APPLICATION FOR EXEMPTION FROM AUDIT

LONG FORM

773.00

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

NAME OF GOVERNMENT	Town of Sanford
ADDRESS	390 Greenleaf Street
	PO Box 237
	Sanford, CO 81151
CONTACT PERSON	Ariel Ruvolo
PHONE	(719) 274-4024
EMAIL	sclerk@centurytel.net
FAX	(719) 274-4024

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:	Cassandra Martinez
TITLE	CPA
FIRM NAME (if applicable)	Martinez & Associates, Inc.
ADDRESS	514 2nd Street, Alamosa, CO 81101
PHONE	(719) 589-4964
DATE PREPARED (Must be Completed prior to Board approval)	3/21/18
RELATIONSHIP TO ENTITY	None

PREPARER (SIGNATURE REQUIRED)

Cassandra Martinez

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:
	☐	☑	

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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.

Line #	Description	Governmental Funds: General Fund*	Governmental Funds: Parks & Recreation Fund*	Description	Proprietary/Fiduciary Funds: Water & Sewer Fund*	Proprietary/Fiduciary Funds: Community Center Fund*
	Assets			**Assets**		
1-1	Cash & Cash Equivalents	$ 207,055	$ 25,349	Cash & Cash Equivalents	$ 291,799	$ 44,252
1-2	Investments	$ -	$ -	Investments	$ -	$ -
1-3	Receivables	$ 5,248		Receivables	$ 4,609	$ -
1-4	Due from Other Entities or Funds	$ 19,952	$ -	Due from Other Entities or Funds	$ -	$ -
	All Other Assets (specify)			Other Current Assets	$ -	$ -
1-5	Property Taxes Receivable	$ 18,897	$ -	Total Current Assets	$ 296,408	$ 44,252
1-6		$ -	$ -	Capital Assets, net (from Part 6-4)	$ 311,806	$ 93,190
1-7		$ -	$ -	Other Long Term Assets (specify)	$ -	$ -
1-8		$ -	$ -		$ -	$ -
1-9		$ -	$ -		$ -	$ -
1-10		$ -	$ -		$ -	$ -
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	$ 251,152	$ 25,349	(add lines 1-1 through 1-10) TOTAL ASSETS	$ 608,214	$ 137,442
1-12	TOTAL DEFERRED OUTFLOWS OF RESOURCES	$ -	$ -	TOTAL DEFERRED OUTFLOWS OF RESOURCES	$ -	$ -
1-13	TOTAL ASSETS AND DEFERRED OUTFLOWS	$ 251,152	$ 25,349	TOTAL ASSETS AND DEFERRED OUTFLOWS	$ 608,214	$ 137,442
	Liabilities			**Liabilities**		
1-14	Accounts Payable	$ 1,562	$ -	Accounts Payable	$ 5,224	$ 1,010
1-15	Accrued Payroll and Related Liabilities	$ 1,073	$ -	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	$ 14,025	$ -
1-18	All Other Current Liabilities	$ -	$ -	All Other Current Liabilities	$ -	$ -
1-19	TOTAL CURRENT LIABILITIES	$ 2,635	$ -	TOTAL CURRENT LIABILITIES	$ 19,249	$ 1,010
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	$ 2,635	$ -	(add lines 1-19 through 1-27) TOTAL LIABILITIES	$ 19,249	$ 1,010
1-29	TOTAL DEFERRED INFLOWS OF RESOURCES	$ 18,897	$ -	TOTAL DEFERRED INFLOWS OF RESOURCES	$ -	$ -
	Fund Balance			**Net Position**		
1-30	Nonspendable Prepaid	$ -	$ -	Net Investment in Capital Assets	$ 311,806	$ 93,190
1-31	Nonspendable Inventory	$ -	$ -			
1-32	Restricted (specify): Tabor/Special Revenue	$ 4,171	$ 25,349	Emergency Reserves	$ -	$ -
1-33	Committed: (specify)	$ -	$ -	Other Designations/Reserves	$ -	$ -
1-34	Assigned (specify) Next Year's Spending	$ 26,131	$ -	Restricted	$ -	$ -
1-35	Unassigned:	$ 199,318	$ -	Undesignated/Unreserved/Unrestricted	$ 277,159	$ 43,242
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 TOTAL FUND BALANCE	$ 229,620	$ 25,349	Add lines 1-30 through 1-35 This total should be the same as line 3-33 TOTAL NET POSITION	$ 588,965	$ 136,432
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	$ 251,152	$ 25,349	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	$ 608,214	$ 137,442

