

If yes, does the application include **ORIGINAL INK SIGNATURES** from the **MAJORITY** of the governing body

### FILING METHODS

**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

2236.00

**QUESTIONS?** 303-869-3000

### IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the  
Governmental Activity, should be reported on the Modified Accrual Basis  
Proprietary Activity should be reported on the Cash or Budgetary Basis  
Failure to file an application or denial of the request could cause the local government to be subject to audit for the ensuing year.  
In that event, AN AUDIT SHALL BE REQUIRED.

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**RECEIVED**  
Office of the State Auditor  
March 30, 2018

## APPLICATION FOR EXEMPTION FROM AUDIT

### SHORT FORM

**NAME OF GOVERNMENT ADDRESS**

Salt Creek Sanitation District
1421 Laredo
Pueblo, CO 81006
Ted T. Lopez
(719)545-6045

For the Year *12/31/2017*  
or fiscal year

**CONTACT PERSON PHONE EMAIL FAX**

### 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.

<b>NAME:</b>	Theodore F Lopez
<b>TITLE</b>	Owner
<b>FIRM NAME (if applicable)</b>	Ahora Tax & Bookkeeping
<b>ADDRESS</b>	207 W. Northern Avenue, Pueblo, CO. 81004-3107
<b>PHONE</b>	(719)542-2500
<b>DATE PREPARED (Must be prepared prior to Board approval)</b>	3/19/2018

**PREPARER (SIGNATURE REQUIRED)**

*Theodore F Lopez*

Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	<b>GOVERNMENTAL</b> (MODIFIED ACCRUAL BASIS)	<b>PROPRIETARY</b> (CASH OR BUDGET)

## 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, buildings, equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar
2-1	Taxes: 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	\$ 32,021
2-11	Fines and forfeits	\$ 1,540
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: Interest Income	\$ 1,052
2-22		\$ -
2-23		\$ -
2-24	(add lines 2-1 through 2-23) <b>TOTAL REVENUE</b>	<b>\$ 34,613</b>

## PART 3 - EXPENDITURES

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

Line#	Description	Round to nearest Dollar
3-1	Administrative	\$ 4,227
3-2	Salaries	\$ -
3-3	Payroll taxes	\$ -
3-4	Contract services	\$ -
3-5	Employee benefits	\$ -
3-6	Insurance	\$ 1,455
3-7	Accounting and legal fees	\$ 3,098
3-8	Repair and maintenance	\$ 13,199
3-9	Supplies	\$ -
3-10	Utilities and telephone	\$ 5,265
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: Subcontracted Office Services	\$ 875

3-24		\$	-
3-25		\$	-
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES	\$	28,119

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

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

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

4-1 Does the entity have outstanding debt? NO  
 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:

Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)	Outstanding at end of prior year*	Issued during year	Retired during year
General obligation bonds	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*must tie to prior year ending balance

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

4-5 Does the entity have any authorized, but unissued, debt? NO  
 If yes: How much?

Date the debt was authorized:

4-6 Does the entity intend to issue debt within the next calendar year? NO  
 If yes: How much?

4-7 Does the entity have debt that has been refinanced that it is still responsible for? NO  
 If yes: What is the amount outstanding?

4-8 Does the entity have any lease agreements? NO  
 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? NO  
 If yes: Please provide the following mills levied for the year reported (do not report \$ amounts): NO

Bond Redemption	<input style="width: 100%;" type="text"/>
General/Other	<input style="width: 100%;" type="text"/>
<b>TOTAL</b>	<input style="width: 100%;" type="text"/>

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

5-1	YEAR-END Total of ALL Checking and Savings Accounts	\$ 31,678
5-2	Certificates of deposit	\$ 167,959
	<b>Total Cash Deposits</b>	
	Investments (if investment is a mutual fund, please list underlying investments):	
	<input style="width: 100%;" type="text"/>	\$ -
5-3	<input style="width: 100%;" type="text"/>	\$ -
	<input style="width: 100%;" type="text"/>	\$ -
	<input style="width: 100%;" type="text"/>	\$ -
	<b>Total Investments</b>	<b>\$ -</b>

109,637

**Total Cash and Investments**

Please answer the following questions by marking in the appropriate boxes

Yes

No

- 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**

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

Yes

- 6-1 Does the entity have capital assets?
- 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:

6-3

Complete the following capital assets table:

	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions
Land	\$ 20,500	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -
Machinery and equipment	\$ 598,495	\$ -	\$ -
Furniture and fixtures	\$ 140	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -
Other: Computer	\$ 1,001	\$ -	\$ -
Accumulated Depreciation (Please enter a negative, or credit, balance)	\$ (590,698)	\$ (1,103)	\$ -
<b>TOTAL</b>	\$ 29,438	\$ (1,103)	\$ -

20,500  
598,495  
140  
1,001  
(591,801)  
28,335

\*must tie to prior year ending balance

Please use this space to provide any explanations or comments:

**PART 7 - PENSION INFORMATION**

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

Yes

- 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?

