

APPLICATION FOR EXEMPTION FROM AUDIT LONG FORM

NAME OF GOVERNMENT	Town of Pitkin
ADDRESS	P O Box 9
	Pitkin, CO 81241
CONTACT PERSON	Sara Gibb
PHONE	970-787-0968
EMAIL	townofpitkin@q.com
FAX	970-642-1089

For the Year Ended
12/31/2017
or fiscal year ended:

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:	Timothy P Mayberry
TITLE	Independent Accountant
FIRM NAME (if applicable)	Holscher, Mayberry & Company, LLC
ADDRESS	8310 South Valley Highway, Suite 300, Englewood, CO 80112
PHONE	303-993-2199
DATE PREPARED (Must be Completed prior to Board approval)	3/27/2018
RELATIONSHIP TO ENTITY	Independent Accountant

PREPARER (SIGNATURE REQUIRED)

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:

E

RECEIVED

Office of the State Auditor

March 30, 2018

PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

		Governmental Funds		Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
Line #	Description	General	Fund*	Description	Fund*	
Assets				Assets		
1-1	Cash & Cash Equivalents	\$ 185,265	\$ -	Cash & Cash Equivalents	\$ -	\$ -
1-2	Investments	\$ 102,689	\$ -	Investments	\$ -	\$ -
1-3	Receivables	\$ 24,586	\$ -	Receivables	\$ -	\$ -
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$ -
	All Other Assets [specify...]			Other Current Assets	\$ -	\$ -
1-5		\$ -	\$ -		\$ -	\$ -
1-6		\$ -	\$ -	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) TOTAL ASSETS	\$ 312,540	\$ -	(add lines 1-1 through 1-10) TOTAL ASSETS	\$ -	\$ -
1-12	TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$ -	\$ -	TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$ -	\$ -
1-13	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ 312,540	\$ -	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$ -	\$ -
Liabilities				Liabilities		
1-14	Accounts Payable	\$ -	\$ -	Accounts Payable	\$ -	\$ -
1-15	Accrued Payroll and Related Liabilities	\$ -	\$ -	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	TOTAL CURRENT LIABILITIES	\$ -	\$ -	TOTAL CURRENT LIABILITIES	\$ -	\$ -
1-20	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ -	\$ -
1-21		\$ -	\$ -	Other Liabilities [specify...]:	\$ -	\$ -
1-22		\$ -	\$ -		\$ -	\$ -
1-23		\$ -	\$ -		\$ -	\$ -
1-24		\$ -	\$ -		\$ -	\$ -
1-25		\$ -	\$ -		\$ -	\$ -
1-26		\$ -	\$ -		\$ -	\$ -
1-27		\$ -	\$ -		\$ -	\$ -
1-28	(add lines 1-19 through 1-27) TOTAL LIABILITIES	\$ -	\$ -	(add lines 1-19 through 1-27) TOTAL LIABILITIES	\$ -	\$ -
1-29	TOTAL DEFERRED INFLOWS OF RESOURCES	\$ 19,915	\$ -	TOTAL DEFERRED INFLOWS OF RESOURCES	\$ -	\$ -
Fund Balance				Net Position		
1-30	Nonspendable Prepaid	\$ -	\$ -	Net Investment in Capital Assets	\$ -	\$ -
1-31	Nonspendable Inventory	\$ -	\$ -			
1-32	Restricted [specify...] TABOR Reserve \$3,600 / CTF \$13,799	\$ 17,399	\$ -	Emergency Reserves	\$ -	\$ -
1-33	Committed [specify...] Cemetery/Capital/Parks/Streets/Town Hall	\$ 49,119	\$ -	Other Designations/Reserves	\$ -	\$ -
1-34	Assigned [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -
1-35	Unassigned:	\$ 226,107	\$ -	Undesignated/Unreserved/Unrestricted	\$ -	\$ -
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 TOTAL FUND BALANCE	\$ 292,625	\$ -	Add lines 1-30 through 1-35 This total should be the same as line 3-33 TOTAL NET POSITION	\$ -	\$ -
1-37	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE	\$ 312,540	\$ -	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ -	\$ -

PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

		Governmental Funds				Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
Line #	Description	General	Fund*	Description	Fund*	Fund*		
Tax Revenue				Tax Revenue				
2-1	Property	\$ 20,762	\$ -	Property	\$ -	\$ -		
2-2	Specific Ownership	\$ 1,351	\$ -	Specific Ownership	\$ -	\$ -		
2-3	Sales and Use Tax	\$ 33,002	\$ -	Sales and Use Tax	\$ -	\$ -		
2-4	Other Tax Revenue [specify...]:	\$ -	\$ -	Other Tax Revenue [specify...]:	\$ -	\$ -		
2-5	Franchise Taxes	\$ 667	\$ -		\$ -	\$ -		
2-6		\$ -	\$ -		\$ -	\$ -		
2-7		\$ -	\$ -		\$ -	\$ -		
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ 55,782	\$ -	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ -	\$ -		
2-9	Licenses and Permits	\$ 7,137	\$ -	Licenses and Permits	\$ -	\$ -		
2-10	Highway Users Tax Funds (HUTF)	\$ 8,468	\$ -	Highway Users Tax Funds (HUTF)	\$ -	\$ -		
2-11	Conservation Trust Funds (Lottery)	\$ 561	\$ -	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	\$ 2,611	\$ -	Grants	\$ -	\$ -		
2-15	Donations	\$ 3,150	\$ -	Donations	\$ -	\$ -		
2-16	Charges for Sales and Services	\$ 500	\$ -	Charges for Sales and Services	\$ -	\$ -		
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -		
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -		
2-19	Interest/Investment Income	\$ 1,234	\$ -	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	A Other [specify...]:	\$ -	\$ -	A Other [specify...]:	\$ -	\$ -		
2-23	Insurance Proceeds/Mineral Lease/Other	\$ 42,856	\$ -		\$ -	\$ -		
2-24	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ 122,299	\$ -	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	\$ -	\$ -		
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	\$ -	\$ -		
2-29	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 122,299	\$ -	Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ -	\$ -		
							GRAND TOTALS	
						\$	122,299	

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

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		Fund*	Fund*		Fund*	Fund*	
	Expenditures			Expenditures			
3-1	General Government	\$ 36,053	\$ -	General Operating & Administrative	\$ -	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ -	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ -	\$ -	
3-4	Fire	\$ 8,250	\$ -	Contract Services	\$ -	\$ -	
3-5	Highways & Streets	\$ 17,410	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ -	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ -	\$ -	
3-8	Health	\$ 4,459	\$ -	Repair and Maintenance	\$ -	\$ -	
3-9	Culture and Recreation	\$ 363	\$ -	Supplies	\$ -	\$ -	
3-10	Other [specify...]:	\$ -	\$ -	Utilities	\$ -	\$ -	
3-11		\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other [specify...]	\$ -	\$ -	
3-13		\$ -	\$ -		\$ -	\$ -	
3-14	Capital Outlay	\$ 34,007	\$ -	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 TOTAL EXPENDITURES	\$ 100,542	\$ -	Add lines 3-1 through 3-21 TOTAL EXPENDITURES	\$ -	\$ -	GRAND TOTAL 100,542
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 3-26, plus line 3-27, less line 3-24, less line 3-25) TOTAL GAAP RECONCILING ITEMS	\$ -	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29	\$ 21,757	\$ -	Net Increase (Decrease) in Net Position 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	\$ 270,868	\$ -	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 Sum of Line 3-30, 3-31, and 3-32 This total should be the same as line 1-36.	\$ 292,625	\$ -	Net Position, December 31 Line 3-30 plus line 3-31 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?		☐	☒		
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)					
			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):		\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ -	\$ -	\$ -	\$ -
*must agree to prior year ending balance						
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?				
		Date the debt was authorized:				
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 (do not enter \$ amounts):				
		Bond Redemption	0.00			
		General/Other	4.97			
		TOTAL	4.97			
PART 5 - CASH AND INVESTMENTS						
Please provide the entity's cash deposit and investment balances.			AMOUNT	TOTAL	Please use this space to provide any explanations or comments:	
5-1	YEAR-END Total of ALL Checking and Savings accounts		\$ 84,071			
5-2	Certificates of deposit		\$ 100,000			
	TOTAL CASH DEPOSITS			\$ 184,071		
	Investments (if investment is a mutual fund, please list underlying investments):					
	CSAFE		\$ 102,689			
5-3			\$ -			
			\$ -			
			\$ -			
	TOTAL INVESTMENTS			\$ 102,689		
	TOTAL CASH AND INVESTMENTS			\$ 286,760		
Please answer the following question by marking in the appropriate box			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 explain:		☒	☐	☐	

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?	☒	☐		
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 for GOVERNMENTAL FUNDS:				
	Land	\$ 19,400	\$ -	\$ -	\$ 19,400
	Buildings	\$ 182,183	\$ 34,007	\$ -	\$ 216,190
	Machinery and equipment	\$ 24,208	\$ -	\$ -	\$ 24,208
	Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
	Infrastructure	\$ -	\$ -	\$ -	\$ -
	Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
	Other (explain):	\$ -	\$ -	\$ -	\$ -
	Accumulated Depreciation (Enter a negative, or credit, balance)	\$ (54,532)	\$ (8,331)	\$ -	\$ (62,863)
	TOTAL	\$ 171,259	\$ 25,676	\$ -	\$ 196,935
6-4	Complete the following Capital Assets table for PROPRIETARY FUNDS:				
	Land	\$ -	\$ -	\$ -	\$ -
	Buildings	\$ -	\$ -	\$ -	\$ -
	Machinery and equipment	\$ -	\$ -	\$ -	\$ -
	Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
	Infrastructure	\$ -	\$ -	\$ -	\$ -
	Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
	Other (explain):	\$ -	\$ -	\$ -	\$ -
	Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -

*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?	☐	☒	
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?	\$ -		

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:	☒	☐	☐	
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					
Fund Name		Budgeted Expenditures			
General Fund		\$ 160,264			
		\$ -			
		\$ -			
		\$ -			