Please use this space to provide explanation of any items on this page

PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

Line #	Description	Governmental Funds General Fund*	Parks & Rec*
	Tax Revenue		
2-1	**Property**	$ 19,798	$ -
2-2	**Specific Ownership**	$ 4,012	$ -
2-3	**Sales and Use Tax**	$ -	$ -
2-4	**Other Tax Revenue (specify): Franchise Tax**	$ 13,767	$ -
2-5	**Road & Bridge, Rural & Urban, Registration Fees**	$ 8,808	$ -
2-6		$ -	$ -
2-7		$ -	$ -
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	$ 46,385	$ -
2-9	**Licenses and Permits**	$ -	$ -
2-10	**Highway Users Tax Funds (HUTF)**	$ 67,101	$ -
2-11	**Conservation Trust Funds (Lottery)**	$ -	$ 8,364
2-12	**Community Development Block Grant**	$ -	$ -
2-13	**Fire & Police Pension**	$ -	$ -
2-14	**Grants**	$ 7,422	$ -
2-15	**Donations**	$ -	$ -
2-16	**Charges for Sales and Services**	$ -	$ -
2-17	**Rental Income**	$ 10,000	$ -
2-18	**Fines and Forfeits**	$ 7,121	$ -
2-19	**Interest/Investment Income**	$ 153	$ -
2-20	**Tap Fees**	$ -	$ -
2-21	**Developer Advances**	$ -	$ -
2-22	**All Other (specify): Misc Revenues**	$ 866	$ -
2-23		$ -	$ -
2-24	Add lines 2-8 through 2-23 TOTAL REVENUES	$ 139,048	$ 8,364
	Other Financing Sources		
2-25	**Debt Proceeds**	$ -	$ -
2-26	**Proceeds from Sale of Capital Assets**	$ -	$ -
2-27	**Other (specify):**	$ -	$ -
2-28	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	$ 139,048	$ 8,364

Description	Proprietary/Fiduciary Funds Water & Sewer*	Community Center*
Tax Revenue		
Property	$ -	$ -
Specific Ownership	$ -	$ -
Sales and Use Tax	$ -	$ -
Other Tax Revenue (specify):	$ -	$ -
	$ -	$ -
	$ -	$ -
	$ -	$ -
Add lines 2-1 through 2-7 TOTAL TAX REVENUE	$ -	$ -
Licenses and Permits	$ -	$ -
Highway Users Tax Funds (HUTF)	$ -	$ -
Conservation Trust Funds (Lottery)	$ -	$ -
Community Development Block Grant	$ -	$ -
Fire & Police Pension	$ -	$ -
Grants	$ -	$ -
Donations	$ -	$ -
Charges for Sales and Services	$ 155,177	$ 17,350
Rental Income	$ -	$ -
Fines and Forfeits	$ -	$ -
Interest/Investment Income	$ 33	$ -
Tap Fees	$ 1,800	$ -
Developer Advances	$ -	$ -
All Other (specify):	$ -	$ -
	$ -	$ -
Add lines 2-8 through 2-23 TOTAL REVENUES	$ 157,010	$ 17,350
Other Financing Sources		
Debt Proceeds	$ -	$ -
Proceeds from Sale of Capital Assets	$ -	$ -
Other (specify):	$ -	$ -
Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES	$ -	$ -
Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES	$ 157,010	$ 17,350

