

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT
ADDRESS

Roberts 81 Business Improvement District
c/o Spencer Fane LLP
1700 Lincoln Street, Suite 2000
Denver, CO 80203

For the Year Ended
12/31/20
or fiscal year ended:

CONTACT PERSON
PHONE
EMAIL
FAX

Russell W. Dykstra
303-839-3800
wmclaughlin@spencerfane.com
303-839-3838

PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

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

Wendi McLaughlin
Paralegal
Spencer Fane LLP
1700 Lincoln Street, Suite 2000
303-839-3800
3/8/2021

PREPARER (SIGNATURE REQUIRED)

Wendi McLaughlin

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

GOVERNMENTAL
(MODIFIED ACCRUAL BASIS)



PROPRIETARY
(CASH OR BUDGETARY BASIS)



PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
2-1	Taxes: Property (report mills levied in Question 10-6)	\$ -	
2-2	Specific ownership	\$ -	
2-3	Sales and use	\$ -	
2-4	Other (specify):	\$ -	
2-5	Licenses and permits	\$ -	
2-6	Intergovernmental: Grants	\$ -	
2-7	Conservation Trust Funds (Lottery)	\$ -	
2-8	Highway Users Tax Funds (HUTF)	\$ -	
2-9	Other (specify):	\$ -	
2-10	Charges for services	\$ -	
2-11	Fines and forfeits	\$ -	
2-12	Special assessments	\$ -	
2-13	Investment income	\$ -	
2-14	Charges for utility services	\$ -	
2-15	Debt proceeds (should agree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds	\$ -	
2-17	Developer Advances received (should agree with line 4-4)	\$ -	
2-18	Proceeds from sale of capital assets	\$ -	
2-19	Fire and police pension	\$ -	
2-20	Donations	\$ -	
2-21	Other (specify):	\$ -	
2-22		\$ -	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE	\$ -	

PART 3 - EXPENDITURES/EXPENSES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$ -	
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ -	
3-7	Accounting and legal fees	\$ -	
3-8	Repair and maintenance	\$ -	
3-9	Supplies	\$ -	
3-10	Utilities and telephone	\$ -	
3-11	Fire/Police	\$ -	
3-12	Streets and highways	\$ -	
3-13	Public health	\$ -	
3-14	Capital outlay	\$ -	
3-15	Utility operations	\$ -	
3-16	Culture and recreation	\$ -	
3-17	Debt service principal (should agree with Part 4)	\$ -	
3-18	Debt service interest	\$ -	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	\$ -	
3-20	Repayment of Developer Advance Interest	\$ -	
3-21	Contribution to pension plan (should agree to line 7-2)	\$ -	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$ -	
3-23	Other (specify):		
3-24		\$ -	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES/EXPENSES	\$ -	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - **STOP**. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".

PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

	Yes	No
4-1 Does the entity have outstanding debt? If Yes, please attach a copy of the entity's Debt Repayment Schedule.	☐	☒
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
General obligation bonds	\$ -	\$ -
Revenue bonds	\$ -	\$ -
Notes/Loans	\$ -	\$ -
Leases	\$ -	\$ -
Developer Advances	\$ -	\$ -
Other (specify):	\$ -	\$ -
TOTAL	\$ -	\$ -

*must tie to prior year ending balance

Please answer the following questions by marking the appropriate boxes.

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

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

Please answer the following questions by marking in the appropriate boxes

	Yes	No	N/A
5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	☐	☐	☒
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 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 3)	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Please use this space to provide any explanations or comments:

PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

7-1 Does the entity have an "old hire" firemen's pension plan?

☐
☒

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 Jan

\$ -

Please use this space to provide any explanations or comments:

PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

N/A

8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.?

☒
☐
☐

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
General Fund	\$ 50,000

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

Please answer the following question by marking in the appropriate box

Yes

No

9-1 Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?

☒
☐

Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.

If no, MUST explain:

PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

10-1 Is this application for a newly formed governmental entity?

☐
☒

If yes: Date of formation:

10-2 Has the entity changed its name in the past or current year?

☐
☒

If yes: Please list the NEW name & PRIOR name:

10-3 Is the entity a metropolitan district?

☐
☒

Please indicate what services the entity provides:

10-4 Does the entity have an agreement with another government to provide services?

☐
☒

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

10-5 Has the district filed a *Title 32, Article 1 Special District Notice of Inactive Status* during

☐
☒

If yes: Date Filed:

10-6 Does the entity have a certified Mill Levy?

