

APPLICATION FOR EXEMPTION FROM AUDIT

LONG FORM

FOR LOCAL GOVERNMENTS WITH EITHER REVENUES OR EXPENDITURES MORE THAN \$100,000 BUT NOT MORE THAN \$750,000

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 for the year.

EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA) for approval.

Any preparer of an Application for Exemption from Audit must be an independent accountant with knowledge of governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END. FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END. APPLICATIONS FOR EXEMPTION FROM AUDIT SUBMISSIONS ARE NOT ELIGIBLE FOR AN EXTENSION OF TIME.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS

PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT THIS ADDRESS:

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

http://www.lexisnexis.com/hottopics/Colorado/

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

CHECKLIST

- ☐ Has the preparer signed the application?
- ☐ Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- ☐ Has the application been PERSONALLY reviewed and approved by the governing body?
- ☐ Are all sections of the form complete, including responses to all of the questions?
- ☐ Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- ☐ Will this application be submitted electronically?

☐ If yes, have you read and understand the new Electronic Signature Policy? See new policy here

--or--

- ☐ Have you included a resolution?
- ☐ Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
- ☐ Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)

- ☐ Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)

☐ If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

Checkout our web portal. Register your account and submit electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more! See the link below.

Click here to go to the portal

FILING METHODS

|                                                                                                                                        |                                                 |                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------|
| WEB PORTAL: Register and submit your Applications at our web portal:                                                                   | https://apps.leg.co.gov/osa/lg                  | For faster processing the web portal is the preferred method for submission |
| MAIL: Office of the State Auditor<br>Local Government Audit Division<br>1525 Sherman St., 7th Floor<br>Denver, CO 80203                |                                                 |                                                                             |
| Please Note: The OSA's email addresses have changed as of December 1, 2023. Please ensure you are using the email address noted below. |                                                 |                                                                             |
| QUESTIONS?                                                                                                                             | Email: osa.lg@colleg.gov or Phone: 303-869-3000 |                                                                             |

IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.  
Governmental Activity should be reported on the Modified Accrual Basis  
Proprietary Activity should be reported on the Cash or Budgetary Basis -- A Budget to GAAP reconciliation is provided in Part 3  
Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.  
In that event, AN AUDIT SHALL BE REQUIRED.

| APPLICATION FOR EXEMPTION FROM AUDIT |                                      |                                                         |
|--------------------------------------|--------------------------------------|---------------------------------------------------------|
| LONG FORM                            |                                      |                                                         |
| NAME OF GOVERNMENT                   | Douglas County Conservation District | For the Year Ended<br>12/31/23<br>or fiscal year ended: |
| ADDRESS                              | 7519A E Hwy 6                        |                                                         |
|                                      | PO Box 688                           |                                                         |
|                                      | Franktown, CO 80116                  |                                                         |
|                                      | Heather kelly                        |                                                         |
| CONTACT PERSON                       | 303-216-2622                         |                                                         |
| PHONE                                | Heather@DouglasConserves.org         |                                                         |
| EMAIL                                |                                      |                                                         |

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:                     | Lori A Cardenas                        |  |
| TITLE                     | Accountant                             |  |
| FIRM NAME (if applicable) | Autumn Accounting LLC                  |  |
| ADDRESS                   | 2404 Elkhorn Ranch St Parker, CO 80138 |  |
| PHONE                     | 303-928-4142 ext 1                     |  |
| RELATIONSHIP TO ENTITY    | Independent Accountant                 |  |

|                                        |                               |               |
|----------------------------------------|-------------------------------|---------------|
| DocuSigned by:<br><i>Lori Cardenas</i> | PREPARER (SIGNATURE REQUIRED) | DATE PREPARED |
| 5C70329DA74644B...                     |                               | 3/30/2024     |

|                                                                                                                                                                                                                                                      |                          |                                     |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|---------------------|
| Has the entity filed for, 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.