Please use this space to provide explanation of any items on this page

GRAND TOTALS $ 321,772

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: General Fund*	Governmental Funds: Parks & Rec *	Description	Proprietary/Fiduciary Funds: Fund*	Proprietary/Fiduciary Funds: Fund*
	Expenditures			**Expenditures**		
3-1	General Government	$ 25,464	$ -	General Operating & Administrative	$ 24,967	$ 195
3-2	Judicial	$ -	$ -	Salaries	$ 43,843	$ -
3-3	Law Enforcement	$ 21,816	$ -	Payroll Taxes	$ 3,486	$ -
3-4	Fire	$ -	$ -	Contract Services	$ 335	$ -
3-5	Highways & Streets	$ 27,274	$ -	Employee Benefits	$ 828	$ -
3-6	Solid Waste	$ -	$ -	Insurance	$ 12,096	$ 168
3-7	Contributions to Fire & Police Pension Assoc.	$ -	$ -	Accounting and Legal Fees	$ 1,943	$ -
3-8	Health	$ -	$ -	Repair and Maintenance	$ 3,989	$ -
3-9	Culture and Recreation	$ -	$ 4,245	Supplies	$ 2,111	$ 1,210
3-10	Other (specify): Donations	$ 109	$ -	Utilities	$ 24,436	$ 9,758
3-11		$ -	$ -	Contributions to Fire & Police Pension Assoc.	$ -	$ -
3-12		$ -	$ -	Other (specify)	$ -	$ -
3-13		$ -	$ -		$ -	$ -
3-14	Capital Outlay	$ -	$ -	Capital Outlay	$ 8,770	$ 8,089
	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	$ 74,663	$ 4,245	Add lines 3-1 through 3-21 TOTAL EXPENDITURES	$ 126,804	$ 19,420
3-23	Interfund Transfers (In)	$ -	$ -	Net Interfund Transfers (In)	$ -	$ -
3-24	Interfund Transfers Out	$ -	$ -	Net Interfund Transfers Out	$ -	$ -
3-25	Other Expenditures (Revenues):	$ -	$ -	Depreciation	$ 31,305	$ 13,544
3-26		$ -	$ -	Other Financing Sources (Uses) (from line 2-28)	$ -	$ -
3-27		$ -	$ -	Capital Outlay (from line 3-14)	$ 8,770	$ 8,089
3-28		$ -	$ -	Debt Principal (from line 3-15)	$ -	$ -
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	$ (22,535)	$ (5,455)
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29	$ 64,385	$ 4,119	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	$ 7,671	$ (7,525)
3-31	Fund Balance, January 1 from December 31 prior year report	$ 165,235	$ 21,230	Net Position, January 1 from December 31 prior year report	$ 581,294	$ 143,957
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.	$ 229,620	$ 25,349	Net Position, December 31 Line 3-30 plus line 3-31 This total should be the same as line 1-36.	$ 588,965	$ 136,432

Please use this space to provide explanation of any items on this page

GRAND TOTAL $ 225,132

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
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:	☐	☐

Please use this space to provide any explanations or comments:

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	7.91
TOTAL	7.91

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	$ 542,503	
5-2	Certificates of deposit	$ 25,952	
	TOTAL CASH DEPOSITS		$ 568,455
	Investments (if investment is a mutual fund, please list underlying investments):		
5-3		$ -	
		$ -	
		$ -	
		$ -	
	TOTAL INVESTMENTS		$ -
	TOTAL CASH AND INVESTMENTS		$ 568,455

Please use this space to provide any explanations or comments:

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
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:	☑	☐

Please use this space to provide any explanations or comments:

6-3	Complete the following Capital Assets table for GOVERNMENTAL FUNDS:	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
	Land	$ -	$ -	$ -	$ -
	Buildings	$ 152,519	$ -	$ -	$ 152,519
	Machinery and equipment	$ 97,772	$ -	$ -	$ 97,772
	Furniture and fixtures	$ -	$ -	$ -	$ -
	Infrastructure	$ -	$ -	$ -	$ -
	Construction In Progress (CIP)	$ -	$ -	$ -	$ -
	Other (explain):	$ -	$ -	$ -	$ -
	Accumulated Depreciation (Enter a negative, or credit, balance)	$ (128,836)	$ (10,395)	$ -	$ (139,231)
	TOTAL	$ 121,455	$ (10,395)	$ -	$ 111,060

