

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

NAME OF GOVERNMENT  
ADDRESS

**Arrowhead Fire Protection District**  
**PO Box 223**  
**Cimarron, CO. 81220-0233**

For the Year Ended  
12/31/23  
or fiscal year ended:

CONTACT PERSON  
PHONE  
EMAIL

**Mary Ann Cooper**  
**970-862-8210**  
[afpdmac23@gmail.com](mailto:afpdmac23@gmail.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

Joy Tatton  
Independent Accountant  
Tatton and Company, LLC  
PO Box 157, Cedaredge, CO 81413  
(970) 236-2580

**PREPARER** (SIGNATURE REQUIRED)

**DATE PREPARED**

  
Joy Tatton (Mar 27, 2024 17:54 EDT)

**3/27/24**

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	<b>Taxes:</b> Property (report mills levied in Question 10-6)	\$ 49,895	
2-2	Specific ownership	\$ 2,859	
2-3	Sales and use	\$ -	
2-4	Other (specify):	\$ -	
2-5	Licenses and permits	\$ -	
2-6	<b>Intergovernmental:</b> 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	\$ 2,635	
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	\$ 19,000	
2-21	Other (specify):	\$ -	
2-22	Miscellaneous income	\$ 133	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) <b>TOTAL REVENUE</b>	\$ 74,522	

## 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	\$ 6,477	
3-2	Salaries	\$ 20,000	
3-3	Payroll taxes	\$ 1,168	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 8,685	
3-7	Accounting and legal fees	\$ 1,003	
3-8	Repair and maintenance	\$ 115	
3-9	Supplies	\$ 129	
3-10	Utilities and telephone	\$ 4,650	
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	911 service fees, tools, training, equipment, fuel	\$ 28,491	
3-24	Firehouse lease	\$ 1,000	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) <b>TOTAL EXPENDITURES/EXPENSES</b>	\$ 71,718	

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, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">N/A</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-3 Is the entity current in its debt service payments? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">N/A</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	\$ -	\$ -
Lease & SBITA** Liabilities [GASB 87 & 96]	\$ -	\$ -
Developer Advances	\$ -	\$ -
Other (specify):	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*Subscription Based Information Technology Arrangements

\*Must agree to prior year-end balance

	Yes	No
4-5 Does the entity have any authorized, but unissued, debt? If yes: How much? <span style="float: right; border: 1px solid black; padding: 2px;">\$ -</span> Date the debt was authorized: <span style="float: right; border: 1px solid black; padding: 2px;"></span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-6 Does the entity intend to issue debt within the next calendar year? If yes: How much? <span style="float: right; border: 1px solid black; padding: 2px;">\$ -</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-7 Does the entity have debt that has been refinanced that it is still responsible for? If yes: What is the amount outstanding? <span style="float: right; border: 1px solid black; padding: 2px;">\$ -</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-8 Does the entity have any lease agreements? If yes: What is being leased? <span style="float: right; border: 1px solid black; padding: 2px; text-align: center;">Firehouse</span> What is the original date of the lease? <span style="float: right; border: 1px solid black; padding: 2px; text-align: center;">1/1/2020</span> Number of years of lease? <span style="float: right; border: 1px solid black; padding: 2px; text-align: center;">renews annually</span> Is the lease subject to annual appropriation? <span style="float: right; border: 1px solid black; padding: 2px;"></span> What are the annual lease payments? <span style="float: right; border: 1px solid black; padding: 2px;">\$ 1,000.00</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 4 - Please use this space to provide any explanations/comments or attach separate documentation, if needed

## 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	\$ 167,978	
5-2 Certificates of deposit	\$ -	
<b>Total Cash Deposits</b>		\$ 167,978
Investments (if investment is a mutual fund, please list underlying investments):		
	\$ -	
	\$ -	
5-3	\$ -	
	\$ -	
<b>Total Investments</b>		\$ -
<b>Total Cash and Investments</b>		\$ 167,978

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

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:

The District did not purchase or dispose of any assets in the current year, but due to a change in the Treasurer it is estimating depreciation expense for the current year.

