

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

NAME OF GOVERNMENT  
ADDRESS

Sanford Cemetery District  
PO Box 54  
Sanford, CO 81151

For the Year Ended  
12/31/18  
or fiscal year ended:

CONTACT PERSON  
PHONE  
EMAIL  
FAX

Tara McCarroll  
719-588-7900  
taramac77@hotmail.com  
719-587-0262

### 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:  
TITLE  
FIRM NAME (if applicable)  
ADDRESS  
PHONE  
DATE PREPARED

Tara McCarroll  
Public Accountant  
H&R Block of Alamosa  
409 Main St. Alamosa, CO 81101  
719-589-6594  
1/18/2019

### PREPARER (SIGNATURE REQUIRED)

*Tara McCarroll*      *1/18/19*

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

## 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	Taxes: Property (report mills levied in Question 10-6)	\$ 17,479	
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	\$ 5,090	
2-11	Fines and forfeits	\$ -	
2-12	Special assessments	\$ -	
2-13	Investment income	\$ 57	
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	\$ 1,555	
2-21	Other (specify):	\$ -	
2-22		\$ -	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE	\$ 24,181	

## 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	\$ 54	
3-2	Salaries	\$ -	

			explanations
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ 15,650	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 672	
3-7	Accounting and legal fees	\$ 300	
3-8	Repair and maintenance		
3-9	Supplies	\$ 2,236	
3-10	Utilities and telephone	\$ 1,381	
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): Equipment Fuel	\$ 718	
3-24	Portable Pots	\$ 485	
3-25	Pest Control	\$ 35	
3-26	<b>PENDITURES</b> (add lines 3-1 through 3-24) <b>TOTAL EXPENDITURES</b>	\$ 21,531	

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**". 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 -

## 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?  
If Yes, please attach a copy of the entity's Debt Repayment Schedule.

X

4-2 Is the debt repayment schedule attached? If no, MUST explain:

X

4-3 Is the entity current in its debt service payments? If no, MUST explain:

X

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	Outstanding at year-end
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</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

No

4-5 Does the entity have any authorized, but unissued, debt?  
If yes: How much?

\$ -

X

Date the debt was authorized:

4-6 Does the entity intend to issue debt within the next calendar year?

X

If yes: How much?

\$ -

4-7 Does the entity have debt that has been refinanced that it is still responsible for?

X

If yes: What is the amount outstanding?

\$ -

4-8 Does the entity have any lease agreements?

X

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?

\$ -

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
5-1	<b>YEAR-END Total of ALL Checking and Savings Accounts</b>	\$ 66,391	
5-2	<b>Certificates of deposit</b>	\$ -	
	<b>Total Cash Deposits</b>		\$ 66,391
	Investments (if investment is a mutual fund, please list underlying investments):		
		\$ -	
		\$ -	
5-3		\$ -	
		\$ -	
	<b>Total Investments</b>		\$ -
	<b>Total Cash and Investments</b>		\$ 66,391

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.?	X		
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.)?	X		

**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

No

6-1 Does the entity have capital assets? X

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: X

6-3 Complete the following capital assets table:	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
Land	\$ 250	\$ -	\$ -	\$ 250
Buildings	\$ 6,190	\$ -	\$ -	\$ 6,190
Machinery and equipment	\$ 9,021	\$ 9,581	\$ -	\$ 18,602
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 15,461	\$ 9,581	\$ -	\$ 25,042

Please use this space to provide any explanations or comments:

\$9581 Sprinkler System installed June 2018

## PART 7 - PENSION INFORMATION

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

Yes

No

7-1 Does the entity have an "old hire" firemen's pension plan? X

7-2 Does the entity have a volunteer firemen's pension plan? X

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	\$ -

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                      N/A

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.?

X

8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:

X

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

Sanford Cemetery Fund	\$	17,479

## 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,**

**X**

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?**

**X**

**10-1**

If yes: **Date of formation:**

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

**X**

**10-2**

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

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

**X**

**10-3**

**Please indicate what services the entity provides:**

**10-4 Does the entity have an agreement with another government to provide services?**

**X**

**10-4**

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**

**X**

**10-5**

If yes: **Date Filed:**

**10-6 Does the entity have a certified Mill Levy?**

**X**

**10-6**

If yes: **Please provide the following mills levied for the year reported (do not report \$ amounts):**

Bond Redemption mills

General/Other mills

	-
2.09	-

Total mills

2.17

Please use this space to provide any explanations or comments:

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	Lorraine Larsen	I <u>Lorraine Larsen</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 <u>Lorraine Larsen</u> Date: <u>1-23-2019</u> My term Expires: _____
Board Member 2	Shelley Russell	I <u>Annette Reynolds</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 <u>Annette Reynolds</u> Date: <u>1/23/19</u> My term Expires: <u>N/A</u>
Board Member 3	Annette Reynolds	I <u>Shelley Russell</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 <u>Shelley Russell</u> Date: <u>1-23-19</u> My term Expires: <u>N/A</u>
Board Member 4	Tara McCarroll	I <u>Tara McCarroll</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 <u>Tara McCarroll</u> Date: <u>1/18/19</u> My term Expires: <u>N/A</u>
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: _____