

# APPLICATION FOR EXEMPTION FROM AUDIT

## LONG FORM

NAME OF GOVERNMENT  
ADDRESS

Berthoud Community Library District  
236 Welch Avenue  
Berthoud, CO 80513

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

CONTACT PERSON  
PHONE  
EMAIL  
FAX

Jennifer Miller  
970-532-2757  
jcm.bclid@gmail.com  
970-532-4372

## 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

Nicole Mandile  
CPA  
ATLAS CPAs & Advisors  
916 S. Main Street, Suite 202  
303-678-5392  
2/22/2021  
Certified Public Accountant

### PREPARER (SIGNATURE REQUIRED)



Has the entity never, 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.

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		Operating Fund	Fund*		Fund*	Fund*	
<b>Assets</b>				<b>Assets</b>			
1-1	Cash & Cash Equivalents	\$ 435,148	\$ -	Cash & Cash Equivalents	\$ -	\$ -	
1-2	Investments	\$ 13,426	\$ -	Investments	\$ -	\$ -	
1-3	Receivables	\$ -	\$ -	Receivables	\$ -	\$ -	
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$ -	
	All Other Assets [specify...]			Other Current Assets	\$ -	\$ -	
1-5	Building	\$ 60,000	\$ -	<b>Total Current Assets</b>		\$ -	\$ -
1-6	Remodel	\$ 156,261	\$ -	Capital Assets, net (from Part 6-4)	\$ -	\$ -	
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>	\$ 664,835	\$ -	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ -	\$ -	
1-12	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	
1-13	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 664,835	\$ -	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ -	\$ -	
<b>Liabilities</b>				<b>Liabilities</b>			
1-14	Accounts Payable	\$ 736	\$ -	Accounts Payable	\$ -	\$ -	
1-15	Accrued Payroll and Related Liabilities	\$ 372	\$ -	Accrued Payroll and Related Liabilities	\$ -	\$ -	
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>	\$ 1,108	\$ -	<b>TOTAL CURRENT LIABILITIES</b>	\$ -	\$ -	
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>	\$ 1,108	\$ -	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ -	\$ -	
1-29	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ -	\$ -	
<b>Fund Balance</b>				<b>Net Position</b>			
1-30	Nonspendable Prepaid	\$ -	\$ -	Net Investment in Capital Assets	\$ -	\$ -	
1-31	Nonspendable Inventory	\$ -	\$ -				
1-32	Restricted [specify...]	\$ -	\$ -	Emergency Reserves	\$ -	\$ -	
1-33	Committed [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ -	\$ -	
1-34	Assigned [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -	
1-35	Unassigned:	\$ 663,727	\$ -	Undesignated/Unreserved/Unrestricted	\$ -	\$ -	
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL FUND BALANCE</b>	\$ 663,727	\$ -	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL NET POSITION</b>	\$ -	\$ -	
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>	\$ 664,835	\$ -	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>	\$ -	\$ -	

## 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
		Operating Fund	Fund*		Fund*	Fund*	
<b>Tax Revenue</b>				<b>Tax Revenue</b>			
2-1	Property [include mills levied in Question 10-6]	\$ 558,028	\$ -	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ 40,139	\$ -	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue [specify...]:	\$ -	\$ -	Other Tax Revenue [specify...]:	\$ -	\$ -	
2-5		\$ -	\$ -		\$ -	\$ -	
2-6		\$ -	\$ -		\$ -	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	Add lines 2-1 through 2-7 <b>TOTAL TAX REVENUE</b>	\$ 598,167	\$ -	Add lines 2-1 through 2-7 <b>TOTAL TAX REVENUE</b>	\$ -	\$ -	
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	\$ 2,394	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ 10,694	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ 932	\$ -	Charges for Sales and Services	\$ -	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ 761	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ 1,909	\$ -	Interest/Investment Income	\$ -	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ -	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	Add lines 2-8 through 2-23 <b>TOTAL REVENUES</b>	\$ 614,857	\$ -	Add lines 2-8 through 2-23 <b>TOTAL REVENUES</b>	\$ -	\$ -	
<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 [specify...]:	\$ -	\$ -	Other [specify...]:	\$ -	\$ -	
2-28	Add lines 2-25 through 2-27 <b>TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	Add lines 2-25 through 2-27 <b>TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>GRAND TOTALS</b>
2-29	Add lines 2-24 and 2-28 <b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ 614,857	\$ -	Add lines 2-24 and 2-28 <b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>\$ 614,857</b>