|                                        |                                                         | Governmental Funds |       | Proprietary/Fiduciary Funds                             |       | Please use this space to provide explanation of any items on this page |
|----------------------------------------|---------------------------------------------------------|--------------------|-------|---------------------------------------------------------|-------|------------------------------------------------------------------------|
| Line #                                 | Description                                             | Fund*              | Fund* | Description                                             | Fund* |                                                                        |
| <b>Assets</b>                          |                                                         |                    |       | <b>Assets</b>                                           |       |                                                                        |
| 1-1                                    | Cash & Cash Equivalents                                 | \$ 201,345         | \$ -  | Cash & Cash Equivalents                                 | \$ -  | \$ -                                                                   |
| 1-2                                    | Investments                                             | \$ -               | \$ -  | Investments                                             | \$ -  | \$ -                                                                   |
| 1-3                                    | Receivables                                             | \$ -               | \$ -  | Receivables                                             | \$ -  | \$ -                                                                   |
| 1-4                                    | Due from Other Entities or Funds                        | \$ -               | \$ -  | Due from Other Entities or Funds                        | \$ -  | \$ -                                                                   |
| 1-5                                    | Property Tax Receivable                                 | \$ -               | \$ -  | Other Current Assets [specify...]                       |       |                                                                        |
|                                        | All Other Assets [specify...]                           |                    |       |                                                         | \$ -  | \$ -                                                                   |
| 1-6                                    | Lease Receivable (as Lessor)                            | \$ -               | \$ -  | Total Current Assets                                    | \$ -  | \$ -                                                                   |
| 1-7                                    | Equipment                                               | \$ 14,192          | \$ -  | Capital & Right to Use Assets, net (from Part 6-4)      | \$ -  | \$ -                                                                   |
| 1-8                                    | Accumulated Depreciation                                | \$ (14,192)        | \$ -  | Other Long Term Assets [specify...]                     | \$ -  | \$ -                                                                   |
| 1-9                                    |                                                         | \$ -               | \$ -  |                                                         | \$ -  | \$ -                                                                   |
| 1-10                                   |                                                         | \$ -               | \$ -  |                                                         | \$ -  | \$ -                                                                   |
| 1-11                                   | (add lines 1-1 through 1-10) TOTAL ASSETS               | \$ 201,345         | \$ -  | (add lines 1-1 through 1-10) TOTAL ASSETS               | \$ -  | \$ -                                                                   |
| <b>Deferred Outflows of Resources:</b> |                                                         |                    |       | <b>Deferred Outflows of Resources</b>                   |       |                                                                        |
| 1-12                                   | [specify...]                                            | \$ -               | \$ -  | [specify...]                                            | \$ -  | \$ -                                                                   |
| 1-13                                   | [specify...]                                            | \$ -               | \$ -  | [specify...]                                            | \$ -  | \$ -                                                                   |
| 1-14                                   | (add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS   | \$ -               | \$ -  | (add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS   | \$ -  | \$ -                                                                   |
| 1-15                                   | TOTAL ASSETS AND DEFERRED OUTFLOWS                      | \$ 201,345         | \$ -  | TOTAL ASSETS AND DEFERRED OUTFLOWS                      | \$ -  | \$ -                                                                   |
| <b>Liabilities</b>                     |                                                         |                    |       | <b>Liabilities</b>                                      |       |                                                                        |
| 1-16                                   | Accounts Payable                                        | \$ -               | \$ -  | Accounts Payable                                        | \$ -  | \$ -                                                                   |
| 1-17                                   | Accrued Payroll and Related Liabilities                 | \$ -               | \$ -  | Accrued Payroll and Related Liabilities                 | \$ -  | \$ -                                                                   |
| 1-18                                   | Unearned Revenue                                        | \$ -               | \$ -  | Accrued Interest Payable                                | \$ -  | \$ -                                                                   |
| 1-19                                   | Due to Other Entities or Funds                          | \$ -               | \$ -  | Due to Other Entities or Funds                          | \$ -  | \$ -                                                                   |
| 1-20                                   | All Other Current Liabilities                           | \$ -               | \$ -  | All Other Current Liabilities                           | \$ -  | \$ -                                                                   |
| 1-21                                   | (add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES | \$ -               | \$ -  | (add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES | \$ -  | \$ -                                                                   |
| 1-22                                   | All Other Liabilities [specify...]                      | \$ -               | \$ -  | Proprietary Debt Outstanding (from Part 4-4)            | \$ -  | \$ -                                                                   |
| 1-23                                   | Sales Tax                                               | \$ 1,523           | \$ -  | Other Liabilities [specify...]:                         | \$ -  | \$ -                                                                   |
| 1-24                                   |                                                         | \$ -               | \$ -  |                                                         | \$ -  | \$ -                                                                   |
| 1-25                                   |                                                         | \$ -               | \$ -  |                                                         | \$ -  | \$ -                                                                   |
| 1-26                                   |                                                         | \$ -               | \$ -  |                                                         | \$ -  | \$ -                                                                   |
| 1-27                                   | (add lines 1-21 through 1-26) TOTAL LIABILITIES         | \$ 1,523           | \$ -  | (add lines 1-21 through 1-26) TOTAL LIABILITIES         | \$ -  | \$ -                                                                   |
| <b>Deferred Inflows of Resources:</b>  |                                                         |                    |       | <b>Deferred Inflows of Resources</b>                    |       |                                                                        |
| 1-28                                   | Deferred Property Taxes                                 | \$ -               | \$ -  | Pension/OPEB Related                                    | \$ -  | \$ -                                                                   |
| 1-29                                   | Lease related (as lessor)                               | \$ -               | \$ -  | Other [specify...]                                      | \$ -  | \$ -                                                                   |
| 1-30                                   | (add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS    | \$ -               | \$ -  | (add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS    | \$ -  | \$ -                                                                   |
| <b>Fund Balance</b>                    |                                                         |                    |       | <b>Net Position</b>                                     |       |                                                                        |
| 1-31                                   | Nonspendable Prepaid                                    | \$ -               | \$ -  | Net Investment in Capital and Right-to Use Assets       | \$ -  | \$ -                                                                   |
| 1-32                                   | Nonspendable Inventory                                  | \$ -               | \$ -  |                                                         |       |                                                                        |
| 1-33                                   | Restricted [specify...]                                 | \$ -               | \$ -  | Emergency Reserves                                      | \$ -  | \$ -                                                                   |
| 1-34                                   | Committed [specify...]                                  | \$ -               | \$ -  | Other Designations/Reserves                             | \$ -  | \$ -                                                                   |
| 1-35                                   | Assigned [specify...]                                   | \$ -               | \$ -  | Restricted                                              | \$ -  | \$ -                                                                   |
| 1-36                                   | Unassigned:                                             | \$ 199,822         | \$ -  | Undesignated/Unreserved/Unrestricted                    | \$ -  | \$ -                                                                   |
| 1-37                                   | Add lines 1-31 through 1-36                             |                    |       | Add lines 1-31 through 1-36                             |       |                                                                        |
|                                        | This total should be the same as line 3-33              |                    |       | This total should be the same as line 3-33              |       |                                                                        |
|                                        | TOTAL FUND BALANCE                                      | \$ 199,822         | \$ -  | TOTAL NET POSITION                                      | \$ -  | \$ -                                                                   |
| 1-38                                   | Add lines 1-27, 1-30 and 1-37                           |                    |       | Add lines 1-27, 1-30 and 1-37                           |       |                                                                        |
|                                        | This total should be the same as line 1-15              |                    |       | This total should be the same as line 1-15              |       |                                                                        |
|                                        | TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE   | \$ 201,345         | \$ -  | TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION   | \$ -  | \$ -                                                                   |

PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

|                         |                                                                       | Governmental Funds |       |                                                                       |       | Proprietary/Fiduciary Funds |              | Please use this space to provide explanation of any items on this page |
|-------------------------|-----------------------------------------------------------------------|--------------------|-------|-----------------------------------------------------------------------|-------|-----------------------------|--------------|------------------------------------------------------------------------|
| Line #                  | Description                                                           | Fund*              | Fund* | Description                                                           | Fund* | Fund*                       |              |                                                                        |
| Tax Revenue             |                                                                       |                    |       | Tax Revenue                                                           |       |                             |              |                                                                        |
| 2-1                     | Property [include mills levied in Question 10-6]                      | \$ -               | \$ -  | Property [include mills levied in Question 10-6]                      | \$ -  | \$ -                        |              |                                                                        |
| 2-2                     | Specific Ownership                                                    | \$ -               | \$ -  | 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<br>TOTAL TAX REVENUE                        | \$ -               | \$ -  | Add lines 2-1 through 2-7<br>TOTAL TAX REVENUE                        | \$ -  | \$ -                        |              |                                                                        |
| 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                                                                | \$ -               | \$ -  | Grants                                                                | \$ -  | \$ -                        |              |                                                                        |
| 2-15                    | Donations                                                             | \$ -               | \$ -  | Donations                                                             | \$ -  | \$ -                        |              |                                                                        |
| 2-16                    | Charges for Sales and Services                                        | \$ 69,783          | \$ -  | Charges for Sales and Services                                        | \$ -  | \$ -                        |              |                                                                        |
| 2-17                    | Rental Income                                                         | \$ -               | \$ -  | Rental Income                                                         | \$ -  | \$ -                        |              |                                                                        |
| 2-18                    | Fines and Forfeits                                                    | \$ -               | \$ -  | Fines and Forfeits                                                    | \$ -  | \$ -                        |              |                                                                        |
| 2-19                    | Interest/Investment Income                                            | \$ 3,483           | \$ -  | 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...]:County & State Assistance                      | \$ 122,060         | \$ -  | All Other [specify...]:                                               | \$ -  | \$ -                        |              |                                                                        |
| 2-23                    | Refunded Sales                                                        | \$ (5,392)         | \$ -  |                                                                       | \$ -  | \$ -                        |              |                                                                        |
| 2-24                    | Add lines 2-8 through 2-23<br>TOTAL REVENUES                          | \$ 189,934         | \$ -  | Add lines 2-8 through 2-23<br>TOTAL REVENUES                          | \$ -  | \$ -                        |              |                                                                        |
| Other Financing Sources |                                                                       |                    |       | Other Financing Sources                                               |       |                             |              |                                                                        |
| 2-25                    | Debt Proceeds                                                         | \$ -               | \$ -  | Debt Proceeds                                                         | \$ -  | \$ -                        |              |                                                                        |
| 2-26                    | Lease Proceeds                                                        | \$ -               | \$ -  | Lease Proceeds                                                        | \$ -  | \$ -                        |              |                                                                        |
| 2-27                    | Developer Advances                                                    | \$ -               | \$ -  | Developer Advances                                                    | \$ -  | \$ -                        |              |                                                                        |
| 2-28                    | Other [specify...]:                                                   | \$ -               | \$ -  | Other [specify...]:                                                   | \$ -  | \$ -                        |              |                                                                        |
| 2-29                    | Add lines 2-25 through 2-28<br>TOTAL OTHER FINANCING SOURCES          | \$ -               | \$ -  | Add lines 2-25 through 2-28<br>TOTAL OTHER FINANCING SOURCES          | \$ -  | \$ -                        | GRAND TOTALS |                                                                        |
| 2-30                    | Add lines 2-24 and 2-29<br>TOTAL REVENUES AND OTHER FINANCING SOURCES | \$ 189,934         | \$ -  | Add lines 2-24 and 2-29<br>TOTAL REVENUES AND OTHER FINANCING SOURCES | \$ -  | \$ -                        | \$ 189,934   |                                                                        |