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	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ 279,654	\$ -	\$ -	\$ 279,654
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	\$ (269,927)	\$ -	\$ 15,781	\$ (285,708)
<b>TOTAL</b>	<b>\$ 9,727</b>	<b>\$ -</b>	<b>\$ 15,781</b>	<b>\$ (6,054)</b>

\*must tie to prior year ending balance

**Part 6 - Please use this space to provide any explanations/comments or attach documentation, if needed:**

## 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.):	\$ -
<b>TOTAL</b>	<b>\$ -</b>

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

**Part 7 - 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.? If no, **MUST** explain:

- 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	\$ 90,000

## 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 the year?



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

	-
	4.518
	4.518

Yes

No

N/A

**10-7** **NEW 2023!** If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain.





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

## 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 sign below.**

Board Member 1	<p>Print Board Member's Name</p> <p>James Matteson</p>	<p>I James Matteson, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.</p> <p>Signed <u>James Matteson</u>  <small>James Matteson (Mar 28, 2024 10:44 MDT)</small></p> <p>Date: <u>03/28/2024</u></p> <p>My term Expires: <u>May 2025</u></p>
Board Member 2	<p>Print Board Member's Name</p> <p>Margaret Henry</p>	<p>I Margaret Henry, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.</p> <p>Signed <u>Margaret Henry</u>  <small>Margaret Henry (Mar 28, 2024 19:36 MDT)</small></p> <p>Date: <u>03/28/2024</u></p> <p>My term Expires: <u>May 2025</u></p>
Board Member 3	<p>Print Board Member's Name</p> <p>Ken Harbert</p>	<p>I Ken Harbert, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.</p> <p>Signed <u>Ken Harbert</u>  <small>Ken Harbert (Mar 28, 2024 16:13 MDT)</small></p> <p>Date: <u>03/28/2024</u></p> <p>My term Expires: <u>May 2025</u></p>
Board Member 4	<p>Print Board Member's Name</p> <p>Mary Ann Cooper</p>	<p>I Mary Ann Cooper, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.</p> <p>Signed <u>Mary Ann Cooper</u>  <small>Mary Ann Cooper (Mar 27, 2024 17:50 MDT)</small></p> <p>Date: <u>03/27/2024</u></p> <p>My term Expires: <u>May 2025</u></p>
Board Member 5	<p>Print Board Member's Name</p> <p>Vacant</p>	<p>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.</p> <p>Signed _____</p> <p>Date: _____</p> <p>My term Expires: <u>May 2025</u></p>
Board Member 6	<p>Print Board Member's Name</p>	<p>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.</p> <p>Signed _____</p> <p>Date: _____</p> <p>My term Expires: _____</p>
Board Member 7	<p>Print Board Member's Name</p>	<p>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.</p> <p>Signed _____</p> <p>Date: _____</p> <p>My term Expires: _____</p>












# Arrowhead FPD 2023 Audit Exemption

Final Audit Report

2024-03-29

Created:	2024-03-27
By:	Joy Tatton (joy@tattoncompany.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAALBT2ifxTzSI-jep84q2_4ucLYsB0r19d

## "Arrowhead FPD 2023 Audit Exemption" History

-  Document created by Joy Tatton (joy@tattoncompany.com)  
2024-03-27 - 9:50:15 PM GMT
-  Document emailed to James Matteson (jem577905@gmail.com) for signature  
2024-03-27 - 9:50:19 PM GMT
-  Document emailed to Margaret Henry (mhg558@hotmail.com) for signature  
2024-03-27 - 9:50:20 PM GMT
-  Document emailed to Ken Harbert (jkhharbert57@gmail.com) for signature  
2024-03-27 - 9:50:20 PM GMT
-  Document emailed to Mary Ann Cooper (afpdmac23@gmail.com) for signature  
2024-03-27 - 9:50:20 PM GMT
-  Document emailed to Joy Tatton (joy@tattoncompany.com) for signature  
2024-03-27 - 9:50:20 PM GMT
-  Document e-signed by Joy Tatton (joy@tattoncompany.com)  
Signature Date: 2024-03-27 - 9:54:58 PM GMT - Time Source: server
-  Email viewed by Mary Ann Cooper (afpdmac23@gmail.com)  
2024-03-27 - 11:49:23 PM GMT
-  Document e-signed by Mary Ann Cooper (afpdmac23@gmail.com)  
Signature Date: 2024-03-27 - 11:50:55 PM GMT - Time Source: server
-  Email viewed by Ken Harbert (jkhharbert57@gmail.com)  
2024-03-28 - 12:31:54 PM GMT
-  Email viewed by James Matteson (jem577905@gmail.com)  
2024-03-28 - 4:41:04 PM GMT

 Document e-signed by James Matteson (jem577905@gmail.com)

Signature Date: 2024-03-28 - 4:44:33 PM GMT - Time Source: server

 Document e-signed by Ken Harbert (jkhharbert57@gmail.com)

Signature Date: 2024-03-28 - 10:13:46 PM GMT - Time Source: server

 Email viewed by Margaret Henry (mhg558@hotmail.com)

2024-03-29 - 1:35:42 AM GMT

 Document e-signed by Margaret Henry (mhg558@hotmail.com)

Signature Date: 2024-03-29 - 1:36:40 AM GMT - Time Source: server

 Agreement completed.

2024-03-29 - 1:36:40 AM GMT