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

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		Operating Fund	Fund*		Fund*	Fund*	
	<b>Expenditures</b>			<b>Expenses</b>			
3-1	General Government	\$ 450,423	\$ -	General Operating & Administrative	\$ -	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ -	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ -	\$ -	
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -	
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ -	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ -	\$ -	
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ -	\$ -	
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ -	\$ -	
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ -	\$ -	
3-11	Other [specify...]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other [specify...]	\$ -	\$ -	
3-13		\$ -	\$ -		\$ -	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ -	\$ -	
	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...]:	\$ -	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	<b>Add lines 3-1 through 3-21 TOTAL EXPENDITURES</b>	\$ 450,423	\$ -	<b>Add lines 3-1 through 3-21 TOTAL EXPENSES</b>	\$ -	\$ -	<b>GRAND TOTAL \$ 450,423</b>
3-23	Interfund Transfers (In)	\$ -	\$ -	Net Interfund Transfers (In) Out	\$ -	\$ -	3-32 reporting capitalized assets for building and remodel completed in prior years to provide a more transparent financial statement.
3-24	Interfund Transfers Out	\$ -	\$ -	Other [specify...][enter negative for expense]	\$ -	\$ -	
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation	\$ -	\$ -	
3-26		\$ -	\$ -	Other Financing Sources (Uses) (from line 2-28)	\$ -	\$ -	
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ -	\$ -	
3-28		\$ -	\$ -	Debt Principal (from line 3-15, 3-18)	\$ -	\$ -	
3-29	<b>(Add lines 3-23 through 3-28) TOTAL TRANSFERS AND OTHER EXPENDITURES</b>	\$ -	\$ -	<b>(Line 3-26, plus line 3-27, less line 3-24, less line 3-25) TOTAL GAAP RECONCILING ITEMS</b>	\$ -	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, plus line 3-29	\$ 164,434	\$ -	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	\$ -	\$ -	
3-31	Fund Balance, January 1 from December 31 prior year report	\$ 283,032	\$ -	Net Position, January 1 from December 31 prior year report	\$ -	\$ -	
3-32	Prior Period Adjustment (MUST explain)	\$ 216,261	\$ -	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.	\$ 663,727	\$ -	Net Position, December 31 Line 3-30 plus line 3-31 This total should be the same as line 1-36.	\$ -	\$ -	

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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4-2	Is the debt repayment schedule attached? If no, MUST explain:	<input type="checkbox"/>	<input type="checkbox"/>	
4-3	Is the entity current in its debt service payments? If no, MUST explain:	<input type="checkbox"/>	<input type="checkbox"/>	
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):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

\*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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
How much?		\$ -		
Date the debt was authorized:				
4-6	Does the entity intend to issue debt within the next calendar year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
How much?		\$ -		
4-7	Does the entity have debt that has been refinanced that it is still responsible for?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is the amount outstanding?		\$ -		
4-8	Does the entity have any lease agreements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is being leased?				
What is the original date of the lease?				
Number of years of lease?				
Is the lease subject to annual appropriation?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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	\$ 435,148		
5-2	Certificates of deposit	\$ 13,426		
TOTAL CASH DEPOSITS			\$ 448,574	
Investments (if investment is a mutual fund, please list underlying investments):				
5-3		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL INVESTMENTS			\$ -	
TOTAL CASH AND INVESTMENTS			\$ 448,574	

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.?	<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.)? If no, MUST explain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PART 6 - CAPITAL ASSETS

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 6-1 Does the entity have capitalized 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 for GOVERNMENTAL FUNDS:

