

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

**NAME OF GOVERNMENT
ADDRESS**

| |
|--------------------------------------|
| El Paso County Conservation District |
| 5610 Industrial PI Suite 100 |
| Colorado Springs, CO 80916 |
| |
| |
| |
| |
| |
| |
| |

For the Year Ended

**CONTACT PERSON
PHONE
EMAIL
FAX**

| |
|-------------------------------|
| Pamela Davison |
| 719-600-4706 |
| pamela.davison@co.nacdnet.net |
| |
| |
| |
| |
| |
| |
| |

12/31/2019

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**

| |
|--------------------------------------|
| Pamela Davison |
| District Manager |
| El Paso County Conservation District |
| 5610 Industrial PI Suite 100 |
| 719-600-4706 |
| Feb-20 |
| |
| |
| |
| |

PREPARER (SIGNATURE REQUIRED)

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

| | |
|--|--|
| GOVERNMENTAL <small>(MODIFIED ACCRUAL BASIS)</small> | PROPRIETARY <small>(CASH OR BUDGETARY BASIS)</small> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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 |
|-------|---|-------------------------|
| 2-1 | Taxes: Property (report mills levied in Question 10-6) | \$ - |
| 2-2 | Specific ownership | \$ - |
| 2-3 | Sales and use | \$ - |
| 2-4 | Other (specify): subdivision review | \$ 14,400 |
| 2-5 | Licenses and permits | \$ - |
| 2-6 | Intergovernmental: Grants | \$ 4,799 |
| 2-7 | Conservation Trust Funds (Lottery) | \$ - |
| 2-8 | Highway Users Tax Funds (HUTF) | \$ - |
| 2-9 | Other (specify): State Direct Ass | \$ 6,470 |
| 2-10 | Charges for services | \$ - |
| 2-11 | Fines and forfeits | \$ - |
| 2-12 | Special assessments | \$ - |
| 2-13 | Investment income | \$ 1,079 |
| 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 | sales from beef, rain barrels and grass seed | \$ 7,766 |
| 2-22 | | \$ - |
| 2-23 | | \$ - |
| 2-24 | (add lines 2-1 through 2-23) TOTAL REVENUE | \$ 34,514 |

Please use this space to provide any necessary explanations

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 |
|-------|--|-------------------------|
| 3-1 | Administrative | \$ - |
| 3-2 | Salaries | \$ 26,000 |
| 3-3 | Payroll taxes | \$ 3,960 |
| 3-4 | Contract services | \$ - |
| 3-5 | Employee benefits | \$ - |
| 3-6 | Insurance | \$ 233 |
| 3-7 | Accounting and legal fees | \$ - |
| 3-8 | Repair and maintenance | \$ - |
| 3-9 | Supplies | \$ 300 |
| 3-10 | Utilities and telephone | \$ 265 |
| 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: purchase of trees, grass seed, rain barrels, ag expo expenses | \$ 8,005 |
| 3-24 | | \$ - |
| 3-25 | | \$ - |
| 3-26 | (add lines 3-1 through 3-24) TOTAL EXPENDITURES | \$ 38,763 |

Please use this space to provide any necessary explanations

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.

- 4-1 Does the entity have outstanding debt?
If Yes, please attach a copy of the entity's Debt Repayment Schedule. Yes No
- 4-2 Is the debt repayment schedule attached? If no, MUST explain: Yes No

N/A

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

N/A

| 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): | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ - | \$ - | \$ - | \$ - |

*must tie to prior year ending balance

Please answer the following questions by marking the appropriate boxes.

- 4-5 Does the entity have any authorized, but unissued, debt?
If yes: How much? Yes No
- Date the debt was authorized:
- 4-6 Does the entity intend to issue debt within the next calendar year?
If yes: How much? Yes No
- \$
- 4-7 Does the entity have debt that has been refinanced that it is still responsible for?
If yes: What is the amount outstanding? Yes No
- \$
- 4-8 Does the entity have any lease agreements?
If yes: What is being leased? Yes No
-
- What is the original date of the lease?
- Number of years of lease?
- Is the lease subject to annual appropriation? Yes No
- 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.

| 5-1 | YEAR-END Total of ALL Checking and Savings Accounts | Amount | Total |
|-----|---|------------------|------------------|
| 5-2 | Certificates of deposit | \$ 2,568 | |
| | Total Cash Deposits | \$ 70,275 | |
| | Investments (if investment is a mutual fund, please list underlying investments): | | \$ 72,843 |
| 5-3 | COLOTRUST | \$ 2,092 | |
| | | \$ - | |
| | | \$ - | |
| | | \$ - | |
| | Total Investments | | \$ 2,092 |
| | Total Cash and Investments | | \$ 74,935 |