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 |                                                                                                                                    |                    |         |              |       |                                                                                                               |    |                                                                        |    |   |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------|--------------|-------|---------------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------|----|---|
|                                                                             |                                                                                                                                    | Governmental Funds |         |              |       | Proprietary/Fiduciary Funds                                                                                   |    | Please use this space to provide explanation of any items on this page |    |   |
| Line #                                                                      | Description                                                                                                                        | Fund*              | Fund*   | Description  | Fund* | Fund*                                                                                                         |    |                                                                        |    |   |
|                                                                             | Expenditures                                                                                                                       |                    |         | Expenses     |       |                                                                                                               |    |                                                                        |    |   |
| 3-1                                                                         | General Government                                                                                                                 | \$                 | 159,020 | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-2                                                                         | Judicial                                                                                                                           | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-3                                                                         | Law Enforcement                                                                                                                    | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-4                                                                         | Fire                                                                                                                               | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-5                                                                         | Highways & Streets                                                                                                                 | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-6                                                                         | Solid Waste                                                                                                                        | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-7                                                                         | Contributions to Fire & Police Pension Assoc.                                                                                      | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-8                                                                         | Health                                                                                                                             | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-9                                                                         | Culture and Recreation                                                                                                             | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-10                                                                        | Transfers to other districts                                                                                                       | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-11                                                                        | Other [specify...]:                                                                                                                | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-12                                                                        |                                                                                                                                    | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-13                                                                        |                                                                                                                                    | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-14                                                                        | Capital Outlay                                                                                                                     | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
|                                                                             | Debt Service                                                                                                                       |                    |         | Debt Service |       |                                                                                                               |    |                                                                        |    |   |
| 3-15                                                                        | Principal (should match amount in 4-4)                                                                                             | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-16                                                                        | Interest                                                                                                                           | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-17                                                                        | Bond Issuance Costs                                                                                                                | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-18                                                                        | Developer Principal Repayments                                                                                                     | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-19                                                                        | Developer Interest Repayments                                                                                                      | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-20                                                                        | All Other [specify...]:                                                                                                            | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-21                                                                        |                                                                                                                                    | \$                 | -       | \$           | -     | \$                                                                                                            | -  | \$                                                                     | -  |   |
| 3-22                                                                        | Add lines 3-1 through 3-21<br>TOTAL EXPENDITURES                                                                                   | \$                 | 159,020 | \$           | -     | Add lines 3-1 through 3-21<br>TOTAL EXPENSES                                                                  | \$ | -                                                                      | \$ | - |
| 3-23                                                                        | Interfund Transfers (In)                                                                                                           | \$                 | -       | \$           | -     | Net Interfund Transfers (In) Out                                                                              | \$ | -                                                                      | \$ | - |
| 3-24                                                                        | Interfund Transfers Out                                                                                                            | \$                 | -       | \$           | -     | Other [specify...][enter negative for expense]                                                                | \$ | -                                                                      | \$ | - |
| 3-25                                                                        | Other Expenditures (Revenues):                                                                                                     | \$                 | -       | \$           | -     | Depreciation/Amortization                                                                                     | \$ | -                                                                      | \$ | - |
| 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                                                                        | (Add lines 3-23 through 3-28)<br>TOTAL TRANSFERS AND OTHER EXPENDITURES                                                            | \$                 | -       | \$           | -     | (Line 3-27, plus line 3-28, less line 3-26, less line 3-25, plus line 3-24) TOTAL GAAP RECONCILING ITEMS      | \$ | -                                                                      | \$ | - |
| 3-30                                                                        | Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures<br>Line 2-29, less line 3-22, less line 3-29 | \$                 | 30,914  | \$           | -     | Net Increase (Decrease) in Net Position<br>Line 2-29, less line 3-22, plus line 3-29, less line 3-23          | \$ | -                                                                      | \$ | - |
| 3-31                                                                        | Fund Balance, January 1 from December 31 prior year report                                                                         | \$                 | 168,908 | \$           | -     | Net Position, January 1 from December 31 prior year report                                                    | \$ | -                                                                      | \$ | - |
| 3-32                                                                        | Prior Period Adjustment (MUST explain)                                                                                             | \$                 | -       | \$           | -     | Prior Period Adjustment (MUST explain)                                                                        | \$ | -                                                                      | \$ | - |
| 3-33                                                                        | Fund Balance, December 31<br>Sum of Lines 3-30, 3-31, and 3-32<br>This total should be the same as line 1-37.                      | \$                 | 199,822 | \$           | -     | Net Position, December 31<br>Sum of Lines 3-30, 3-31, and 3-32<br>This total should be the same as line 1-37. | \$ | -                                                                      | \$ | - |

