APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT	**Bristol Water and Sanitation District**	For the Year Ended 12/31/22 or fiscal year ended:
ADDRESS	**203 N. LaBelle**	
	Bristol, CO 81047	
CONTACT PERSON	**Catherine Park**	
PHONE	**720-284-1061**	
EMAIL	bristolwater@mail.com	

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:	Catherine Park
TITLE	Bookkeeper
FIRM NAME (if applicable)	
ADDRESS	203 N. LaBelle, Bristol, CO 81047
PHONE	720-284-1061
DATE PREPARED	5/20/2023

PREPARER (SIGNATURE REQUIRED)

Catherine E Park

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)	$ 7,688	
2-2		Specific ownership	$ 827	
2-3		Sales and use	$ -	
2-4		Other (specify): Tax A, Int, Senior Exempt	$ 331	
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		$ 195	
2-14	Charges for utility services		$ 49,197	
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	$ 58,238	

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		$ 969	
3-2	Salaries		$ -	
3-3	Payroll taxes		$ -	
3-4	Contract services		$ -	
3-5	Employee benefits		$ 623	
3-6	Insurance		$ 4,234	
3-7	Accounting and legal fees		$ 3,150	
3-8	Repair and maintenance		$ 2,314	
3-9	Supplies		$ 638	
3-10	Utilities and telephone		$ 1,419	
3-11	Fire/Police		$ -	
3-12	Streets and highways		$ -	
3-13	Public health		$ -	
3-14	Capital outlay		$ 719	
3-15	Utility operations		$ 41,026	
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): Auto Expense, Contributions, and Dues & Subsciptions		$ 916	
3-24			$ -	
3-25			$ -	
3-26	(add lines 3-1 through 3-24)	TOTAL EXPENDITURES/EXPENSES	$ 56,009	

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	Retired during year	Outstanding at year-end
General obligation bonds	$ -	$ -	$ -	$ -
Revenue bonds	$ -	$ -	$ -	$ -
Notes/Loans	$ -	$ -	$ -	$ -
Lease Liabilities	$ -	$ -	$ -	$ -
Developer Advances	$ -	$ -	$ -	$ -
Other (specify): DWRD Loan	$ 93,334	$ -	$ 6,667	$ 86,667
TOTAL	$ 93,334	$ -	$ 6,667	$ 86,667

*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	$ 38,478	
5-2	Certificates of deposit	$ 13,255	
	Total Cash Deposits		$ 51,733
	Investments (if investment is a mutual fund, please list underlying investments):		
5-3		$ -	
		$ -	
		$ -	
		$ -	
	Total Investments		$ -
	Total Cash and Investments		$ 51,733

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 AND RIGHT-TO-USE 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 & right-to-use assets table:	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
Land	$ 4,669	$ -	$ -	$ 4,669
Buildings	$ 2,894	$ -	$ -	$ 2,894
Machinery and equipment	$ -	$ -	$ -	$ -
Furniture and fixtures	$ 1,418	$ -	$ -	$ 1,418
Infrastructure		$ -	$ -	$ -
Construction In Progress (CIP)	$ 918,346	$ -	$ -	$ 918,346
Leased Right-to-Use Assets	$ -	$ -	$ -	$ -
Other (explain):	$ -	$ -	$ -	$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	$ -	$ -	$ -	$ -
TOTAL	$ 927,327	$ -	$ -	$ 927,327

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" firefighters' pension plan?	☐	☑
7-2	Does the entity have a volunteer firefighters' 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 1?	$ -

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:

Governmental/Proprietary Fund Name	Total Appropriations By Fund
General Fund	$ 52,672

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	18.008
Total mills	18.008

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.	A MAJORITY of the members of the governing body must complete and sign in the column below.
Board Member 1	Print Board Member's Name Blake Dunn	I ___Blake Dunn_____ , 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:____3/28/2023____ My term Expires:___5/2023_____
Board Member 2	Print Board Member's Name Leanne Schomaker	I _____Leann Schomaker_____ , 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:__3/28/2023_____ My term Expires:_____5/2023_____
Board Member 3	Print Board Member's Name John Park	I ____John Park_____ , 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:__3/28/2023_____ My term Expires:____5/2025_____
Board Member 4	Print Board Member's Name Ramon Gallegos	I ____Ramon Gallegos_____ , 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:___3/28/2023_____ My term Expires:___5/2025_____
Board Member 5	Print Board Member's Name Kevin Rink	I ___Kevin Rink_____ , 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:___3/28/2023_____ My term Expires:__5/2025_____
Board Member 6	Print Board Member's Name	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	Print Board Member's Name	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:_____

BRISTOL WATER AND SANITATION DISTRICT
RESOLUTION FOR EXEMPTION FROM AUDIT
(Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2016 FOR THE BRISTOL WATER & SANITATION DISTRICT, STATE OF COLORADO.

