

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT
ADDRESS

Town of Hartman
PO Box 22
Hartman CO
81047
Janet Marriott
719-688-9062
jmarriott@fairpoint.net
719-336-7232

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

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.

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

Janet Marriott
Clerk
PO Box 22
719-688-9062
1/23/2019

PREPARER (SIGNATURE REQUIRED)

Janet Marriott

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

GOVERNMENTAL
(MODIFIED ACCRUAL BASIS)

PROPRIETARY
(CASH OR BUDGETARY BASIS)

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)	\$ 1,997	
2-2	Specific ownership	\$ -	
2-3	Sales and use	\$ -	
2-4	Other (specify):	\$ 18	
2-5	Licenses and permits	\$ -	
2-6	Intergovernmental: Grants	\$ -	
2-7	Conservation Trust Funds (Lottery)	\$ 801	
2-8	Highway Users Tax Funds (HUTF)	\$ 11,524	
2-9	Other (specify):	\$ -	
2-10	Charges for services	\$ 21,500	
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	\$ 35,340	

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	\$ 3,250	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ 4,800	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 4,900	
3-7	Accounting and legal fees	\$ 100	
3-8	Repair and maintenance	\$ 2,423	
3-9	Supplies	\$ 646	
3-10	Utilities and telephone	\$ 8,621	
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)	\$ 6,000	
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):	\$ -	
3-24		\$ -	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES	\$ 30,740	

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".

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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4-2 | Is the debt repayment schedule attached? If no, MUST explain:
<div style="border: 1px solid black; padding: 2px; margin-top: 5px;">I have attached a copy of the payments made for 2018</div> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4-3 | Is the entity current in its debt service payments? If no, MUST explain:
<div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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	\$ 61,388	\$ -	\$ 6,000	\$ 55,388
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 61,388	\$ -	\$ 6,000	\$ 55,388

*must tie to prior year ending balance

- | | | Yes | No |
|-----|--|--------------------------|-------------------------------------|
| 4-5 | Does the entity have any authorized, but unissued, debt?
If yes: How much? \$ -
Date the debt was authorized: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4-6 | Does the entity intend to issue debt within the next calendar year?
If yes: How much? \$ - | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4-7 | Does the entity have debt that has been refinanced that it is still responsible for?
If yes: What is the amount outstanding? \$ - | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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? \$ - | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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	YEAR-END Total of ALL Checking and Savings Accounts	\$ 51,303	
5-2	Certificates of deposit	\$ 6,640	
	Total Cash Deposits		\$ 57,943
	Investments (if investment is a mutual fund, please list underlying investments):		
	_____	\$ -	
	_____	\$ -	
5-3	_____	\$ -	
	_____	\$ -	
	Total Investments		\$ -
	Total Cash and Investments		\$ 57,943

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.? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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.)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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? Yes No
- 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: Yes No

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	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ 379,826	\$ -	\$ -	\$ 379,826
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 379,826	\$ -	\$ -	\$ 379,826

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 No

- 7-1 Does the entity have an "old hire" firemen's pension plan? Yes No
- 7-2 Does the entity have a volunteer firemen's pension plan? Yes No
- 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.? Yes No N/A
-
- 8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain: Yes No N/A

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

Copy of Budget 2019 attached	

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,

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:

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

If yes: **Date Filed:**

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

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

Bond Redemption mills	-
General/Other mills	21.26
Total mills	21.26

Please use this space to provide any explanations or comments:

Mill Levy is actually 21.2550

PART 11 - 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 Procedure

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.

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 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 1	Kord Benson Kord Benson	I <u>Kord Benson</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>Kord Benson</u> Date: <u>1-23-19</u> My term Expires: <u>4-20</u>
Board Member 2	Roy Bieker Roy Bieker	I <u>Roy Bieker</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>Roy Bieker</u> Date: _____ My term Expires: <u>4-20</u>
Board Member 3	Cecelia Gonsales Cecelia Gonsales	I <u>Cecelia Gonsales</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>Cecelia Gonsales</u> Date: _____ My term Expires: _____
Board Member 4	Milene Benson Milene Benson	I <u>Milene Benson</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>Milene Benson</u> Date: _____ My term Expires: <u>4-20</u>
Board Member 5	Jennie Marston Jennie Marston	I <u>Jennie Marston</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>Jennie Marston</u> Date: _____ My term Expires: <u>4-20</u>
Board Member 6	Roy Bieker Roy Bieker	I <u>Roy Bieker</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>Roy Bieker</u> Date: _____ My term Expires: <u>4-20</u>
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: <u>4-20</u>

TOWN OF HARTMAN
RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT
(Pursuant to section 29-1-604, C.R.S.)

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2018 FOR THE Town of Hartman, STATE OF COLORADO.

WHEREAS, the Town Council of Hartman wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. 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, C.R.S.; and

WHEREAS, neither revenue nor expenditures for the Town of Hartman exceeded \$100,000 for Fiscal Year 2018; and

WHEREAS, an application for exemption from audit for the Town of Hartman has been prepared by Janet Marriot, 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/ordained by the Town Council of the Town of Hartman, that the application for exemption from audit for the Town of Hartman for the Fiscal Year ended Dec. 31, 2018, has been personally reviewed and is hereby approved by a majority of the Town Council of the Town of Hartman; that those members of the Town Council 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 Town of Hartman for the Fiscal Year ended Dec. 31, 2018.