☐
☒

If yes: Please provide the following mills levied for the year reported (do not report \$ amounts):

Bond Redemption mills

General/Other mills

Total mills

-
-
-

Please use this space to provide any explanations or comments:

PART 11 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box		YES	NO
12-1	If you plan to submit this form electronically, have you read the new Electronic Signature Policy?	☐	☐

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedure

Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
 - a. Include a copy of an adopted resolution that documents formal approval by the Board, **or**
 - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Print the names of ALL members of current governing body below. Print Board Member's Name		A <u>MAJORITY</u> of the members of the governing body must complete and sign in the column below.
Board Member 1	Steven Klecka	I Steven Klecka , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Steven Klecka</u> Date: <u>04142021</u> My term Expires: 2022
Board Member 2	Lindsay Klecka	I Lindsay Klecka , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: 2022
Board Member 3	Judith Roberts	I Judith Roberts, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: 2022
Board Member 4	Janet Roberts	I Janet Roberts , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Janet Roberts</u> Date: <u>04/18/21</u> My term Expires: 2023
Board Member 5	Mary Dilka	I Mary Dilka, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Mary Dilka</u> Date: <u>04142021</u> My term Expires: 2023
Board Member 6		I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
Board Member 7		I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____

SIGNATURE
CERTIFICATE



REFERENCE NUMBER
FDC2FA7C-4283-4F78-A165-120441D1EF68

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number FDC2FA7C-4283-4F78-A165-120441D1EF68	Document Name 2020 Short Form 5249032 1
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Sent At 04/08/2021 15:31 EDT	Pages 18 pages
Executed At 04/08/2021 15:37 EDT	Content Type application/pdf
Identity Method email	File Size 251 KB
Distribution Method email	Original Checksum 0d549e1ee3ea209a89b0747923ba9fca52ddb9be8255441ab96f6d1518f15275
Signed Checksum 88678edf93118cdc9b2cf7ae91f41fde3a38d521dbacd875c5fe9f262fd0d214	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Wendi McLaughlin	Status signed	Viewed At 04/08/2021 15:37 EDT
Email wmclaughlin@spencerfane.com	Multi-factor Digital Fingerprint Checksum 396455bc8a4f0238bc7d3168607b0b5292d0eb39fd9d4d22efc9ac37bacc643d	Identity Authenticated At 04/08/2021 15:37 EDT
Components 2	IP Address 71.229.193.40	Signed At 04/08/2021 15:37 EDT
	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 9392D8BA	

AUDITS

TIMESTAMP	AUDIT
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04/08/2021 15:31 EDT	Wendi McLaughlin (wmclaughlin@spencerfane.com) was emailed a link to sign.
04/08/2021 15:37 EDT	Wendi McLaughlin (wmclaughlin@spencerfane.com) viewed the document on Chrome via Windows from 71.229.193.40.
04/08/2021 15:37 EDT	Wendi McLaughlin (wmclaughlin@spencerfane.com) authenticated via email on Chrome via Windows from 71.229.193.40.
04/08/2021 15:37 EDT	Wendi McLaughlin (wmclaughlin@spencerfane.com) signed the document on Chrome via Windows from 71.229.193.40.

RESOLUTION APPROVING THE EXEMPTION FROM AUDIT
FOR FISCAL YEAR 2020 FOR THE
ROBERTS 81 BUSINESS IMPROVEMENT DISTRICT

(revenues or expenditures did not exceed \$100,000)
(Pursuant to Section 29-1-604, C.R.S.)

WHEREAS, the Board of Directors of the Roberts 81 Business Improvement District (the "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 provisions of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for the District exceeded \$100,000 for fiscal year 2020; and

WHEREAS, an application for exemption from audit for the District has been prepared by a person skilled in governmental accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations issued by the State Auditor.

NOW THEREFORE, be it resolved by the Board of Directors of the Roberts 81 Business Improvement District that the application for exemption from audit for the District for the fiscal year ended December 31, 2020, has been personally reviewed and is hereby approved by a majority of the Board of Directors of the District; that those members of the Board 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 District for fiscal year ended December 31, 2020.

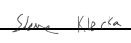
ADOPTED this 19th day of April, 2021.

ROBERTS 81 BUSINESS IMPROVEMENT
DISTRICT

By: Steven Klecka
President

ATTEST:

Secretary

<u>Board Member Name</u>	<u>Term Expires</u>	<u>Signature</u>
JANET ROBERTS	2023	
MARY DILKA	2023	
STEVEN KLECKA	2022	
LINDSAY KLECKA	2022	
JUDITH ROBERTS	2022	