6-4	Complete the following Capital Assets table for PROPRIETARY FUNDS:	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
	Land	$ 3,000	$ -	$ -	$ 3,000
	Buildings	$ 448,117	$ 8,089	$ -	$ 456,206
	Machinery and equipment	$ 102,758	$ -	$ -	$ 102,758
	Furniture and fixtures	$ -	$ -	$ -	$ -
	Infrastructure	$ 1,392,943	$ -	$ -	$ 1,392,943
	Construction In Progress (CIP)	$ -	$ 8,770	$ -	$ 8,770
	Other (explain): Water Rights	$ 9,168	$ -	$ -	$ 9,168
	Accumulated Depreciation (Enter a negative, or credit, balance)	$ (1,523,000)	$ (44,849)	$ -	$ (1,567,849)
	TOTAL	$ 432,986	$ (27,990)	$ -	$ 404,996

*must agree to prior year ending balance

PART 7 - PENSION INFORMATION

	Please answer the following question by marking in the appropriate box	YES	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

	Please answer the following question by marking in the appropriate box	YES	NO	N/A
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:**	☑	☐	☐

Please use this space to provide any explanations or comments:

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

Fund Name	Budgeted Expenditures	
General Fund	$	142,908
Water & Sewer Fund	$	201,355
Community Center Fund	$	22,095
Parks & Recreation Fund	$	12,729

PART 9 - TAX PAYER'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.**	☑	☐

Please use this space to provide any explanations or comments:

PART 10 - GENERAL INFORMATION

	Please answer the following question by marking in the appropriate box	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:	**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 explanations or comments:

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

OSA USE ONLY

Entity Wide:			**General Fund**			**Governmental Funds**			**Notes**
Unrestricted Cash & Investments	$	568,455	Unrestricted Fund Balar	$	225,449	Total Tax Revenue	$	46,385	
Current Liabilities	$	22,894	Total Fund Balance	$	229,620	Revenue Paying Debt Service	$	-	
Deferred Inflow	$	16,897	PY Fund Balance	$	165,235	Total Revenue	$	147,412	
			Total Revenue	$	139,048	Total Debt Service Principal	$	-	
			Total Expenditures	$	74,663	Total Debt Service Interest	$	-	
Governmental			Interfund In	$	-				
Total Cash & Investments	$	232,404	Interfund Out	$	-	**Enterprise Funds**			
Transfers In	$	-	**Proprietary**			Net Position	$	725,397	
Transfers Out	$	-	Current Assets	$	340,660	PY Net Position	$	725,251	
Property Tax	$	19,796	Deferred Outflow	$	-	**Government-Wide**			
Debt Service Principal	$	-	Current Liabilities	$	20,259	Total Outstanding Debt	$	-	
Total Expenditures	$	78,908	Deferred Inflow	$	-	Authorized but Unissued	$	-	
Total Developer Advances	$	-	Cash & Investments	$	336,051	Year Authorized	$	-	
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?	☐	☐

Original Signatures Verified by

Justin L. Smith

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 o
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 personall ers 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 wa s 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
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 aan 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 1	Print Board Member's Name: Gary Bailey (Mayor)	I, Gary Bailey (Mayor), 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. Signed Gary Bailey Date: 3-27-18 My term Expires: 04-2018
Board Member 2	Print Board Member's Name: Brandon Martin	I, Brandon Martin, 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. Signed [signature] Date: 3/27/18 My term Expires: 4/1/2020
Board Member 3	Print Board Member's Name: JEFF WEAVER	I, JEFF WEAVER, 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. Signed [signature] Date: 3/27/18 My term Expires: 4/2018
Board Member 4	Print Board Member's Name: April Dunn	I, April Dunn, 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. Signed April Dunn Date: 3/27/18 My term Expires: 4/1/2020
Board Member 5	Print Board Member's Name: Jack Miller	I, JACK Miller, 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. Signed [signature] Date: 3/27/18 My term Expires: 4/2018
Board Member 6	Print Board Member's Name: Mary Ann Rendon	I, Mary Ann Rendon, 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. Signed Maryann Rendon Date: 3-28-18 My term Expires: 4/1/2020
Board Member 7	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. Signed ____ Date: ____ My term Expires: ____