

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT
ADDRESS

Hugo Housing Authority
207 5th Street
Hugo CO 8082-0305

For the Year Ended
12/31/22
or fiscal year ended:

CONTACT PERSON
PHONE
EMAIL

Maria Nestor
719 743-2174
hugotownclerk@esrta.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:
TITLE
FIRM NAME (if applicable)
ADDRESS
PHONE
DATE PREPARED

Ronny R Farmer
owner
rfarmer, llc
P O Box 1173 Lamar CO 81052
719 336-7428
29-Jan-23

PREPARER (SIGNATURE REQUIRED)

see accountants compilation report

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.

			(report mills levied in Question 10-6)	\$		Please use this space to provide any necessary explanations
2-1	Taxes:	Property		\$	-	
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			\$	76,672	
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): restitution			\$	150	
2-22	Capital credits			\$	808	
2-23	Miscellaneous			\$	797	
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE			\$	76,427	

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.

				(should agree with Part 4)	\$	Please use this space to provide any necessary explanations
3-1	Administrative				10,200	
3-2	Salaries				-	
3-3	Payroll taxes				-	
3-4	Contract services				10,200	
3-5	Employee benefits				-	
3-6	Insurance				3,600	
3-7	Accounting and legal fees				800	
3-8	Repair and maintenance				16,417	
3-9	Supplies				-	
3-10	Utilities and telephone				16,010	
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			\$	57,227	

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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-2	Is the debt repayment schedule attached? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
4-3	Is the entity current in its debt service payments? If no, MUST explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>
4-4	Please complete the following debt schedule, if applicable (please only include principal amounts) (enter all amounts 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):	\$ -	\$ -
	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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	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"/>
If yes:	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"/>
If yes:	What is the amount outstanding? \$ -		
4-8	Does the entity have any lease agreements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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? <input type="checkbox"/>		<input checked="" type="checkbox"/>
	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	\$ 133,063	
5-2	Certificates of deposit	\$ 4,961	
	Total Cash Deposits		\$ 138,024
	Investments (if investment is a mutual fund, please list underlying investments)		
		\$ -	
		\$ -	
5-3		\$ -	
		\$ -	
	Total Investments		\$ -
	Total Cash and Investments		\$ 138,024

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.?	<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.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please 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:

Complete the following capital and right-to-use assets table	Balance beginning of the year	Additions (in millions) (in Parentheses)	Deletions	Year-End Balance
Land	\$ 6,250	\$ -	\$ -	\$ 6,250
Buildings	\$ 323,519	\$ -	\$ -	\$ 323,519
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ 45,768	\$ -	\$ -	\$ 45,768
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	\$ (319,624)	\$ (7,595)	\$ -	\$ (327,219)
TOTAL	\$ 55,913	\$ (7,595)	\$ -	\$ 48,318

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:

Fund	Amount
General Fund	\$ 62,030

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

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

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.

PLEASE PRINT NAME:

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?

10-1

If yes: Date of formation:

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

10-2

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

10-3 Is the entity a metropolitan district?

10-3

Please indicate what services the entity provides:

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

10-4

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

Town of Hugo. Administrative and maintenance

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

10-5

If yes: Date Filed:

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

10-6

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 PRINT COMMENTS (if any) PREVIOUSLY OR HEREON:

PART III - 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 the governing body below.	MAJOR: Print the names of the members of the governing body in complete and capital letters below.
Board Member 1	Print Board Member's Name: <u>Patsy Tompkins</u> I <u>Patsy Tompkins</u> , 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>Patsy Tompkins</u> Date: <u>Mar 1-23</u> My term Expires: <u>1-1-2027</u>
Board Member 2	Print Board Member's Name: <u>Jessica Weeks Borris</u> I <u>Jessica Weeks</u> , 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>Jessica Weeks</u> Date: <u>3-1-2023</u> My term Expires: <u>1-1-2026</u>
Board Member 3	Print Board Member's Name: <u>Jeanette Moss</u> I <u>Jeanette Moss</u> , 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: <u>1-1-2025</u>
Board Member 4	Print Board Member's Name: <u>Jeni Stansbury</u> I <u>Jeni Stansbury</u> , 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>Jeni Stansbury</u> Date: <u>3/1/2023</u> My term Expires: <u>1-1-2024</u>
Board Member 5	Print Board Member's Name: <u>Diana Jolly</u> I <u>Diana Jolly</u> , 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>Diana Jolly</u> Date: <u>3-1-2023</u> My term Expires: <u>1-1-2028</u>
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: _____

RESOLUTION NUMBER 002

A RESOLUTION APPROVING AN EXEMPTION FROM THE AUDIT FO FISCAL YEAR 2022 FOR THE HUGO HOUSING AUTHORITY, TOWN OF HUGO, STATE OF COLORADO.

WHEREAS, the Hugo Housing Authority Board of Commissioners, of the Town of Hugo 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 or expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the State Auditor be exempt form the provision of Section 29-1-603, C.R.S; and


WHEREAS, neither revenue nor expenditures for the Hugo Housing Authority, Town of Hugo, exceeded 100,000 for Fiscal Year 2022; and

WHEREAS, an application for exemption from audit for the Hugo Housing Authority, Town of Hugo, has been prepared by Mr. Ronny Farmer, 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 Hugo Housing Board of Commissioners, of the Town of Hugo, that the application for exemption from audit for the Hugo Housing Authority for the Fiscal Year ended December 31, 2022, has been personally reviewed and is hereby approved by a majority of the Hugo Housing Board of Commissioners of the Town of Hugo; that those members of the Hugo Housing Authority Board of Commissioners have signified their approval by signing below; and that this resolution shall be attached to, and shall become part of, the application for exemption from the audit of the Hugo Housing Authority, Town of Hugo for the fiscal year ended December 31, 2022.

Adopted this 1st day of March 2023


Chairperson/Patsy Tompkins Term Expires: 1-1-2027

ATTEST:


Housing Manager
Hugo Town Clerk

Jessica ^{Borns}~~Weeks~~

Term Expires: 1-1-2026

J. Borns

Jeanette Moss

Term Expires: 1-1-2025

Jeni Stansbury

Term Expires: 1-1-2024

Jeni Stansbury

Diana Jolly

Term Expires: 1-1-2028

Diana Jolly

Independent Accountant's Compilation Report

Board of Directors
Hugo Housing Authority
Hugo CO 80821

Management is responsible for the accompanying Application for Exemption from Audit Short Form of Hugo Housing Authority as of December 31, 2022, and for the year then ended in the accompanying prescribed form as prescribed by the Office of the State Auditor, State of Colorado. We have performed our 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 accompanying Application for Exemption from Audit Short Form nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion nor provide any assurance about whether the application is in accordance with the requirements of the Office of the State Auditor.

The accompanying Application for Exemption from Audit Short Form was prepared for the purpose of complying with the filing requirements of the Office of the State Auditor and is not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the management Hugo Housing Authority and the Office of the State Auditor, State of Colorado, and is not intended to be and should not be used by anyone other than these specified parties.

*r*farmer, llc

February 4, 2023