WHEREAS, the Board of Directors of the Bristol Water and Sanitation District wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. states that any local government where neither revenues nor expenditures exceed five hundred thousand dollars may, with the approval of the state auditor, be exempt from the provisions of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for Bristol Water and Sanitation District exceeded $500,000 for fiscal year 2020; and

WHEREAS, an application for exemption from audit for Bristol Water and Sanitation District has been prepared by Catherine Park and 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 by the Board of Directors of the Bristol Water and Sanitation District that the application for exemption from audit for Bristol Water and Sanitation District for the fiscal year ended December 31, 2022, has been reviewed and is hereby approved by a majority of the Board of Directors of the Bristol Water and Sanitation 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 Bristol Water and Sanitation District for the fiscal year ended December 31, 2020.

ADOPTED THIS ____ day of _____ A. D. 2023.

Blake Dunn – chairman (term exp. 5/2023)

John Park (term exp. 5/2025)

ATTEST:

Ramon Gallegos (term exp. 5/2025)

Leann Schomaker – secretary (term exp. 5/2023)

Kevin Rink (term exp. 5/2025)

Bristol Water and Sanitation District

Final 2023

	General Fund			Reserve Fund			Combined Funds		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
		Yr to Date	Budget		Yr to Date	Budget	Actual	Yr to Date	Budget
Beginning Balances	45,063.17	41,279.22	37,126.18	18,503.45	18,503.45	20,790.36	63,566.62	59,782.67	57,916.54
Water Sales & Services	35,879.27	40,943.19	45,000.00				35,879.27	40,943.19	45,000.00
Street Lights	2,605.00	2,565.00	2,600.00				2,605.00	2,565.00	2,600.00
Taxes Collected	8,435.34	8,847.25	8,500.00				8,435.34	8,847.25	8,500.00
Interest Received	16.30	101.05	102.00	-			16.30	101.05	102.00
Other Income	1,119.00	2,498.00	150.00				1,119.00	2,498.00	150.00
Total Income	48,054.91	54,954.49	56,352.00		2,286.91	-	48,054.91	54,954.49	56,352.00
TOTAL RESOURCES	93,118.08	96,233.71	93,478.18	18,503.45	20,790.36	20,790.36	111,621.53	114,737.16	114,268.54
General Government									
Utilities	1,110.55	1,274.07	1,750.00				1,110.55	1,274.07	1,750.00
Office Supplies	446.95	388.11	500.00				446.95	388.11	500.00
Insurance and Bonds	3,530.90	3,926.56	4,200.00				3,530.90	3,926.56	4,200.00
Director Fees	780.00	944.00	944.00				780.00	944.00	944.00
Accounting & Legal Fees	2,650.00	2,900.00	3,000.00				2,650.00	2,900.00	3,000.00
Maintenance	4,685.05	2,314.39	1,500.00				4,685.05	1,780.00	1,500.00
Utility Operations							-		
Repairs and Maintenance	6,680.96	4,061.81	5,000.00				6,680.96	4,061.81	5,000.00
Supplies	7,424.94	13,047.43	7,500.00				7,424.94	13,047.43	7,500.00
Billing	3,100.00	5,150.00	5,000.00				3,100.00	5,150.00	5,000.00
Street Lighting	2,521.00	2,798.62	3,000.00				2,521.00	2,798.62	3,000.00
System Operator	1,147.50	1,930.00	2,500.00				1,147.50	1,930.00	2,500.00
Water Testing	2,429.92	2,057.30	2,100.00				2,429.92	2,057.30	2,100.00
Water Utilities	7,210.06	8,861.05	7,300.00				7,210.06	8,861.05	7,300.00
Licenses and Permits	151.00	-	151.00				151.00	-	151.00
Cash Short & Over/ Bad Debts	55.11	53.00	60.00				55.11	53.00	60.00
Other Expense	1,248.26	2,015.41	1,500.00					2,015.41	1,500.00
Debt Service	6,666.66	6,666.66	6,666.66				6,666.66	6,666.66	6,666.66
Capital Improvements		719.12	-				-	719.12	-
Total Expenses	51,838.86	59,107.53	52,671.66	-	-	-	51,838.86	59,107.53	52,671.66
Net Income	(3,783.95)	(4,153.04)	3,680.34	-	2,286.91	-	(3,783.95)	(4,153.04)	3,680.34
Transfers							-	-	-
Contingency			-	-	-		-	-	-
ENDING BALANCE	41,279.22	37,126.18	40,806.52	18,503.45	20,790.36	20,790.36	59,782.67	55,629.63	61,596.88

Bristol Water and Sanitation District

Rural Development Loan
Amortization Schedule

Drinking Water Revolving Fund Disadvantaged Community Loan
Amortization Schedule
12/31/17

Period: 30 years
Interest Rate: 0.00%

Year	Payment	Interest	Principal	Balance
2017				120,000
2018	6,666	0	6,666	113,334
2019	6,667	0	6,667	106,667
2020	6,667	0	6,667	100,000
2021	6,667	0	6,667	93,333
2022	6,666	0	6,666	86,667
2023	6,667	0	6,667	80,000
2023-2035	80,000	0	80,000	0
Totals	$120,000	$0	$120,000	