NO  
NO

Indicate the contributions from:

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

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

Yes

No

- 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:

If yes: Please indicate the amount appropriated for each fund for the year reported:

Administrative	\$	16,800
System Maintenance & Operation	\$	40,000
Contingency	\$	19,000
	?	

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

Please answer the following question by marking in the appropriate box

Yes

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

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:

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:

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

Please answer the following question by marking in the appropriate box

YES

- 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 - Exempt Form Electronic Signatures Policy and Procedure

#### Policy - Requirements

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

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 218A.01, 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. It must also show 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. 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

requirements noted above.

Print the names of ALL current governing board members below.

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

	Print Board Member's Name	
Board Member 1	Jovita Chavez	
Board Member 2	Manuel Espinoza	I _____, attest I am a duly elected or appointed member, and that I have personally reviewed and approve this application for from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 3	Edward Gutierrez	I _____, attest I am a duly elected or appointed member, and that I have personally reviewed and approve this application for from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 4	Ted T. Lopez	I _____, attest I am a duly elected or appointed member, and that I have personally reviewed and approve this application for from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 5	Alfonso Naranjo	I _____, attest I am a duly elected or appointed member, and that I have personally reviewed and approve this application for from audit. Signed _____ Date: _____

**SALT CREEK SANITATION DISTRICT  
1421 LAREDO  
PUEBLO, CO 81006  
(719)545-6045**

**Resolution for Exemption from Audit  
2017**

**Resolution: 2018-02**

**Whereas**, the Board of Directors of the Salt Creek Sanitation District wishes to claim exemption from the audit requirements of Section 29-1-603, CRS; and

**Whereas**, Section 29-1-604, CRS, states that any local government where neither revenues nor expenditures exceed five hundred thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, CRS, and

**Whereas**, neither revenue nor expenditures for Salt Creek Sanitation District exceed \$100,000 for the fiscal year 2018; and

**Whereas**, application fro exemption from audit for Salt Creek Sanitation District has been prepared by Theodore F. Lopez, a person skilled in governmental accounting, and


**Whereas**, said application for exemption from audit has been completed in accordance with regulations, issued by the State Auditor,

**Now Therefore**, be it resolved by the Board of Directors of the Salt Creek Sanitation District that the application for exemption from audit for Salt Creek Sanitation District for the fiscal year ended December 31, 2017, has been personally reviewed and is hereby approved by a majority of the Board of Directors of the Salt Creek Sanitation District; that those members of the Board of Directors 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 Salt Creek Sanitation District for the fiscal year ended, December 31, 2017.


Adopted this **22nd** day of **March, 2018..**

  
Jovita M. Chavez (Term Exp: May 5, 2020)

  
Edward Gutierrez (Term Exp: May 3, 2018)

  
Alfonso Naranjo (Term Exp: May 3, 2018)

Manuel Espinoza (Term Exp: May 5, 2020)

  
Ted T. Lopez (Term Exp: May 5, 2020)



# SALT CREEK SANITATION DISTRICT

## BUDET FOR 2016

### JANUARY 1 - DECEMBER 1, 2016

	<b>2017 PROPOSED</b>
<b>BEGINNING GENERAL RESERVE FUND</b>	<b>\$117,800</b>
<b>BEGINNING RESTRICTED FUND</b>	<b>\$90,000</b>
<b>ESTIMATED RECEIPTS</b>	<b>\$0</b>
<b>SEWER SERVICE CHARGES</b>	<b>\$27,000</b>
<b>SEWER TAP FEES</b>	<b>\$0</b>
<b>INTEREST</b>	<b>\$1,200</b>
<b>SHUT-OFF VALVE SALES</b>	<b>\$0</b>
<b>RECOVERY OF CERTIFICATION FEES/PENALTIES</b>	<b>\$1,500</b>
<b>OTHER</b>	<b>\$0</b>
<b>ESTIMATED DRAW ON RESERVES</b>	<b><u>\$46,100</u></b>
<b>TOTAL</b>	<b>\$75,800</b>
<b><u>ESTIMATED EXPENSES</u></b>	
<b>ADMINISTRATION</b>	<b>\$6,000</b>
<b>SEWER CLEANING &amp; MAINTENANCE</b>	<b>\$25,000</b>
<b>SEWER LIFT STATIONS</b>	<b>\$9,000</b>
<b>INSURANCE &amp; BOND</b>	<b>\$4,800</b>
<b>PROFESSIONAL &amp; TECHNICAL SERVICES</b>	<b>\$6,000</b>
<b>UTILITIES/ELECTRIC POWER</b>	<b>\$6,000</b>
<b>CONTINGENCY</b>	<b><u>\$19,000</u></b>
<b>TOTAL</b>	<b>\$75,800</b>
<b>ENDING BALANCE GENERAL RESERVE FUND</b>	
<b>ENDING BALANCE RESTRICTED FUND</b>	<b>\$90,000</b>