

# APPLICATION FOR EXEMPTION FROM AUDIT

## LONG FORM

NAME OF GOVERNMENT  
ADDRESS

Allenspark Water and Sanitation District
PO Box 91
Allenspark, CO 80510
Jen Cook
303 747-2587
jen.apwater@gmail.com

For the Year Ended  
12/31/2020  
or fiscal year ended:

CONTACT PERSON  
PHONE  
EMAIL  
FAX

### CERTIFICATION OF PREPARER

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

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

Carl Henderson
CPA
Carl Henderson CPA P.C.
1182 Graves Ave Suite C-3 Estes Park, CO 80517
970 586-5008
20-Mar-20
None

**PREPARER (SIGNATURE REQUIRED)**

*Carl Henderson*

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9,3) and 32-1-104 (3), C.R.S.]

YES	NO	If Yes, date filed:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	



# PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

\* Indicate Name of Fund  
NOTE: Attach additional sheets as necessary.

Please use this space to provide explanation of any items on this page

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds	
		Fund*	Fund*		Fund*	Fund*
<b>Assets</b>						
1-1	Cash & Cash Equivalents	\$ -	\$ -	Cash & Cash Equivalents	\$ 409,912	\$ -
1-2	Investments	\$ -	\$ -	Investments	\$ -	\$ -
1-3	Receivables	\$ -	\$ -	Receivables	\$ 3,174	\$ -
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$ -
	All Other Assets [specify...]	\$ -	\$ -	Other Current Assets	\$ 5,245	\$ -
1-5		\$ -	\$ -	<b>Total Current Assets</b>	\$ 418,331	\$ -
1-6		\$ -	\$ -	Capital Assets, net (from Part 6-4)	\$ 332,922	\$ -
1-7		\$ -	\$ -	Other Long Term Assets [specify...]	\$ -	\$ -
1-8		\$ -	\$ -		\$ -	\$ -
1-9		\$ -	\$ -		\$ -	\$ -
1-10		\$ -	\$ -		\$ -	\$ -
1-11	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ -	\$ -	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 751,253	\$ -
1-12	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ 10,063	\$ -
1-13	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ -	\$ -	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 761,316	\$ -
<b>Liabilities</b>						
1-14	Accounts Payable	\$ -	\$ -	Accounts Payable	\$ 1,831	\$ -
1-15	Accrued Payroll and Related Liabilities	\$ -	\$ -	Accrued Payroll and Related Liabilities	\$ 3,484	\$ -
1-16	Accrued Interest Payable	\$ -	\$ -	Accrued Interest Payable	\$ -	\$ -
1-17	Due to Other Entities or Funds	\$ -	\$ -	Due to Other Entities or Funds	\$ -	\$ -
1-18	All Other Current Liabilities	\$ -	\$ -	All Other Current Liabilities	\$ -	\$ -
1-19	<b>TOTAL CURRENT LIABILITIES</b>	\$ -	\$ -	<b>TOTAL CURRENT LIABILITIES</b>	\$ 5,315	\$ -
1-20	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ -	\$ -
1-21		\$ -	\$ -	Other Liabilities [specify...]	\$ -	\$ -
1-22		\$ -	\$ -		\$ -	\$ -
1-23		\$ -	\$ -		\$ -	\$ -
1-24		\$ -	\$ -		\$ -	\$ -
1-25		\$ -	\$ -		\$ -	\$ -
1-26		\$ -	\$ -		\$ -	\$ -
1-27		\$ -	\$ -		\$ -	\$ -
1-28	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ -	\$ -	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ 5,315	\$ -
1-29	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ 10,063	\$ -
<b>Net Position</b>						
1-30	Fund Balance	\$ -	\$ -	Net Investment in Capital Assets	\$ 332,922	\$ -
1-31	Nonspendable Prepaid	\$ -	\$ -			
1-32	Nonspendable Inventory	\$ -	\$ -	Emergency Reserves	\$ 223,724	\$ -
1-33	Restricted [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ -	\$ -
1-34	Committed [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -
1-35	Assigned [specify...]	\$ -	\$ -	Undesignated/Unreserved/Unrestricted	\$ 189,292	\$ -
1-36	Unassigned:	\$ -	\$ -			
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL FUND BALANCE</b>	\$ -	\$ -	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL NET POSITION</b>	\$ 745,938	\$ -
1-37	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b>	\$ -	\$ -	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	\$ 761,316	\$ -

## PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		Fund*	Fund*		Fund*	Fund*	
<b>Tax Revenue</b>				<b>Tax Revenue</b>			
2-1	Property <small>(include mills levied in Question 10-6)</small>	\$ -	\$ -	Property <small>(include mills levied in Question 10-6)</small>	\$ 10,787	\$ -	
2-2	Specific Ownership	\$ -	\$ -	Specific Ownership	\$ 521	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue <small>(specify...)</small>	\$ -	\$ -	Other Tax Revenue <small>(specify...)</small>	\$ -	\$ -	
2-5		\$ -	\$ -		\$ -	\$ -	
2-6		\$ -	\$ -		\$ -	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ -	\$ -	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ 11,308	\$ -	
2-9	Licenses and Permits	\$ -	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ -	\$ -	Highway Users Tax Funds (HUTF)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ -	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ -	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ -	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ 81,318	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ -	\$ -	Interest/Investment Income	\$ 753	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ 10,000	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other <small>(specify...)</small>	\$ -	\$ -	All Other <small>(specify...)</small>	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ -	\$ -	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ 103,379	\$ -	
<b>Other Financing Sources</b>				<b>Other Financing Sources</b>			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	
2-27	Other <small>(specify...)</small>	\$ -	\$ -	Other <small>(specify...)</small>	\$ -	\$ -	
2-28	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>GRAND TOTALS</b>
2-29	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ 103,379	\$ -	\$ 103,379

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

**PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES**

Please use this space to provide explanation of any items on this page

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds	
		Fund*	Fund*		Fund*	Fund*
	<b>Expenditures</b>			<b>Expenses</b>		
3-1	General Government	\$ -	\$ -	General Operating & Administrative	\$ 6,557	\$ -
3-2	Judicial	\$ -	\$ -	Salaries	\$ 44,607	\$ -
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ 3,474	\$ -
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ 4,348	\$ -
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ 4,495	\$ -
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ 2,650	\$ -
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ 7,293	\$ -
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ 5,257	\$ -
3-11	Other (specify...):	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -
3-12		\$ -	\$ -	Other (specify...) Water tests	\$ 4,684	\$ -
3-13		\$ -	\$ -	Rent	\$ 1,200	\$ -
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ 16,702	\$ -
	Debt Service			Debt Service		
3-15	Principal	\$ -	\$ -	Principal	\$ -	\$ -
3-16	Interest	\$ -	\$ -	Interest	\$ -	\$ -
3-17	Bond Issuance Costs	\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -
3-18	Developer Principal Repayments	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -
3-19	Developer Interest Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -
3-20	All Other (specify...):	\$ -	\$ -	All Other (specify...) Treasurer fees	\$ 162	\$ -
3-21		\$ -	\$ -		\$ -	\$ -
3-22	<b>Add lines 3-1 through 3-21</b>	\$ -	\$ -	<b>Add lines 3-1 through 3-21</b>	\$ 101,429	\$ -
	<b>TOTAL EXPENDITURES</b>			<b>TOTAL EXPENSES</b>		
3-23	Interfund Transfers (in)	\$ -	\$ -	Net Interfund Transfers (In) Out	\$ -	\$ -
3-24	Interfund Transfers (out)	\$ -	\$ -	Other (specify...) [enter negative for expense]	\$ -	\$ -
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation	\$ 7,452	\$ -
3-26		\$ -	\$ -	Other Financing Sources (Leases) (from line 2-28)	\$ -	\$ -
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ 16,702	\$ -
3-28		\$ -	\$ -	Debt Principal (from line 3-15, 3-16)	\$ -	\$ -
3-29	<b>(Add lines 3-23 through 3-28)</b>			<b>(Line 3-26, plus line 3-27, less line 3-24, less line 3-25)</b>		
	<b>TOTAL TRANSFERS AND OTHER EXPENDITURES</b>	\$ -	\$ -	<b>TOTAL GAAP RECONCILING ITEMS</b>	\$ 9,250	\$ -
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29	\$ -	\$ -	Net Increase (Decrease) in Net Position Line 2-29, less line 3-22, plus line 3-29, plus line 3-23, less line 3-24	\$ 11,200	\$ -
3-31	Fund Balance, January 1 from December 31 prior year report	\$ -	\$ -	Net Position, January 1 from December 31 prior year report	\$ 734,738	\$ -
3-32	Prior Period Adjustment (MUST explain)	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -
3-33	Fund Balance, December 31 Sum of Line 3-30, 3-31, and 3-32 This total should be the same as line 1-36.	\$ -	\$ -	Net Position, December 31 Line 3-30 plus line 3-31 This total should be the same as line 1-36.	\$ 745,938	\$ -