	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ 60,000	\$ -	\$ 60,000
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ 156,261	\$ -	\$ 156,261
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 216,261</b>	<b>\$ -</b>	<b>\$ 216,261</b>

6-4 Complete the following Capital Assets table for PROPRIETARY 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>

\*must agree to prior year ending balance

## PART 7 - PENSION INFORMATION

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 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.):		\$ -
<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:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
8-2	Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
If yes:	Please indicate the amount budgeted for each fund for the year reported														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 60%;">Fund Name</th> <th style="text-align: right;">Budgeted Expenditures/Expenses</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Operating Fund</td> <td style="text-align: right; padding: 2px;">\$ 559,150</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> </tbody> </table>		Fund Name	Budgeted Expenditures/Expenses	Operating Fund	\$ 559,150		\$ -		\$ -		\$ -				
Fund Name	Budgeted Expenditures/Expenses														
Operating Fund	\$ 559,150														
	\$ -														
	\$ -														
	\$ -														

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

## 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
If yes:	Date of formation: <input style="width: 150px; height: 30px;" 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:	NEW name <input style="width: 350px; height: 20px;" type="text"/>								
	PRIOR name <input style="width: 350px; height: 20px;" type="text"/>								
10-3	Is the entity a metropolitan district?	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
10-4	Please indicate what services the entity provides:								
10-5	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:								
10-6	Does the entity have a certified mill levy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
If yes:	Please provide the number of <u>mills</u> levied for the year reported (do not enter \$ amounts):								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">Bond Redemption mills</td> <td style="text-align: right;">0.000</td> </tr> <tr> <td>General/Other mills</td> <td style="text-align: right;">2.400</td> </tr> <tr> <td><b>Total mills</b></td> <td style="text-align: right;"><b>2.400</b></td> </tr> </tbody> </table>	Bond Redemption mills	0.000	General/Other mills	2.400	<b>Total mills</b>	<b>2.400</b>		
Bond Redemption mills	0.000								
General/Other mills	2.400								
<b>Total mills</b>	<b>2.400</b>								

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

**OSA USE ONLY**

<b>Entity Wide:</b>		<b>General Fund</b>		<b>Governmental Funds</b>		<b>Notes</b>
Unrestricted Cash & Investments	\$ 448,574	Unrestricted Fund Balan	\$ 663,727	Total Tax Revenue	\$ 598,167	
Current Liabilities	\$ 1,108	Total Fund Balance	\$ 663,727	Revenue Paying Debt Service	\$ -	
Deferred Inflow	\$ -	PY Fund Balance	\$ 283,032	Total Revenue	\$ 614,857	
		Total Revenue	\$ 614,857	Total Debt Service Principal	\$ -	
		Total Expenditures	\$ 450,423	Total Debt Service Interest	\$ -	
		Interfund In	\$ -			
<b>Governmental</b>		Interfund Out	\$ -	<b>Enterprise Funds</b>		
Total Cash & Investments	\$ 448,574	- <b>Proprietary</b>		Net Position	\$ -	
Transfers In	\$ -	- Current Assets	\$ -	- PY Net Position	\$ -	
Transfers Out	\$ -	Deferred Outflow	\$ 558,028	- <b>Government-Wide</b>		
Property Tax	\$ 558,028	- Current Liabilities	\$ -	- Total Outstanding Debt	\$ -	
Debt Service Principal	\$ -	Deferred Inflow	\$ 450,423	- Authorized but Unissued	\$ -	
Total Expenditures	\$ 450,423	- Cash & Investments	\$ -	- Year Authorized		1/0/1900
Total Developer Advances	\$ -	- Principal Expense	\$ -			
Total Developer Repayments	\$ -					

**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 29-1-604 (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.

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 29-1-604, 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.

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

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

1	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: _____
2	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: _____
3	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: _____
4	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: _____
5	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: _____
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: _____

See Resolutions for Signatures

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

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR YEAR 2020 FOR THE Berthoud Community Library District, STATE OF COLORADO.