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.



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:

6-3

Complete the following Capital & Right-To-Use Assets table for GOVERNMENTAL FUNDS:

|                                                                                     | Balance - beginning of the year* | Additions* | Deletions | Year-End Balance |
|-------------------------------------------------------------------------------------|----------------------------------|------------|-----------|------------------|
| Land                                                                                | \$ -                             | \$ -       | \$ -      | \$ -             |
| Buildings                                                                           | \$ -                             | \$ -       | \$ -      | \$ -             |
| Machinery and equipment                                                             | \$ 14,192                        | \$ -       | \$ -      | \$ 14,192        |
| Furniture and fixtures                                                              | \$ -                             | \$ -       | \$ -      | \$ -             |
| Infrastructure                                                                      | \$ -                             | \$ -       | \$ -      | \$ -             |
| Construction In Progress (CIP)                                                      | \$ -                             | \$ -       | \$ -      | \$ -             |
| Leased & SBITA Right-to-Use Assets                                                  | \$ -                             | \$ -       | \$ -      | \$ -             |
| Intangible Assets                                                                   | \$ -                             | \$ -       | \$ -      | \$ -             |
| Other (explain):                                                                    | \$ -                             | \$ -       | \$ -      | \$ -             |
| Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance) | \$ -                             | \$ -       | \$ -      | \$ -             |
| Accumulated Depreciation (Enter a negative, or credit, balance)                     | \$ (14,192)                      | \$ -       | \$ -      | \$ (14,192)      |
| TOTAL                                                                               | \$ -                             | \$ -       | \$ -      | \$ -             |

6-4

Complete the following Capital & Right-To-Use 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)                                                      | \$ -                             | \$ -       | \$ -      | \$ -             |
| Leased & SBITA Right-to-Use Assets                                                  | \$ -                             | \$ -       | \$ -      | \$ -             |
| Intangible Assets                                                                   | \$ -                             | \$ -       | \$ -      | \$ -             |
| Other (explain):                                                                    | \$ -                             | \$ -       | \$ -      | \$ -             |
| Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance) | \$ -                             | \$ -       | \$ -      | \$ -             |
| Accumulated Depreciation (Enter a negative, or credit, balance)                     | \$ -                             | \$ -       | \$ -      | \$ -             |
| TOTAL                                                                               | \$ -                             | \$ -       | \$ -      | \$ -             |