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)]? 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.	☒	☐	

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?	☐	☒	
If yes:	Date of formation:			
10-2	Has the entity changed its name in the past or current year?	☐	☒	
If Yes:	NEW name			
	PRIOR name			
10-3	Is the entity a metropolitan district?	☐	☒	
10-4	Please indicate what services the entity provides:			
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:			
Please use this space to provide any additional explanations or comments not previously included:				

OSA USE ONLY						Notes
Entity Wide:		General Fund		Governmental Funds		
Unrestricted Cash & Investments	\$	286,760	Unrestricted Fund Balance	\$	275,226	55,782
Current Liabilities	\$	-	Total Fund Balance	\$	292,625	-
Deferred Inflow	\$	19,915	PY Fund Balance	\$	270,868	122,299
			Total Revenue	\$	122,299	-
			Total Expenditures	\$	100,542	-
			Interfund In	\$	-	-
Governmental			Interfund Out	\$	-	-
Total Cash & Investments	\$	287,954	- Proprietary	\$	-	-
Transfers In	\$		- Current Assets	\$	-	-
Transfers Out	\$		- Deferred Outflow	\$	-	-
Property Tax	\$	20,762	- Current Liabilities	\$	-	-
Debt Service Principal	\$		Total Expenditures	\$	-	-
Total Expenditures	\$	100,542	Deferred Inflow	\$	-	-
Total Developer Advances	\$		- Cash & Investments	\$	-	-
Total Developer Repayments	\$		- Principal Expense	\$	-	-

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 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 \$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 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	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.
1	Rachel New	Signed: <u>Rachel New</u> Date: <u>3/28/2018</u> My term Expires: _____
2	Eddy Balch	Signed: <u>Eddy Balch</u> Date: <u>3/29/2018</u> My term Expires: _____
3	Ralph Bush	Signed: <u>Ralph Bush</u> Date: <u>3/29/2018</u> My term Expires: _____
4	Debbie Henley	Signed: <u>Debbie Henley</u> Date: <u>3/29/2018</u> My term Expires: _____
5	Chris Nasso	Signed: <u>Chris Nasso</u> Date: <u>3/29/2018</u> My term Expires: _____
6	Cory Nasso	Signed: <u>Cory Nasso</u> Date: <u>3/29/2018</u> My term Expires: _____
7		Signed: _____ Date: _____ My term Expires: _____

Certificate Of Completion

Envelope Id: AE26A32A68244D6885BD8CCA1509BC90

Status: Sent

Subject: TOWN OF PITKIN AUDIT EXEMPTION - Please DocuSign: Exemption form.pdf

Source Envelope:

Document Pages: 10

Signatures: 6

Envelope Originator:

Certificate Pages: 5

Initials: 0

Sara Gibb

AutoNav: Enabled

thetownofpitkin@gmail.com

Envelopeld Stamping: Enabled

IP Address: 67.40.131.248

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: Sara Gibb

Location: DocuSign

3/28/2018 3:19:12 PM

thetownofpitkin@gmail.com

Signer Events

Rachel New

mrsrnew@Gmail.com

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

48AB737E1A81493...

Using IP Address: 97.41.132.104

Signed using mobile

Timestamp

Sent: 3/28/2018 3:31:49 PM

Viewed: 3/28/2018 5:34:51 PM

Signed: 3/28/2018 5:35:27 PM

Electronic Record and Signature Disclosure:

Accepted: 3/28/2018 5:34:51 PM

ID: c42a27b3-e90d-41d6-b2a1-ffd1b23eb3c1

Brad Wick

bwick-pitkin@pcrs.net

Security Level: Email, Account Authentication
(None)

Sent: 3/29/2018 10:51:22 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Chris Nasso

podnas@aol.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:

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Using IP Address: 65.102.207.3

Signed using mobile

Sent: 3/29/2018 10:51:22 AM

Viewed: 3/29/2018 5:01:43 PM

Signed: 3/29/2018 5:03:54 PM

Electronic Record and Signature Disclosure:

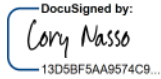
Accepted: 3/29/2018 5:01:43 PM

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Cory Nasso

cory.nasso@gmail.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:

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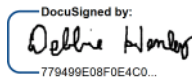
Accepted: 3/29/2018 10:51:51 AM

ID: 9f9f0f6a-3206-40b0-9d31-8539c9d32584

Debbie Henley

dhenley49@gmail.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:

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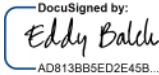
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Viewed: 3/29/2018 11:19:59 AM

Signed: 3/29/2018 11:21:38 AM

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Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:		
Accepted: 3/29/2018 3:22:39 PM ID: a1606839-f199-4b6d-a572-e32076a6d455 Ralph Bush ralphbush@hotmail.com Security Level: Email, Account Authentication (None)	37288558268A4A6... Using IP Address: 107.77.234.72 Signed using mobile	Sent: 3/29/2018 10:51:21 AM Viewed: 3/29/2018 10:55:25 AM Signed: 3/29/2018 10:55:49 AM
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/29/2018 10:51:22 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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