WHEREAS, the Board of Trustees of the Berthoud Community Library 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 seven hundred and fifty 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 revenues nor expenditures for the Berthoud Community Library District exceeded \$750,000 for year ended December 31, 2020, and

WHEREAS, an application for exemption from audit for the Berthoud Community Library District has been prepared by ATLAS CPAs & Advisors PLLC, an independent accountant with knowledge of 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 Trustees of the Berthoud Community Library District that the application for exemption from audit for the Berthoud Community Library District for the year ended December 31, 2020, has been personally reviewed and is hereby approved by a majority of the Board of Trustees of the Berthoud Community Library District, that those members of the Board of Trustees 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 Berthoud Community Library District for the year ended December 31, 2020.

ADOPTED THIS 24 day of March, A.D. 2021

*Lorna H. Greene*

\_\_\_\_\_  
President

ATTEST:

*Melissa S Robinson*

\_\_\_\_\_  
Secretary

<u>Members of Governing Body</u>	<u>Date Term Expires</u>	<u>Signature</u>
Loran Greene	Dec 2022	<i>Lorna H. Greene</i>
Marie Bernard	Dec 2024	<i>Marie Bernard</i>
Melissa Robinson	Dec 2023	<i>Melissa S Robinson</i>
Vickie Dunn	Dec 2021	<i>Vickie Dunn</i>
Bob Latchaw	Dec 2023	<i>Bob Latchaw</i>
Kathleen Mitchell	Dec 2024	<i>Kathleen S. Mitchell</i>
Julie Oelman	Dec 2024	<i>Julie Oelman</i>



**ATLAS CPAs & Advisors PLLC**

916 S Main St. Ste. 202

Longmont, CO 80501

—  
**It's about time.**

ACCOUNTANTS' COMPILATION REPORT

The Board of Directors  
Berthoud Community Library District  
Berthoud, CO

Management is responsible for the accompanying balance sheet of Berthoud Community Library District as of December 31, 2020, and the related operating statement for the year then ended, included in the accompanying prescribed form in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements about whether the financial statements are in accordance with the basis of accounting prescribed by the Colorado Office of the State Auditor, Local Government Audit Division.

The financial statements included in the accompanying prescribed form are presented in accordance with the requirements of the Colorado Office of the State Auditor, Local Government Audit Division, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the management of Berthoud Community Library District and the Colorado Office of the State Auditor, Local Government Audit Division and is not intended to and should not be used by anyone other than these specified parties.

Sincerely,

*ATLAS CPAs & Advisors PLLC*

**Certified Public Accountants**  
**March 22, 2021**





**CREATED:** 2021-03-23 15:38:41 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Marie Bernard  
Phone:  
Email: mb.bclcd@gmail.com

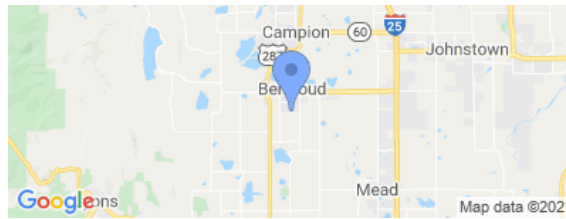
**ADDITIONAL SIGNERS:**

Lorna Greene  
Melissa Robinson  
Vickie Dunn  
Bob Latchaw  
Kathleen Mitchell  
Julia Oelman  
Jennifer Miller  
Amie Pilla  
Able Mar  
Brett Crall  
Signers

## AUTHENTICATIONS

### IP VERIFICATION / GEOLOCATION

2021-03-29 19:37:56 UTC  
IP Address: 38.109.215.18  
PC / Mac OS X 10.16 / Firefox 86.0