**GRAND TOTAL**  
\$ 101,429

**IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.**

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

YES                      NO

Please use this space to provide any explanations or comments:

- 4-1 Does the entity have outstanding debt?  YES       NO
- 4-2 Is the debt repayment schedule attached? If no, MUST explain:  YES       NO
- 4-3 Is the entity current in its debt service payments? If no, MUST explain:  YES       NO

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)

	Outstanding at beginning of 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 agree 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?  YES       NO
- If yes: How much? \$ \_\_\_\_\_
- Date the debt was authorized: \_\_\_\_\_
- 4-6 Does the entity intend to issue debt within the next calendar year?  YES       NO
- If yes: How much? \$ \_\_\_\_\_
- 4-7 Does the entity have debt that has been refinanced that it is still responsible for?  YES       NO
- If yes: What is the amount outstanding? \$ \_\_\_\_\_
- 4-8 Does the entity have any lease agreements?  YES       NO
- 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?  YES       NO
- What are the annual lease payments? \$ \_\_\_\_\_

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

AMOUNT                      TOTAL

Please use this space to provide any explanations or comments:

5-1 YEAR-END Total of ALL Checking and Savings accounts	\$ 409,912		
5-2 Certificates of deposit	\$ -		
<b>TOTAL CASH DEPOSITS</b>		<b>\$ 409,912</b>	

Investments (if investment is a mutual fund, please list underlying investments):

	\$ -		
	\$ -		
	\$ -		
	\$ -		
<b>TOTAL INVESTMENTS</b>		<b>\$ -</b>	
<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$ 409,912</b>	

Please answer the following question by marking in the appropriate box

YES                      NO                      N/A

- 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.)? If no, MUST explain:  YES       NO       N/A

## PART 6 - CAPITAL ASSETS

Please answer the following question by marking in the appropriate box

	YES	NO
6-1 Does the entity have capitalized assets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please use this space to provide any explanations or comments:

6-3 Complete the following Capital Assets table for GOVERNMENTAL FUNDS:

	Balance - beginning of the year	Additions	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

  

6-4 Complete the following Capital Assets table for PROPRIETARY FUNDS:

	Balance - beginning of the year	Additions	Deletions	Year-End Balance
Land	\$ 85,723	\$ -	\$ -	\$ 85,723
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ 11,908	\$ 5,272	\$ -	\$ 17,178
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ 753,910	\$ 11,430	\$ -	\$ 765,340
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ (527,867)	\$ -	\$ 7,452	\$ (535,319)
<b>TOTAL</b>	<b>\$ 323,672</b>	<b>\$ 16,702</b>	<b>\$ 7,452</b>	<b>\$ 332,922</b>

\*must agree to prior year ending balance

## PART 7 - PENSION INFORMATION

Please answer the following question by marking in the appropriate box

	YES	NO
7-1 Does the entity have an "old hire" firemen's pension plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7-2 Does the entity have a volunteer firemen's pension plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please use this space to provide any explanations or comments:

If yes: Who administers the plan?

Indicate the contributions from:

TAX (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	<b>\$ -</b>

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?

	\$ -
--	------

### PART 8 - BUDGET INFORMATION

Please answer the following question by marking in the appropriate box

YES                      NO                      N/A

Please use this space to provide any explanations or comments:

- 8-1 Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:  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
Proprietary Fund	345,000/101,429
	-
	-
	-

### PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

YES                      NO

Please use this space to provide any explanations or comments:

- 9-1 Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]? government from the 3 percent emergency reserve requirement. All governments should determine if they meet  YES                       NO

### PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box

YES                      NO

Please use this space to provide any explanations or comments:

- 10-1 Is this application for a newly formed governmental entity?  YES                       NO

If yes: Date of formation:

- 10-2 Has the entity changed its name in the past or current year?  YES                       NO

If Yes: NEW name   
 PRIOR name

- 10-3 Is the entity a metropolitan district?  YES                       NO

10-4 Please indicate what services the entity provides:

- 10-5 Does the entity have an agreement with another government to provide services?  YES                       NO

If yes: List the name of the other governmental entity and the services provided:

- 10-6 Does the entity have a certified mill levy?  YES                       NO

If yes: Please provide the number of mills levied for the year reported (do not enter \$ amounts):

Bond Redemption mills	0.000
General/Other mills	3.710
<b>Total mills</b>	<b>3.710</b>

Please use this space to provide any additional explanations or comments not previously included.



