

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT	Town of Montezuma
ADDRESS	5425 Montezuma Rd Montezuma, CO 80435
CONTACT PERSON	Lesley Davis, Mayor
PHONE	970-513-1084
EMAIL	mayorzuma@gmail.com
FAX	N/A

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

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:	Serena Valdez
TITLE	Bookkeeper & Treasurer
FIRM NAME (if applicable)	All Valdez, LLC
ADDRESS	23110 US Hwy 6, Unit 109, Keystone CO 80435
PHONE	970-333-3613
DATE PREPARED (Must be prepared prior to Board approval)	3-23-20

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 10-5)	\$ 10,655	-
2-2	Specific ownership	\$ -	-
2-3	Sales and use	\$ 23,915	-
2-4	Other (specify):	\$ -	-
2-5	Licenses and permits	\$ 3750	-
2-6	Intergovernmental: Grants	\$ 2833	-
2-7	Conservation Trust Funds (Lottery)	\$ 2935	-
2-8	Highway Users Tax Funds (HUTF)	\$ -	-
2-9	Other (specify): Housing Auth.	\$ 4036	-
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):	\$ 50	-
2-22		\$ -	-
2-23		\$ -	-
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE	\$ 48,174	-

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	\$ 369	-
3-2	Salaries	\$ -	-
3-3	Payroll taxes	\$ -	-
3-4	Contract services	\$ -	-
3-5	Employee benefits	\$ -	-
3-6	Insurance	\$ 2909	-
3-7	Accounting and legal fees	\$ 3391	-
3-8	Repair and maintenance	\$ 3160	-
3-9	Supplies	\$ 615	-
3-10	Utilities and telephone	\$ 3837	-
3-11	Fire/Police	\$ -	-
3-12	Streets and highways	\$ 6832	-
3-13	Public health	\$ -	-
3-14	Culture and recreation	\$ 802	-
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	\$ 19,115	-

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.		X
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:		
4-4	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.		Yes	No
4-5	Does the entity have any authorized, but unissued, debt?		X
If yes:	How much?	\$ -	
	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?	land for water tank	
	What is the original date of the lease?	2008	
	Number of years of lease?	30	
	Is the lease subject to annual appropriation?	X	
	What are the annual lease payments?	\$ 1949 -	

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	\$ 169,514	
5-2	Certificates of deposit	\$ -	
	Total Cash Deposits		\$ 169,514
	Investments (if investment is a mutual fund, please list underlying investments):		
5-3		\$ -	
		\$ -	
		\$ -	
	Total Investments		\$ 0 -
	Total Cash and Investments		\$ 169,514

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?	☒	
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:	☒	
6-3	Complete the following capital assets table:		
		Balance - beginning of the year*	Additions (Must be included in Part 2)
		Deletions	Year-End Balance
	Land	\$ 100,000	\$ 100,000
	Buildings	\$ 50,000	\$ 50,000
	Machinery and equipment	\$ 13,000	\$ 13,000
	Furniture and fixtures	\$ -	\$ -
	Infrastructure	\$ -	\$ -
	Construction In Progress (CIP)	\$ -	\$ -
	Other (explain):	\$ -	\$ -
	Accumulated Depreciation (Please enter a negative, or credit, balance)	\$ -	\$ -
	TOTAL	\$ -	\$ 163,000

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?		☒
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	\$ -	

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.?	☒	
8-2	Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:		☒
If yes:	Please indicate the amount budgeted for each fund for the year reported:		
	Fund Name	Budgeted Expenditures/Expenses	

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

3.188

-

Total mills

3.188

-

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?

X

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.

Certificate Of Completion

Envelope Id: B41EC228C30C40E6A2EAD35212D8718D

Status: Sent

Subject: * Please DocuSign: 2020-3 2019 application for audit exemption signature draft.pdf -thanks lesley

Source Envelope:

Document Pages: 11

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lesley Davis

AutoNav: Enabled

mayorzuma@gmail.com

Envelopeld Stamping: Enabled

IP Address: 67.44.160.51

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: Lesley Davis

Location: DocuSign

3/23/2020 3:07:35 PM

mayorzuma@gmail.com

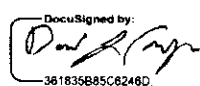
Signer Events

David Levi Corrigan

montezumalevi@gmail.com

Security Level: Email, Account Authentication
(None)

Signature

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Dennis Keller

djzuma527@gmail.com

Security Level: Email, Account Authentication
(None)

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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jake Still

thesicknar@gmail.com

Security Level: Email, Account Authentication
(None)

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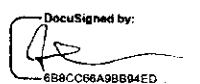
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James Davis

zumajlt@gmail.com

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(None)

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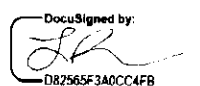
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Lesley Davis

mayorzuma@gmail.com

Town of Montezuma

Security Level: Email, Account Authentication
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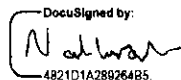
Signer Events

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Noah Landwehr

boardnoah@gmail.com

Security Level: Email, Account Authentication
(None)**Signature**

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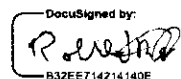
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Roberta Maldonado

rm.montezumatowncouncil@gmail.com

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Electronic Record and Signature Disclosure:

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

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Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Town of Montezuma:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: mayorzuma@gmail.com

To advise Town of Montezuma of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at mayorzuma@gmail.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Town of Montezuma

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to mayorzuma@gmail.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Town of Montezuma

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to mayorzuma@gmail.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Town of Montezuma as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Town of Montezuma during the course of your relationship with Town of Montezuma.