Please answer the following questions by marking in the appropriate boxes

- 5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.? Yes No N/A
- 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.)? Yes No N/A

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

no capital assets

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 | \$ - | \$ - | \$ - | \$ - |
| 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:

| | |
|------------------------|-----------|
| Estimated Expenditures | \$ 39,000 |
| | |
| | |
| | |

PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

- | | | | |
|------------|---|-------------------------------------|--------------------------|
| 9-1 | Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, | Yes | No |
| | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Date of formation: <input style="width: 400px;" type="text"/> | | |
| 10-2 | Has the entity changed its name in the past or current year? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Please list the NEW name & PRIOR name: <input style="width: 600px;" type="text"/> | | |
| 10-3 | Is the entity a metropolitan district? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Please indicate what services the entity provides: <input style="width: 600px;" type="text"/> | | |
| 10-4 | Does the entity have an agreement with another government to provide services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | List the name of the other governmental entity and the services provided: <input style="width: 600px;" type="text"/> | | |
| 10-5 | Has the district filed a Title 32, Article 1 Special District Notice of Inactive Status during | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Date Filed: <input style="width: 450px;" type="text"/> | | |
| 10-6 | Does the entity have a certified Mill Levy? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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?

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 | |
|--------------|---------------------------|--|
| 1 | Kenneth Barker | I Kenneth Barker , 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>Kenneth Barker</u> Date: <u>1-22-2020</u> My term Expires: May 2022 |
| 2 | John Eastlake | I John Eastlake, 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>John Eastlake</u> Date: <u>1/22/2020</u> My term Expires: May 2022 |
| 3 | Katie Miller | I Katie Miller , 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>Katie Miller</u> Date: <u>1/22/2020</u> My term Expires: May 2020 |
| 4 | Roger Rasner | I Roger Rasner , 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: May 2020 |
| 5 | | |
| 6 | | |
| 7 | | |



El Paso County Conservation District

5610 Industrial Place, Ste 100, Colorado Springs, CO 80916, Phone (719)600-4706

EPCDistrict@yahoo.com

<http://www.EPCCD.org>

Board of Supervisors

Kenneth Barker, President

John Eastlake, Vice President
Katie Miller, Secretary/Treasurer

Roger Rasner, Supervisor
Pamela Davison, District Manager

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

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2019 FOR THE El Paso County Conservation District STATE OF COLORADO.

WHEREAS, the Board of Directors of El Paso County Conservation District 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 [Choose 1 or 2 below, whichever is applicable]

(1)WHEREAS, neither revenue nor expenditures for El Paso County Conservation District exceeded \$100,000 for Fiscal Year 2019; and

WHEREAS, an application for exemption from audit for El Paso County Conservation District has been prepared by Pamela Davison, 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 Board of Directors of the El Paso County Conservation District that the application for exemption from audit for El Paso County Conservation District for the Fiscal Year ended 2019, has been personally reviewed and is hereby approved by a majority of the Board of Directors of the El Paso County Conservation District; that those members of the El Paso County Conservation District 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 El Paso County Conservation District for the fiscal year ended December 31, 2019

Adopted this 22th day of January A.D. 2020



Kenneth Barker, President

Term Expires 2022



John Eastlake, Vice President

Term Expires 2022



Katie Miller, Secretary/Treasurer

Term Expires 2020



Roger Rasner, Supervisor

Term Expires 2020



El Paso County Conservation District

5610 Industrial Place, Ste 100, Colorado Springs, CO 80916, Phone (719)600-4706

EPCDistrict@yahoo.com

<http://www.EPCCD.org>

Board of Supervisors

Kenneth Barker, President Roger Rasner, Supervisor
John Eastlake, Vice President Katie Miller, Secretary/Treasurer
Pamela Davison, District Manager






President

ATTEST:



Secretary

| <u>Members of Governing Body:</u> | <u>Term Expires</u> | <u>Signatures</u> |
|--|---------------------|--|
| Kenneth Barker, President | 2022 |  |
| John Eastlake, Vice President | 2022 |  |
| ^{enne} Kathryn Miller, Secretary/Treasurer | 2020 |  |
| Roger Rasner, Supervisor | 2020 | _____ |