**LOCATION:** 40.2912°, -105.0816° / Berthoud, CO, 80513, United States

## DOCUMENTS



Document  
BCL\_Resolution\_for\_signature

1 Pages

### SIGNATURE

Marie Bernard  
03.23.2021

*Marie Bernard*



### BLUEINK ID



DLV8X25JD84



DATE | TIME | EVENT INFORMATION

2021-03-23	16:01:01	Signing link <rMBIRNej> sent via email to Marie Bernard at mb.bclD@gmail.com
2021-03-25	23:22:32	Signing link <whIXCrvy> sent via email to Marie Bernard at mb.bclD@gmail.com
2021-03-29	19:37:53	Signing link <whIXCrvy> opened from IP address 38.109.215.18
2021-03-29	19:38:08	Signer accepted terms

2021-03-29 | 19:39:37

  
SIGNATURE

Document 1  
Page 1

*Marie Bernard*

2021-03-29 | 19:39:46

Document Submitted by  
Marie Bernard



**CREATED:** 2021-03-23 15:39:44 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Vickie Dunn  
Phone:  
Email: vickie.bclcd@gmail.com

**ADDITIONAL SIGNERS:**

Lorna Greene  
Marie Bernard  
Melissa Robinson  
Bob Latchaw  
Kathleen Mitchell  
Julia Oelman  
Jennifer Miller  
Amie Pilla  
Able Mar  
Brett Crall  
Signers

### AUTHENTICATIONS

**IP VERIFICATION / GEOLOCATION**

2021-03-25 01:45:00 UTC  
IP Address: 75.71.8.85  
PC / Windows 10 / Chrome 89.0.4389



**LOCATION:** 40.1023°, -104.9241° / Frederick, CO, 80530, United States

### DOCUMENTS

Document  
BCL\_Resolution\_for\_signature

1 Pages

**SIGNATURE**

Vickie Dunn  
03.23.2021



**BLUEINK ID**



05F0RGMW00P



DATE | TIME | EVENT INFORMATION

2021-03-23	16:01:00	Signing link <qTBDJ2uD> sent via email to Vickie Dunn at vickie.bcl@gmail.com
2021-03-25	01:44:59	Signing link <qTBDJ2uD> opened from IP address 75.71.8.85
2021-03-25	01:45:07	Signer accepted terms

2021-03-25 | 01:46:15

  
SIGNATURE

Document 1  
Page 1



2021-03-25 | 01:46:24

Document Submitted by  
Vickie Dunn



**CREATED:** 2021-03-23 15:35:51 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Lorna Greene  
Phone:  
Email: lg.bclcd@gmail.com

**ADDITIONAL SIGNERS:**

Marie Bernard  
Melissa Robinson  
Vickie Dunn  
Bob Latchaw  
Kathleen Mitchell  
Julia Oelman  
Jennifer Miller

### AUTHENTICATIONS

**IP VERIFICATION / GEOLOCATION**

2021-03-25 15:47:47 UTC  
IP Address: 24.128.21.175  
PC / Windows 10 / Chrome 89.0.4389



**LOCATION:** 37.751°, -97.822° / United States

### DOCUMENTS

Document  
BCL\_Resolution\_for\_signature

1 Pages

**SIGNATURE**

Lorna Greene  
03.23.2021

*Lorna H. Greene*



**BLUEINK ID**



1EME0PYB58



DATE | TIME | EVENT INFORMATION

2021-03-23	16:01:02	Signing link <PMvgTEsn> sent via email to Lorna Greene at lg.bclcd@gmail.com
2021-03-25	15:47:46	Signing link <PMvgTEsn> opened from IP address 24.128.21.175
2021-03-25	15:47:52	Signer accepted terms

2021-03-25 | 15:49:03

  
SIGNATURE

Document 1  
Page 1

*Lorna H. Greene*

2021-03-25 | 15:49:09

  
SIGNATURE

Document 1  
Page 1

*Lorna H. Greene*

2021-03-25	15:49:21	Data entered for Input field <inp002-34D0u;p1> "DATE"
2021-03-25	15:49:27	Data entered for Input field <inp003-GVRTX;p1> "MONTH"

2021-03-25 | 15:49:32

Document Submitted by  
Lorna Greene



**CREATED:** 2021-03-23 15:40:15 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Bob Latchaw  
Phone:  
Email: latchaw.bclcd@gmail.com