\* Must agree to prior year-end balance

\* Generally capital asset additions should be reported at capital outlay on line 3-14 and capitalized in accordance with the government's capitalization policy. Please explain any discrepancy

\*

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 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, <b>MUST</b> 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, <b>MUST</b> explain:                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                |
| If yes: Please indicate the amount appropriated for each fund separately for the year reported |                                                                                                                                                         |                                     |                          |                          |                                                                |
| Governmental/Proprietary Fund Name                                                             |                                                                                                                                                         | Total Appropriations By Fund        |                          |                          |                                                                |
| General Fund                                                                                   |                                                                                                                                                         | \$ 172,454                          |                          |                          |                                                                |
|                                                                                                |                                                                                                                                                         | \$ -                                |                          |                          |                                                                |
|                                                                                                |                                                                                                                                                         | \$ -                                |                          |                          |                                                                |
|                                                                                                |                                                                                                                                                         | \$ -                                |                          |                          |                                                                |

| 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)]? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                |
| <small>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.<br/>All governments should determine if they meet this requirement of TABOR.</small> |                                                                                                              |                                     |                          |                                                                |

| 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:                                                                                |                                                                                                                                                                                                                                                       |                                     |                                     |                                                                |
| 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                                                                                          |                                                                                                                                                                                                                                                       |                                     |                                     |                                                                |
| PRIOR name                                                                                                |                                                                                                                                                                                                                                                       |                                     |                                     |                                                                |
| 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 type="checkbox"/>            | <input checked="" type="checkbox"/> |                                                                |
| If yes: Please provide the number of <u>mills</u> levied for the year reported (do not enter \$ amounts): |                                                                                                                                                                                                                                                       |                                     |                                     |                                                                |
| Bond Redemption mills                                                                                     |                                                                                                                                                                                                                                                       | 0.000                               |                                     |                                                                |
| General/Other mills                                                                                       |                                                                                                                                                                                                                                                       | 0.000                               |                                     |                                                                |
| Total mills                                                                                               |                                                                                                                                                                                                                                                       | 0.000                               |                                     |                                                                |
|                                                                                                           |                                                                                                                                                                                                                                                       | YES                                 | NO                                  | N/A                                                            |
| 10-7                                                                                                      | <b>NEW 2023!</b> 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>                                       |

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

9

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

**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.

| MUST Print the names of ALL members of the governing body below. |                                                  | A MAJORITY of the members of the governing body must sign below.                                                                                                                                                                                                                                                                |  |
|------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1                                                                | <div>Full Name</div> <div>Vaughan Clift</div>    | <div>DocuSigned by:</div> <div><i>Vaughan Clift</i></div> <div>I, Vaughan Clift, 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.</div> <div>Signed _____ Date: 3/30/2024</div> <div>My term expires 3/31/2024</div>       |  |
| 2                                                                | <div>Full Name</div> <div>Karen Bishop</div>     | <div>DocuSigned by:</div> <div><i>Karen Bishop</i></div> <div>I, Karen Bishop, 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.</div> <div>Signed _____ Date: 3/31/2024</div> <div>My term expires 3/31/2024</div>         |  |
| 3                                                                | <div>Full Name</div> <div>Trina Folkenberg</div> | <div>DocuSigned by:</div> <div><i>Trina Folkenberg</i></div> <div>I, Trina Folkenberg, 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.</div> <div>Signed _____ Date: 3/30/2024</div> <div>My term expires 3/31/2024</div> |  |
| 4                                                                | <div>Full Name</div> <div>David Shohet</div>     | <div>DocuSigned by:</div> <div><i>David Shohet</i></div> <div>I, David Shohet, 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.</div> <div>Signed _____ Date: 3/30/2024</div> <div>My term expires 3/31/2024</div>         |  |
| 5                                                                | <div>Full Name</div> <div>Jeffrey Pearson</div>  | <div>DocuSigned by:</div> <div><i>Jeffrey Pearson</i></div> <div>I, Jeffrey Pearson, 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.</div> <div>Signed _____ Date: 3/31/2024</div> <div>My term expires 3/31/2024</div>   |  |
| 6                                                                | <div>Full Name</div> <div>Eric Ness</div>        | <div>DocuSigned by:</div> <div><i>Eric Ness</i></div> <div>I, Eric Ness, 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.</div> <div>Signed _____ Date: 3/30/2024</div> <div>My term expires 3/31/2024</div>               |  |
| 7                                                                | <div>Full Name</div> <div>Brandon Brown</div>    | <div>DocuSigned by:</div> <div><i>Brandon Brown</i></div> <div>I, Brandon Brown, 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.</div> <div>Signed _____ Date: 3/30/2024</div> <div>My term expires 3/31/2024</div>       |  |

## RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT

(Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2023 FOR THE DOUGLAS COUNTY CONSERVATION DISTRICT, STATE OF COLORADO.