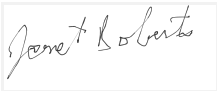
SIGNATURE
CERTIFICATE

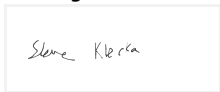


REFERENCE NUMBER
954EE2D8-86A4-4C97-B8CB-42E77957BFD3

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 954EE2D8-86A4-4C97-B8CB-42E77957BFD3	Document Name R81 Audit Exemptions
Transaction Type Signature Request	Filename r81_audit_exemptions.pdf
Sent At 04/13/2021 14:34 EDT	Pages 22 pages
Executed At 04/19/2021 14:02 EDT	Content Type application/pdf
Identity Method email	File Size 481 KB
Distribution Method email	Original Checksum bbdb32cce520910828fed5f7a9de67948351a8e5d85d8f336ee39ec292d4cfea
Signed Checksum b2b1faad22a0fa3d92a445a422de4d6a156bb8d314bdb5a3717c5d1a4a648abb	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Wendi McLaughlin	Status signed	Viewed At 04/19/2021 14:01 EDT
Email wmclaughlin@spencerfane.com	Multi-factor Digital Fingerprint Checksum d97d903c1bffa236056fd82ed4c962c4576f49a1d8c241856965dc90f27ca	Identity Authenticated At 04/19/2021 14:02 EDT
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	Device Chrome via Windows	
Name Janet Roberts	Status signed	Viewed At 04/18/2021 11:35 EDT
Email jlrwiggins@wigginstel.com	Multi-factor Digital Fingerprint Checksum e15142d92c4343d9c03b3f3c960995ff058885395d3a0a7b3884a8b0f9c11a9c	Identity Authenticated At 04/18/2021 11:38 EDT
Components 6	IP Address 174.34.231.61	Signed At 04/18/2021 11:39 EDT
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	Drawn Signature 	
	Signature Reference ID FEB32DF4	
	Signature Biometric Count 640	
Name Mary Dilka	Status signed	Viewed At 04/14/2021 09:57 EDT
Email mdilka@wigginstel.com	Multi-factor Digital Fingerprint Checksum 29fc9c238bc4438a04a0fb353f92550455f20fc6e43f736501f3a4c9d5034346	Identity Authenticated At 04/14/2021 09:59 EDT
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	Drawn Signature 	
	Signature Reference ID F47E040B	
	Signature Biometric Count 357	

SIGNER	E-SIGNATURE	EVENTS
Name Steve Klecka Email stubsgas@rtebb.net Components 8	Status signed Multi-factor Digital Fingerprint Checksum b59679dd1720c4830a95ac6a81c01a654b81c4999366531ec939bcb41f1f8419 IP Address 192.174.24.124 Device Chrome via Windows Drawn Signature  Signature Reference ID A0B83E97 Signature Biometric Count 492	Viewed At 04/14/2021 09:53 EDT Identity Authenticated At 04/14/2021 09:56 EDT Signed At 04/14/2021 09:56 EDT

AUDITS

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04/13/2021 14:34 EDT	Janet Roberts (jlrwiggins@wigginstel.com) was emailed a link to sign.
04/13/2021 14:34 EDT	Lindsay Klecka (mickey9913@hotmail.com) was emailed a link to sign.
04/13/2021 14:34 EDT	Mary Dilka (mdilka@wigginstel.com) was emailed a link to sign.
04/13/2021 14:34 EDT	Judith Roberts (jrobertswiggins@hotmail.com) was emailed a link to sign.
04/13/2021 14:34 EDT	Steve Klecka (stubsgas@rtebb.net) was emailed a link to sign.
04/14/2021 09:53 EDT	Steve Klecka (stubsgas@rtebb.net) viewed the document on Chrome via Windows from 192.174.24.124.
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04/17/2021 19:02 EDT	Wendi McLaughlin (wmclaughlin@spencerfane.com) was emailed a reminder.
04/18/2021 10:06 EDT	Janet Roberts (jlrwiggins@wigginstel.com) viewed the document on Chrome Mobile via Android from 174.245.197.161.
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04/19/2021 14:02 EDT	Wendi McLaughlin (wmclaughlin@spencerfane.com) authenticated via email on Chrome via Windows from 71.229.193.40.
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TIMESTAMP	AUDIT
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04/19/2021 14:02 EDT	Component 'Signature Field 13' assigned to signer3 was removed as the document was force completed.
04/19/2021 14:02 EDT	Component 'Signature Field 12' assigned to signer3 was removed as the document was force completed.
04/19/2021 14:02 EDT	Component 'Signature Field 7' assigned to signer3 was removed as the document was force completed.
04/19/2021 14:02 EDT	Component 'Text Field 3' assigned to signer3 was removed as the document was force completed.
04/19/2021 14:02 EDT	Component 'Signature Field 3' assigned to signer3 was removed as the document was force completed.
04/19/2021 14:02 EDT	Special Districts (specialdistricts@spencerfane.com) force completed document 'r81_audit_exemptions.pdf' on Chrome via Windows from 71.229.193.40.