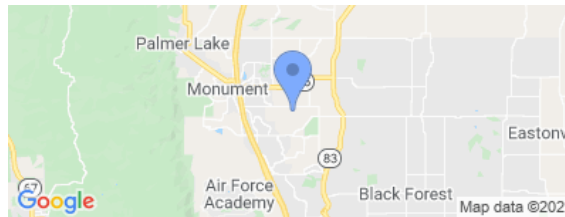
**ADDITIONAL SIGNERS:**

Lorna Greene  
Marie Bernard  
Melissa Robinson  
Vickie Dunn  
Kathleen Mitchell  
Julia Oelman  
Jennifer Miller  
Amie Pilla  
Able Mar  
Brett Crall  
Signers

### AUTHENTICATIONS

**IP VERIFICATION / GEOLOCATION**

2021-03-25 01:33:34 UTC  
IP Address: 75.70.110.108  
PC / Mac OS X 10.15.6 / Safari 14.0.3



**LOCATION:** 39.0747°, -104.8104° / Monument, CO, 80132, United States

### DOCUMENTS

Document  
BCL\_Resolution\_for\_signature

1 Pages

**SIGNATURE**

Bob Latchaw  
03.23.2021



**BLUEINK ID**



QUK0E4L82P2



DATE | TIME | EVENT INFORMATION

2021-03-23	16:00:59	Signing link <DRADcVxc> sent via email to Bob Latchaw at latchaw.bclcd@gmail.com
2021-03-25	01:33:29	Signing link <DRADcVxc> opened from IP address 75.70.110.108
2021-03-25	01:34:11	Signer accepted terms

2021-03-25 | 01:37:54

  
SIGNATURE

Document 1  
Page 1



2021-03-25 | 01:37:59

Document Submitted by  
Bob Latchaw



**CREATED:** 2021-03-23 15:54:29 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Jennifer Miller  
Phone:  
Email: jcm.bclcd@gmail.com

**ADDITIONAL SIGNERS:**

Lorna Greene  
Marie Bernard  
Melissa Robinson  
Vickie Dunn  
Bob Latchaw  
Kathleen Mitchell  
Julia Oelman

Amie Pilla  
Able Mar  
Brett Crall  
Signers

AUTHENTICATIONS

**IP VERIFICATION / GEOLOCATION**

2021-03-23 16:58:15 UTC  
IP Address: 24.128.21.175  
PC / Windows 10 / Chrome 89.0.4389



**LOCATION:** 37.751°, -97.822° / United States

DOCUMENTS

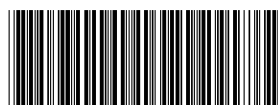


Document  
BCL\_Resolution\_for\_signature

1 Pages



**BLUEINK ID**



R7JW6XSTLS



DATE | TIME | EVENT INFORMATION

2021-03-23	16:00:58	Signing link <tBqrYM1h> sent via email to Jennifer Miller at jcm.bclcd@gmail.com
2021-03-23	16:57:10	Signing link <tBqrYM1h> opened from IP address 24.128.21.175
2021-03-23	16:58:14	Signing link <tBqrYM1h> opened from IP address 24.128.21.175
2021-03-23	16:58:20	Signer accepted terms

2021-03-23 | 16:58:45



Document Submitted by  
Jennifer Miller





**CREATED:** 2021-03-23 15:40:46 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Kathleen Mitchell  
Phone:  
Email: mitchell.bclcd@gmail.com

**ADDITIONAL SIGNERS:**

Lorna Greene  
Marie Bernard  
Melissa Robinson  
Vickie Dunn  
Bob Latchaw  
Julia Oelman  
Jennifer Miller

Amie Pilla  
Able Mar  
Brett Crall  
Signers

## AUTHENTICATIONS

### IP VERIFICATION / GEOLOCATION

2021-03-24 17:25:06 UTC  
IP Address: 71.237.111.100  
PC / Windows 10 / Chrome 89.0.4389