## PART 12 - 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 Procedures

#### 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 29-1-504 (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.

Below is the certification and approval of the governing body. By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, the individual member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-504, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting, completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

A MAJORITY of the members of the governing body must complete and sign in the column below.

Print the names of ALL members of the governing body below.

1	Full Name <b>Johnathon Opperman</b>	I, <u>Johnathon Opperman</u> , attest that 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>[Signature]</u> Date: <u>3/26/2021</u> My term Expires: <u>5/2024</u>
2	Full Name <b>Dan St. John</b>	I, <u>DANIEL ST. JOHN</u> , attest that 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>[Signature]</u> Date: <u>3/27/21</u> My term Expires: <u>5/2022</u>
3	Full Name <b>Frank West</b>	I, <u>FRANK WEST</u> , attest that 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>[Signature]</u> Date: <u>03-26-21</u> My term Expires: <u>5/2024</u>
4	Full Name <b>Walter Welton</b>	I, _____, attest that 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>5/2024</u>
5	Full Name <b>Ron Holan</b>	I, <u>Ron Holan</u> , attest that 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>[Signature]</u> Date: <u>03-27-21</u> My term Expires: <u>5/2024</u>
6	Full Name	I, _____, attest that 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: _____
7	Full Name	I, _____, attest that 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: _____

Allenspark Water and Sanitation District  
 Comparative Statement of Assets, Liabilities and Net Assets  
 December 31, 2020 and 2019

<b>Assets</b>	<u>2020</u>	<u>2019</u>
<b>Current</b>		
Cash and cash equivalents	\$ 409,912	\$ 405,281
Accounts receivable	3,174	2,922
Accounts receivable, taxes	10,063	10,775
Inventory	3,477	5,082
Prepaid expenses	<u>1,768</u>	<u>2,902</u>
Total current assets	<u>428,394</u>	<u>426,962</u>
<b>Other</b>		
Utility plant in service	<u>332,922</u>	<u>323,671</u>
Total noncurrent assets	<u>332,922</u>	<u>323,671</u>
Total assets	<u>\$ 761,316</u>	<u>\$ 750,633</u>
 <b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 1,831	\$ 1,964
Accrued expenses payable	3,484	3,155
Deferred revenue	<u>10,063</u>	<u>10,775</u>
Total current liabilities	<u>15,378</u>	<u>15,894</u>
 <b>Net Assets</b>		
Invested in capital assets, net of related debt	332,922	323,671
Unrestricted net assets		
Designated net assets	223,724	223,724
Undesignated net assets	<u>189,292</u>	<u>187,344</u>
Total net assets	<u>745,938</u>	<u>734,739</u>
Total liabilities and net assets	<u>\$ 761,316</u>	<u>\$ 750,633</u>

No assurances are provided on these financial statements

Allenspark Water and Sanitation District  
 Comparative Statement of Revenues, Expenses and Net Assets  
 For the Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
<b>Operating Revenues</b>		
Charge for services	\$ <u>81,318</u>	\$ <u>79,563</u>
 <b>Operating Expenses</b>		
Treatment	53,971	55,348
Administrative	<u>38,208</u>	<u>32,161</u>
Total operating expenses	<u>92,179</u>	<u>87,509</u>
<b>Operating income</b>	<u>(10,861)</u>	<u>(7,946)</u>
 <b>Nonoperating Revenues</b>		
System investment fees	10,000	-
Miscellaneous income	753	641
Tax revenues	<u>11,308</u>	<u>10,183</u>
Total nonoperating revenues	<u>22,061</u>	<u>10,824</u>
<b>Increase in net assets</b>	11,200	2,878
Total net assets - beginning	<u>734,739</u>	<u>731,861</u>
Total net assets - ending	<u>\$ 745,938</u>	<u>\$ 734,739</u>

