4-8	Does the entity have any lease agreements?				☐	☒
If yes:	What is being leased?					
	What is the original date of the lease?					
	Number of years of lease?					
	Is the lease subject to annual appropriation?			☐	☐	
	What are the annual lease payments?	\$	-			
4-9	Does the entity have a certified Mill Levy?				☒	☐
If yes:	Please provide the following mills levied for the year reported:					
	Bond Redemption					-
	General/Other					55.00
	TOTAL					55.00

Please use this space to provide any explanations or comments:

PART 5 - CASH AND INVESTMENTS

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

Amount	Total
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5-1	YEAR-END Total of ALL Checking and Savings Accounts	\$		
5-2	Certificates of deposit	\$		
	Total Cash Deposits			\$ -
	Investments (if investment is a mutual fund, please list underlying investments):			
5-3		\$		
		\$		
		\$		
		\$		
	Total Investments			\$ -
	Total Cash and Investments			\$ -
	Please answer the following questions by marking in the appropriate boxes	Yes	No	N/A
5-4	Are the entity's Investments legal in accordance with Section 24-75-601, et seq., C.R.S.?	☐	☐	☒
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 use this space to provide any explanations:				

PART 6 - CAPITAL ASSETS

No

6-3		Balance - beginning of year		Additions (Must be included in Part 3)		Deletions		Year-End Balance	
Complete the following capital assets table:									
Land		\$		\$		\$		\$	
Buildings		\$		\$		\$		\$	
Machinery and equipment		\$		\$		\$		\$	
Furniture and fixtures		\$		\$		\$		\$	
Construction In Progress (CIP)		\$		\$		\$		\$	
Other (explain):		\$		\$		\$		\$	
Accumulated Depreciation		\$		\$		\$		\$	
(Please enter a negative, or credit, balance)									
TOTAL		\$		\$		\$		\$	

Please use this space to provide any explanations or comments:

PART 7 - PENSION INFORMATION

No

7-1	Does the entity have an "old hire" firemen's pension plan?	☐	☒
7-2	Does the entity have a volunteer firemen's pension plan?	☐	☒
If yes:	Who administers the plan?		
	Indicate the contributions from:		
	Tax (property, SO, sales, etc.):	\$	-
	State contribution amount:	\$	-
	Other (gifts, donations, etc.):	\$	-
	TOTAL	\$	-
	What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?	\$	-

Please use this space to provide any explanations or comments:

PART 8 - BUDGET INFORMATION

NIA

8-1	Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:	☒	☐	☐
8-2	Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	☒	☐	☐

Fund Name	Budgeted Expenditures
General Fund	\$

PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

Yes

No

- 9-1** Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?



Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.

If no, **MUST** explain:**PART 10 - GENERAL INFORMATION**

Please answer the following questions by marking in the appropriate boxes.

Yes

No

- 10-1** Is this application for a newly formed governmental entity?



If yes: Date of formation:

- 10-2** Has the entity changed its name in the past or current year?



If yes: Please list the NEW name & PRIOR name:

- 10-3** Is the entity a metropolitan district?



Please indicate what services the entity provides:

Streets, street lighting, storm drainage, water, landscaping, parks and recreation

- 10-4** 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:

Town of Lochbuie - operations & maintenance services for public improvements, South Beebe Draw, Silver Peaks Nos. 1-5, the Highlands No. 1, 2, 4 & 5 - storm drainage maintenance fees for development of Districts.

- 10-5** 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.]



If yes: Date Filed:

Please use this space to provide any explanations or comments:

PART 11 - GOVERNING BODY APPROVAL

Below is the certification and approval of the governing board. By signing the board member is certifying they are a duly elected or appointed officer of the local government. Governing board members may be verified. Also by signing, the board 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 \$100,000 or less must have an application prepared by a person skilled in governmental accounting; completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of ALL current governing board members below.

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

Board Member	Print Board Member's Name	
Board Member 1	Theodore R. Shipman	I, <u>Theodore R. Shipman</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed: _____ Date: March 22, 2017 My term Expires: May 5, 2020
Board Member 2	Ronald E. von Lembke	I, <u>Ronald E. von Lembke</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed: _____ Date: March 22, 2017 My term Expires: May 8, 2018
Board Member 3	Theodore J. Shipman	I, <u>Theodore J. Shipman</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed: _____ Date: March 22, 2017 My term Expires: May 8, 2018
Board Member 4	John Spillane	I, <u>John Spillane</u> , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed: _____ Date: March 22, 2018 My term Expires: May 5, 2020
Board Member 5		I, _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed: _____ Date: _____ My term Expires: _____
Board Member 6		I, _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed: _____ Date: _____ My term Expires: _____
Board Member 7		I, _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed: _____ Date: _____ My term Expires: _____

**Original Signatures
Verified by**

Justin L. Smith