**LOCATION:** 40.3532°, -105.1316° / Loveland, CO, 80537, United States

## DOCUMENTS



Document  
BCL\_Resolution\_for\_signature

1 Pages

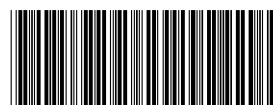
### SIGNATURE

Kathleen Mitchell  
03.23.2021

*Kathleen S. Mitchell*



### BLUEINK ID



307FFGx90NW



DATE | TIME | EVENT INFORMATION

2021-03-23	16:00:59	Signing link <TLDRlqil> sent via email to Kathleen Mitchell at mitchell.bclld@gmail.com
2021-03-24	17:25:05	Signing link <TLDRlqil> opened from IP address 71.237.111.100
2021-03-24	17:25:09	Signer accepted terms

2021-03-24 | 17:25:59

  
SIGNATURE

Document 1  
Page 1

*Kathleen S. Mitchell*

2021-03-24 | 17:26:09

Document Submitted by  
Kathleen Mitchell



**CREATED:** 2021-03-23 15:41:13 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Julia Oelman  
Phone:  
Email: oelman.bcl@gmail.com

**ADDITIONAL SIGNERS:**

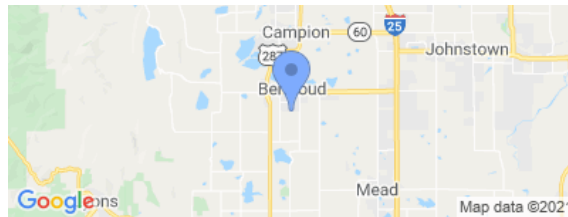
Lorna Greene  
Marie Bernard  
Melissa Robinson  
Vickie Dunn  
Bob Latchaw  
Kathleen Mitchell

Jennifer Miller  
Amie Pilla  
Able Mar  
Brett Crall  
Signers

### AUTHENTICATIONS

**IP VERIFICATION / GEOLOCATION**

2021-03-25 01:38:32 UTC  
IP Address: 74.121.41.224  
PC / Mac OS X 10.15.7 / Safari 14.0.3



**LOCATION:** 40.2912°, -105.0816° / Berthoud, CO, 80513, United States

### DOCUMENTS



Document  
BCL\_Resolution\_for\_signature

1 Pages

**SIGNATURE**

Julia Oelman  
03.23.2021

*Julie Oelman*



**BLUEINK ID**



YWSZPRYBE4T



DATE | TIME | EVENT INFORMATION

2021-03-23	16:00:59	Signing link <uOGRS2VX> sent via email to Julia Oelman at oelman.bcld@gmail.com
2021-03-24	13:01:43	Signing link <uOGRS2VX> opened from IP address 71.211.253.88
2021-03-25	01:38:29	Signing link <uOGRS2VX> opened from IP address 74.121.41.224
2021-03-25	01:38:35	Signer accepted terms

2021-03-25 | 01:39:01

  
SIGNATURE

Document 1  
Page 1

*Julie Oelman*

2021-03-25 | 01:39:06

Document Submitted by  
Julia Oelman



**CREATED:** 2021-03-23 15:55:58 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**  
Amie Pilla  
Phone:  
Email: ceo.bclcd@gmail.com

**ADDITIONAL SIGNERS:**  
Lorna Greene  
Marie Bernard  
Melissa Robinson  
Vickie Dunn  
Bob Latchaw  
Kathleen Mitchell  
Julia Oelman  
Jennifer Miller

## AUTHENTICATIONS

### IP VERIFICATION / GEOLOCATION

2021-03-25 19:48:38 UTC  
IP Address: 24.128.21.175  
PC / Windows 10 / Chrome 89.0.4389