ADOPTED THIS 23 day of January, A.D. 2019


Kord Benson, Mayor


Janet Marriot
Attest: Town Clerk

Members of Council	Date Term Expires	Signature
Roy Bieker	4-07-2020	
Milene Benson	4-07-2020	
Cecelia Gonsales	4-07-2020	
Jennie Marston	4-07-2020	

Payment Schedule for Debt - Town of Hartman

Account	ChkRef	Debit	Credit	Balance	Date	Description
110709710			500		1/2/2018	TX to savings 9710
110709710			500		1/31/2018	TX to savings 9710
110709710			500		2/28/2018	TX to savings 9710
110709710			500		4/2/2018	TX to savings 9710
110709710			500		4/30/2018	TX to savings 9710
110709710			500		5/31/2018	TX to savings 9710
110709710			500		7/2/2018	TX to savings 9710
110709710			500		7/31/2018	TX to savings 9710
110709710			500		8/31/2018	TX to savings 9710
110709710			500	4466.43	10/1/2018	TX to savings 9710
110709710			500	4966.43	10/31/2018	TX to savings 9710
110709710			500	5466.43	11/30/2018	TX to savings 9710
110709710			500	5966.43	12/31/2018	TX to savings 9710

TOWN OF HARTMAN
GENERAL FUND BUDGET
Proposed Budget 2019

Account Descriptions	Town of Hartman General Fund			Conservation Trust Fund			Highway Fund		
	Budget 2017	Budget 2018	Budget 2019	Budget 2017	Budget 2018	Budget 2019	Budget 2017	Budget 2018	Budget 2019
Est. Beginning Balance	\$6,577	\$6,000	\$5,000				\$44,353	\$43,120	\$46,358
									\$0
Estimated Revenue									
Property Tax	\$1,958	\$1,997	\$1,976						
S O Fees	\$200	\$200	\$200						
Cig. Tax	\$10	\$10	\$10						
Other Revenue	\$1,245	\$1,245	\$1,245						
Interest Income	\$0	\$0	\$0				\$80	\$80	\$80
Rent	\$2,000	\$1,000	\$500						
Grants							\$20,000	\$20,000	\$20,000
Donations									
CTF Income				\$880	\$880	\$880			
HUTF Income							\$6,600	\$6,600	\$6,600
Mtr. Vehicle Fees							\$270	\$270	\$270
Road & Bridge							\$115	\$115	\$115
Total Est. Income	\$5,413	\$4,452	\$3,931	\$880	\$880	\$880	\$27,065	\$27,065	\$27,065
TOTAL RESOURCES:	\$11,990	\$10,452	\$8,931				\$71,418	\$70,185	\$73,423
Estimated Expenses									
Salaries Myr/Trustee									
Other Salaries	\$500	\$500	\$500				\$0	\$0	\$0
Insurance	\$1,600	\$1,600	\$1,600				\$1,600	\$1,600	\$1,600
Office/Misc Exp	\$200	\$200	\$200	\$200	\$200	\$200	\$0	\$0	\$0
Dues	\$300	\$300	\$400						
Utilities	\$4,200	\$4,200	\$4,200				\$4,200	\$4,200	\$4,200
Election Expense	\$0	\$0	\$0						
Accountant Exp.	\$100	\$200	\$200				\$100	\$100	\$100
Maint & Repair	\$300	\$300	\$300	\$500	\$500	\$500	\$5,000	\$5,000	\$5,000
Capital Expend.	\$0	\$0	\$0				\$20,000	\$25,000	\$25,000
Treasurer's Fees							\$55	\$55	\$55
Subtotal	\$7,200	\$7,300	\$7,400	\$700	\$700	\$700	\$30,955	\$35,955	\$35,955
Contingency							\$0	\$0	\$0
TOTAL Expenditures	\$7,200	\$7,300	\$7,400	\$700	\$700	\$700	\$30,955	\$35,955	\$35,955
END BALANCES:	\$4,790	\$3,152	\$1,531	\$180	\$180	\$180	\$40,463	\$34,230	\$37,468

TOWN OF HARTMAN
WATER ACTIVITY FUND BUDGET
Proposed BUDGET 2019

Account Descriptions	Water Fund Budget 2016	Water Fund Budget 2017	Water Fund Budget 2018	Water Fund Budget 2019
ESTIMATED RESOURCES				
Beginning Balance	\$19,500	\$5,000	\$4,685	\$3,500
Estimated Revenue				
Grant		\$5,000	\$5,000	\$25,000
Water Sales				
Home Meters	\$25,000	\$28,000	\$21,500	\$27,300
Stock Water	\$350	\$350	\$0	\$0
Other Fees & Charges	\$395	\$400	\$400	\$400
Interest Income	\$0	0	0	0
Grants				
Total Est. Income	\$25,745	\$33,750	\$26,900	\$52,700
TOTAL RESOURCES:	\$45,245	\$38,750	\$31,585	\$56,200
Estimated Expenses				
Salaries	\$5,100	\$4,200	\$3,700	\$3,700
Contract Services		\$4,800	\$4,800	\$4,800
Contract Mileage & Misc		\$2,400	\$1,500	\$1,500
Utilities	\$4,500	\$4,500	\$4,500	\$4,500
Insurance Property/Casualty	\$1,400	\$1,500	\$1,600	\$1,600
Insurance W/C	\$200	\$200	\$200	\$200
Repairs/Maint./Supplies	\$850	\$850	\$850	\$850
Office/Billing Expense	\$400	\$400	\$400	\$400
Water Tests	\$2,500	\$3,000	\$3,000	\$3,000
Capital Expenditures	\$2,500	\$5,000	\$3,000	\$3,000
RD Loan Payments P/I	\$5,608	\$6,000	\$6,000	\$6,000
Legal/Acctg. Expense		500	500	500
Other Expense	\$0			
Total Estimated Expenses	\$23,058	\$33,350	\$30,050	\$30,050
Contingency	\$0			
Net Income	\$2,687	\$400	-\$3,150	\$22,650
END BALANCES:	\$22,187	\$5,400	\$1,535	\$26,150