No assurances are provided on these financial statements

Allenspark Water and Sanitation District  
 Comparative Schedule of Treatment and Administrative Expenses  
 For the Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
<b>TREATMENT</b>		
<b>Payroll</b>	\$ 22,343	\$ 29,990
Salaries	1,787	2,602
Payroll taxes	<u>24,130</u>	<u>32,592</u>
<b>Other</b>	7,452	5,395
Depreciation	7,293	4,903
Operating supplies	2,650	2,509
Repairs and maintenance	5,257	5,882
Utilities	2,505	2,151
Vehicle	4,684	1,916
Water tests and permits	<u>53,971</u>	<u>55,348</u>
<b>Total collection expenses</b>		
<b>ADMINISTRATIVE</b>		
<b>Payroll</b>	\$ 22,264	\$ 15,702
Salaries	1,687	1,361
Payroll taxes	<u>23,951</u>	<u>17,063</u>
<b>Other</b>	4,348	3,706
Insurance	4,495	5,395
Legal and professional	2,230	2,453
Miscellaneous	1,822	2,198
Office	1,200	1,200
Rent	162	146
Treasurers fee	<u>38,208</u>	<u>32,161</u>
<b>Total administrative expenses</b>		

Allenspark Water and Sanitation District  
 Schedule of Revenues, Expenses and Other Budgeted Items  
 For the Year Ended December 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenue</b>			
Operating revenues	\$ 80,000	\$ 81,318	\$ 1,318
<b>Expenses</b>			
Treatment	49,849	46,519	3,330
Administration	45,151	38,208	6,943
Total expenses	<u>95,000</u>	<u>84,727</u>	<u>10,273</u>
<b>Operating income</b>	<u>(15,000)</u>	<u>(3,409)</u>	<u>11,591</u>
<b>Nonoperating revenues (expenses)</b>			
System investment fees	-	10,000	10,000
Interest income	1,700	753	(947)
Taxes	<u>10,775</u>	<u>11,308</u>	<u>533</u>
Increase in net assets	<u>12,475</u>	<u>22,061</u>	<u>9,586</u>
<b>Net income</b>	<u>(2,525)</u>	<u>18,652</u>	<u>21,177</u>
<b>Other budgeted items</b>			
Non-expense			
Purchase/construction of fixed assets	250,000	16,702	233,298
Transfer to (from) reserves	<u>-</u>	<u>-</u>	<u>-</u>
	<u>250,000</u>	<u>16,702</u>	<u>233,298</u>
<b>Net income including other budgeted items</b>	<u>\$ (252,525)</u>	<u>\$ 1,950</u>	<u>\$ 254,475</u>

No assurances are provided on these financial statements

Allenspark Water and Sanitation District  
 Schedule of Treatment and Administrative Expenses  
 For the Year Ended December 31, 2020

			Variance Favorable (Unfavor- able)
<b>TREATMENT</b>			
<b>Payroll</b>	<u>Budget</u>	<u>Actual</u>	<u>able)</u>
Salaries	\$ 22,736	\$ 22,343	\$ 393
Payroll taxes	<u>10,313</u>	<u>1,787</u>	<u>8,526</u>
	33,049	24,130	8,919
<b>Other</b>			
Operating supplies	5,200	7,293	(2,093)
Repairs and maintenance	2,900	2,650	250
Utilities	5,200	5,257	(57)
Vehicle	-	2,505	(2,505)
Water tests and permits	<u>3,500</u>	<u>4,684</u>	<u>(1,184)</u>
Total treatment expenses	<u>\$ 49,849</u>	<u>\$ 46,519</u>	<u>\$ 3,330</u>
<b>ADMINISTRATIVE</b>			
<b>Payroll</b>			
Salaries	\$ 22,264	\$ 22,264	\$ -
Payroll taxes	<u>1,687</u>	<u>1,687</u>	<u>-</u>
	23,951	23,951	-
<b>Other</b>			
Insurance	4,700	4,348	352
Legal and professional	7,000	4,495	2,505
Miscellaneous	6,000	2,230	3,770
Office supplies	2,300	1,822	478
Rent	1,200	1,200	-
Treasurers fee	<u>-</u>	<u>162</u>	<u>(162)</u>
Total administrative expenses	<u>\$ 45,151</u>	<u>\$ 38,208</u>	<u>\$ 7,105</u>

No assurances are provided on these financial statements