**LOCATION:** 37.751°, -97.822° / United States

## DOCUMENTS

Document  
BCL\_Resolution\_for\_signature

1 Pages



### BLUEINK ID



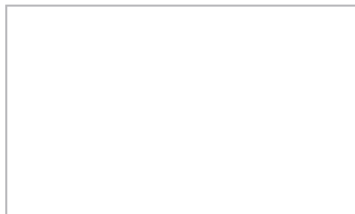
SP0065LY8N4



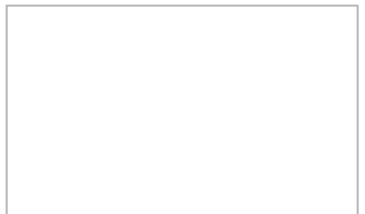
DATE | TIME | EVENT INFORMATION

DATE	TIME	EVENT INFORMATION
2021-03-23	16:00:57	Signing link <zhP4cuq5> sent via email to Amie Pilla at ceo.bcltd@gmail.com
2021-03-25	00:25:16	Signing link <zhP4cuq5> opened from IP address 71.237.108.129
2021-03-25	00:25:20	Signer accepted terms
2021-03-25	00:25:27	Signing link <zhP4cuq5> opened from IP address 75.76.44.5
2021-03-25	17:11:30	Signing link <zhP4cuq5> opened from IP address 24.128.21.175
2021-03-25	17:11:38	Signer accepted terms
2021-03-25	19:45:48	Signing link <zhP4cuq5> opened from IP address 24.128.21.175
2021-03-25	19:46:02	Signer accepted terms
2021-03-25	19:47:40	Signing link <zhP4cuq5> opened from IP address 24.128.21.175
2021-03-25	19:47:48	Signing link <zhP4cuq5> opened from IP address 24.128.21.175
2021-03-25	19:47:50	Signer accepted terms
2021-03-25	19:48:37	Signing link <zhP4cuq5> opened from IP address 24.128.21.175
2021-03-25	19:48:40	Signer accepted terms

2021-03-25 | 19:48:54



Document Submitted by  
Amie Pilla





**CREATED:** 2021-03-23 15:39:14 UTC

**CREATED BY:**  
Brett Crall

**SIGNER:**

Melissa Robinson  
Phone:  
Email: melissa.bclcd@gmail.com

**ADDITIONAL SIGNERS:**

Lorna Greene  
Marie Bernard  
Vickie Dunn  
Bob Latchaw  
Kathleen Mitchell  
Julia Oelman  
Jennifer Miller  
Amie Pilla  
Able Mar  
Brett Crall  
Signers

### AUTHENTICATIONS

**IP VERIFICATION / GEOLOCATION**

2021-03-25 19:45:37 UTC  
IP Address: 174.51.109.178  
PC / Windows 10 / Chrome 89.0.4389



**LOCATION:** 39.7313°, -104.9692° / Denver, CO, 80218, United States

### DOCUMENTS

Document  
BCL\_Resolution\_for\_signature

1 Pages

**SIGNATURE**

Melissa Robinson  
03.23.2021

*Melissa S Robinson*



**BLUEINK ID**



GGN8N8EUUMI



DATE | TIME | EVENT INFORMATION

2021-03-23	16:01:01	Signing link <EYQZbbDZ> sent via email to Melissa Robinson at melissa.bcl@gmail.com
2021-03-24	14:36:35	Signing link <EYQZbbDZ> opened from IP address 174.51.109.178
2021-03-24	14:45:03	Signing link <EYQZbbDZ> opened from IP address 24.220.112.69
2021-03-25	01:45:38	Signing link <EYQZbbDZ> opened from IP address 174.51.109.178
2021-03-25	01:45:45	Signer accepted terms
2021-03-25	19:42:02	Signing link <EYQZbbDZ> opened from IP address 174.51.109.178
2021-03-25	19:42:09	Signer accepted terms
2021-03-25	19:45:37	Signing link <EYQZbbDZ> opened from IP address 174.51.109.178
2021-03-25	19:45:41	Signer accepted terms

2021-03-25 | 19:47:21

  
SIGNATURE

Document 1  
Page 1

*Melissa S Robinson*

2021-03-25 | 19:47:41

  
SIGNATURE

Document 1  
Page 1

*Melissa S Robinson*

2021-03-25 | 19:47:55

Document Submitted by  
Melissa Robinson