WHEREAS, the Board of Supervisors of the Douglas County Conservation 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 Douglas County Conservation District exceeded \$750,000 for Year 2023; and

WHEREAS, an application for exemption from audit for the Douglas County Conservation District has been prepared by Lori Cardenas of Autumn Accounting, a person skilled in government 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 Supervisors of the Douglas County Conservation District that the application for exemption from audit for the Douglas County Conservation District for the fiscal year ended December 31, 2023, has been personally reviewed and is hereby approved by a majority of the Board of Supervisors of the Douglas County Conservation District; that those members of the Board of Supervisors 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 Douglas County Conservation District for the fiscal year ended December 31, 2022.

ADOPTED THIS 25<sup>th</sup> day of March, 2024.

DocuSigned by:

David Shohet

6E6057CEE3D2404...

President

ATTEST:

DocuSigned by:



BB3D0FEF4F0B4AC...

Secretary

Members of Governing BodyTerm ExpiresSignature

DocuSigned by:

David Shohet, President

May 2025

David Shohet

6E6057CEE3D2404...

Jeffrey Pearson, Vice President

May 2027

jeffrey.pearson32@gmail.com

6E6057CEE3D2404...

Eric Ness, Treasurer

May 2027

Eric W Ness

6E6057CEE3D2404...

Trina Folkenberg, Treasurer

May 2025



BB3D0FEF4F0B4AC...

Karen Bishop, Member

May 2027

Karen Bishop

4760B807432E426...

Vaughan Clift, Member

May 2027

Vaughan Clift

6E6057CEE3D2404...

Brandon Brown, Member

May 2025

Brandon Brown

3F85AC4AD4954CA...

**Certificate Of Completion**

Envelope Id: 59C1924A117245D9B30626A68A0BAF99

Status: Completed

Subject: Complete with DocuSign: DCCD Exemption from audit filing 2023.pdf

Source Envelope:

Document Pages: 11

Signatures: 17

Envelope Originator:

Certificate Pages: 6

Initials: 0

Heather Kelly

AutoNav: Enabled

PO Box 688

Envelopeld Stamping: Enabled

nil

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

Franktown, CO 80116

Admin@DouglasConserves.org

IP Address: 75.166.13.0

**Record Tracking**

Status: Original

Holder: Heather Kelly

Location: DocuSign

3/30/2024 7:49:30 AM

Admin@DouglasConserves.org

**Signer Events**

Brandon Brown

brandon@alpinesummit.com

Vice President

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:



3F85AC4AD4954CA...

**Timestamp**

Sent: 3/30/2024 8:02:37 AM

Viewed: 3/30/2024 10:23:10 PM

Signed: 3/30/2024 10:23:37 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.147.124.135

**Electronic Record and Signature Disclosure:**

Accepted: 3/30/2024 10:23:10 PM

ID: 8410070d-a8ae-4115-9f47-e4e1b76ee5c2

David.Shohet

David.Shohet@DouglasConserves.org

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



6E6057CEE3D2404...

Sent: 3/30/2024 8:02:37 AM

Viewed: 3/30/2024 8:24:23 AM

Signed: 3/30/2024 8:25:05 AM

Signature Adoption: Pre-selected Style

Using IP Address: 162.246.196.91

Signed using mobile

**Electronic Record and Signature Disclosure:**

Accepted: 3/30/2024 8:24:23 AM

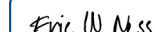
ID: 08859bbb-6e68-4253-8f9f-6f89705687a5

Eric W Ness

Eric.Ness@DouglasConserves.org

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



60A16FF1EDA74FA...

Sent: 3/30/2024 8:02:37 AM

Viewed: 3/30/2024 1:15:08 PM

Signed: 3/30/2024 1:16:08 PM

Signature Adoption: Pre-selected Style

Using IP Address: 38.143.246.22

Signed using mobile

**Electronic Record and Signature Disclosure:**

Accepted: 3/29/2023 9:40:11 AM

ID: a95caf1a-f9ef-4730-b1ab-f10143035777

jeffrey.pearson32@gmail.com

jeffrey.pearson32@gmail.com

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



4ED8367E34654DE...

