

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

**NAME OF GOVERNMENT
ADDRESS**

Highlands-Mead Metropolitan District
245 Century Circle, Suite 103
Louisville, CO 80027

**For the Year Ended
12/31/19
or fiscal year ended:**

**CONTACT PERSON
PHONE
EMAIL
FAX**

Krista Koenig
720.210.9139
krista@mwcpaa.com

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**

Eric Weaver
Principal
Marchetti & Weaver LLC
28 Second St; Edwards, CO 81632
970.926.6060
3/17/2020

PREPARER (SIGNATURE REQUIRED)



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)	\$ -	
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	\$ -	
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	\$ -	

PART 3 - EXPENDITURES/EXPENSES

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	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ -	
3-7	Accounting and legal fees	\$ -	
3-8	Repair and maintenance	\$ -	
3-9	Supplies	\$ -	
3-10	Utilities and telephone	\$ -	
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):	\$ -	
3-24		\$ -	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES/EXPENSES	\$ -	

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 type="checkbox"/>	<input checked="" type="checkbox"/>		
4-2 Is the debt repayment schedule attached? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input 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; width: 100%; margin-top: 5px;"></div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)				
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

*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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Date the debt was authorized:	\$ 520,000,000.00	11/5/2019
4-6 Does the entity intend to issue debt within the next calendar year? If yes: How much?	<input checked="" type="checkbox"/>	<input 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:

Section V of the District's Service Plan establishes a maximum aggregate debt limit of \$20,000,000

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	\$ -	
5-2 Certificates of deposit	\$ -	
Total Cash Deposits		\$ -
Investments (if investment is a mutual fund, please list underlying investments):		
	\$ -	
	\$ -	
5-3	\$ -	
	\$ -	
Total Investments		\$ -
Total Cash and Investments		\$ -

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

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:

Fund Name	Budgeted Expenditures/Expenses
General Fund	\$ -
Debt Service	\$ -
Capital Fund	\$ -

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, 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

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	-
Total mills	-

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	NO
12-1	If you plan to submit this form electronically, have you read the new Electronic Signature Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 members of current governing body below.		A MAJORITY of the members of the governing body must complete and sign in the column below.
Board Member 1	Print Board Member's Name Joseph L. Stifter	I <u>Joseph L. Stifter</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>Joe Stifter</u> Date: <u>3/24/2020</u> My term Expires: <u>May, 2020</u>
Board Member 2	Print Board Member's Name Serge Goldberg	I <u>Serge Goldberg</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>Serge Goldberg</u> Date: <u>3/24/2020</u> My term Expires: <u>May, 2022</u>
Board Member 3	Print Board Member's Name Will Edgington	I <u>Will Edgington</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>Will Edgington</u> Date: <u>3/18/2020</u> My term Expires: <u>May, 2022</u>
Board Member 4	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 5	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 6	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 7	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: _____

Subject:
Please DocuSign: Highlands-Mead MD
2019 Audit Exemption.pdf

Document:
Highlands Mead MD 2019 Audit
Exemption.pdf

Document Id:

Recipients:
Joe Stifter, Serge Goldberg, Will
Edgington, Rick Gonzales, Krista
Koenig, Eric Weaver

Date Sent:
3/17/2020 | 04:10:14 pm

Date Created:
3/17/2020 | 04:03:05 pm

Status Date:
3/24/2020 | 10:45:21 am

Location:

Holder:
Marchetti & Weaver

Time Zone:

Time	User	Action	Activity	Status
3/17/2020 04:03:06 pm	Marchetti & Weaver	Registered	The envelope was created by Marchetti & Weaver	Created
3/17/2020 04:10:14 pm	Marchetti & Weaver	Sent Invitations	Marchetti & Weaver sent an invitation to Joe Stifter [Joe@prosperlanddev.com]	Sent
3/17/2020 04:10:14 pm	Marchetti & Weaver	Sent Invitations	Marchetti & Weaver sent an invitation to Serge Goldberg [serge@liverichfield.com]	Sent
3/17/2020 04:10:14 pm	Marchetti & Weaver	Sent Invitations	Marchetti & Weaver sent an invitation to Will Edgington [will@liverichfield.com]	Sent
3/17/2020 04:10:14 pm	Marchetti & Weaver	Sent Invitations	Marchetti & Weaver sent an invitation to Rick Gonzales [Rick@mwpaa.com]	Sent
3/17/2020 04:10:14 pm	Marchetti & Weaver	Sent Invitations	Marchetti & Weaver sent an invitation to Krista Koenig [Krista@mwcpaa.com]	Sent
3/17/2020 04:10:14 pm	Marchetti & Weaver	Sent Invitations	Marchetti & Weaver sent an invitation to Eric Weaver [Eric@mwcpaa.com]	Sent
3/17/2020 04:13:20 pm	Will Edgington	Opened	Will Edgington opened the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/17/2020 04:13:31 pm	Will Edgington	Viewed	Will Edgington viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/18/2020 07:09:33 am	Will Edgington	Opened	Will Edgington opened the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent

Language	IP	Source
English (us)	66.86.87.158	api
English (us)	66.86.87.158	api
English (us)	66.86.87.158	api
English (us)	66.86.87.158	api
English (us)	66.86.87.158	api
English (us)	66.86.87.158	api
English (us)	66.86.87.158	api
En	96.81.40.125	web
En	96.81.40.125	web
En	73.34.132.189	web

Time	User	Action	Activity	Status
3/18/2020 07:09:40 am	Will Edgington	Viewed	Will Edgington viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/18/2020 07:09:51 am	Will Edgington	Signed	Will Edgington signed the envelope on mobile	Sent
3/18/2020 02:55:37 pm	Krista Koenig	Viewed	Krista Koenig viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/23/2020 12:31:51 pm	Serge Goldberg	Opened	Serge Goldberg opened the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/23/2020 12:31:59 pm	Serge Goldberg	Viewed	Serge Goldberg viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/24/2020 05:07:28 am	Serge Goldberg	Opened	Serge Goldberg opened the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/24/2020 05:07:31 am	Serge Goldberg	Viewed	Serge Goldberg viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/24/2020 05:08:01 am	Serge Goldberg	Signed	Serge Goldberg signed the envelope on mobile	Sent
3/24/2020 05:08:22 am	Serge Goldberg	Viewed	Serge Goldberg viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/24/2020 05:09:28 am	Email URL	Resent Expired Link	New link requested for email sent to serge@liverichfield.com	Sent

Language	IP	Source
En	73.34.132.189	web
En	73.34.132.189	web
En	24.9.69.7	web
En	76.120.72.153	web
En	76.120.72.153	web
En	76.120.72.153	web
En	76.120.72.153	web
En	76.120.72.153	web
En	76.120.72.153	web
English (us)	76.120.72.153	web

Time	User	Action	Activity	Status
3/24/2020 05:10:26 am	Serge Goldberg	Viewed	Serge Goldberg viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/24/2020 08:05:03 am	Joe Stifter	Opened	Joe Stifter opened the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Sent
3/24/2020 08:05:13 am	Joe Stifter	Viewed	Joe Stifter viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Delivered
3/24/2020 08:09:03 am	Joe Stifter	Opened	Joe Stifter opened the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Delivered
3/24/2020 08:09:08 am	Joe Stifter	Viewed	Joe Stifter viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Delivered
3/24/2020 10:44:46 am	Joe Stifter	Opened	Joe Stifter opened the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Delivered
3/24/2020 10:44:50 am	Joe Stifter	Viewed	Joe Stifter viewed the envelope [documents: (Highlands Mead MD 2019 Audit Exemption.pdf)]	Delivered
3/24/2020 10:45:21 am	Joe Stifter	Signed	Joe Stifter signed the envelope	Completed
3/24/2020 10:45:22 am	Marchetti & Weaver	Printable Copy Attached to Email	Marchetti & Weaver was sent the document (Highlands Mead MD 2019 Audit Exemption.pdf) attached to the completed email	Completed
3/24/2020 10:45:22 am	Eric Weaver	Printable Copy Attached to Email	Eric Weaver was sent the document (Highlands Mead MD 2019 Audit Exemption.pdf) attached to the completed email	Completed

Language	IP	Source
En	76.120.72.153	web
En	67.177.197.93	web
En	67.177.197.93	web
En	67.177.197.93	web
En	67.177.197.93	web
En	67.177.197.93	web
En	67.177.197.93	web
En	67.177.197.93	web
English	67.177.197.93	web
English	67.177.197.93	web

Time	User	Action	Activity	Status
3/24/2020 10:45:23 am	Joe Sifter	Printable Copy Attached to Email	Joe Sifter was sent the document (Highlands Mead MD 2019 Audit Exemption.pdf) attached to the completed email	Completed
3/24/2020 10:45:23 am	Krista Koenig	Printable Copy Attached to Email	Krista Koenig was sent the document (Highlands Mead MD 2019 Audit Exemption.pdf) attached to the completed email	Completed
3/24/2020 10:45:24 am	Rick Gonzales	Printable Copy Attached to Email	Rick Gonzales was sent the document (Highlands Mead MD 2019 Audit Exemption.pdf) attached to the completed email	Completed
3/24/2020 10:45:24 am	Serge Goldberg	Printable Copy Attached to Email	Serge Goldberg was sent the document (Highlands Mead MD 2019 Audit Exemption.pdf) attached to the completed email	Completed
3/24/2020 10:45:24 am	William Parker Edgington	Printable Copy Attached to Email	William Parker Edgington was sent the document (Highlands Mead MD 2019 Audit Exemption.pdf) attached to the completed email	Completed
3/27/2020 09:45:39 am	Marchetti & Weaver	Printable Copy Delivered	Marchetti & Weaver received a printable copy of the envelope	Completed
3/27/2020 02:24:33 pm	Marchetti & Weaver	Archive Delivered	Marchetti & Weaver received a copy of the envelope archive	Completed

Language	IP	Source
English	67.177.197.93	web
English	67.177.197.93	web
English	67.177.197.93	web
English	67.177.197.93	web
English	67.177.197.93	web
English (us)	97.118.132.199	api
English (us)	97.118.132.199	web