Sent: 3/30/2024 8:02:39 AM

Resent: 3/31/2024 10:14:05 AM

Viewed: 3/31/2024 10:14:10 AM

Signed: 3/31/2024 10:14:10 AM

Signature Adoption: Pre-selected Style

Using IP Address: 73.14.20.24

**Electronic Record and Signature Disclosure:**

Accepted: 3/31/2024 10:14:01 AM

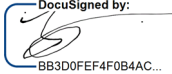
ID: f6ed2e38-d6ac-444a-85d8-18496f2aa07e

| Signer Events                                                                                           | Signature                                                                                                                                                                                                              | Timestamp                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Karen Bishop</p> <p>Bishopia@msn.com</p> <p>Security Level: Email, Account Authentication (None)</p> | <p>DocuSigned by:</p>  <p>47D0BE80432E426...</p> <p>Signature Adoption: Pre-selected Style</p> <p>Using IP Address: 15.181.16.118</p> | <p>Sent: 3/30/2024 8:02:38 AM</p> <p>Resent: 3/31/2024 10:14:06 AM</p> <p>Viewed: 3/31/2024 10:15:36 AM</p> <p>Signed: 3/31/2024 10:16:27 AM</p> |

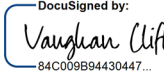
**Electronic Record and Signature Disclosure:**  
Accepted: 4/7/2022 10:29:35 AM  
ID: 06b574e4-1276-4023-b840-f7252737179e

|                                                                                                                                    |                                                                                                                                                                                                                     |                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Lori Cardenas</p> <p>Lori@autumnaccountingllc.com</p> <p>Member</p> <p>Security Level: Email, Account Authentication (None)</p> | <p>DocuSigned by:</p>  <p>5C70329DA7484B...</p> <p>Signature Adoption: Pre-selected Style</p> <p>Using IP Address: 52.38.98.93</p> | <p>Sent: 3/30/2024 8:02:39 AM</p> <p>Resent: 3/30/2024 8:16:06 AM</p> <p>Viewed: 3/30/2024 8:33:47 AM</p> <p>Signed: 3/30/2024 8:34:16 AM</p> |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

**Electronic Record and Signature Disclosure:**  
Accepted: 3/30/2024 8:33:47 AM  
ID: 796c5848-c6cf-4675-a531-bcaf4a3a982d

|                                                                                                                    |                                                                                                                                                                                                                                                 |                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <p>Trina Folkenberg</p> <p>trinafolkenberg@mac.com</p> <p>Security Level: Email, Account Authentication (None)</p> | <p>DocuSigned by:</p>  <p>BB3D0FEF4F0B4AC...</p> <p>Signature Adoption: Drawn on Device</p> <p>Using IP Address: 174.234.15.150</p> <p>Signed using mobile</p> | <p>Sent: 3/30/2024 8:02:38 AM</p> <p>Viewed: 3/30/2024 4:11:26 PM</p> <p>Signed: 3/30/2024 4:12:39 PM</p> |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

**Electronic Record and Signature Disclosure:**  
Accepted: 3/29/2023 9:43:07 AM  
ID: 6e99d6b5-68c2-4d7f-a665-b6526c2a20ca

|                                                                                                           |                                                                                                                                                                                                                          |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <p>Vaughan Clift</p> <p>vlclift@gmail.com</p> <p>Security Level: Email, Account Authentication (None)</p> | <p>DocuSigned by:</p>  <p>84C009B94430447...</p> <p>Signature Adoption: Pre-selected Style</p> <p>Using IP Address: 38.143.246.59</p> | <p>Sent: 3/30/2024 8:02:38 AM</p> <p>Viewed: 3/30/2024 9:42:09 AM</p> <p>Signed: 3/30/2024 9:42:29 AM</p> |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

**Electronic Record and Signature Disclosure:**  
Accepted: 3/30/2024 9:42:09 AM  
ID: 7b6c0de7-a768-4fc2-bdca-98455049c6f4

| In Person Signer Events      | Signature | Timestamp |
|------------------------------|-----------|-----------|
| Editor Delivery Events       | Status    | Timestamp |
| Agent Delivery Events        | Status    | Timestamp |
| Intermediary Delivery Events | Status    | Timestamp |
| Certified Delivery Events    | Status    | Timestamp |
| Carbon Copy Events           | Status    | Timestamp |
| Witness Events               | Signature | Timestamp |
| Notary Events                | Signature | Timestamp |

| Envelope Summary Events | Status           | Timestamps            |
|-------------------------|------------------|-----------------------|
| Envelope Sent           | Hashed/Encrypted | 3/30/2024 8:02:39 AM  |
| Envelope Updated        | Security Checked | 3/30/2024 8:16:05 AM  |
| Certified Delivered     | Security Checked | 3/30/2024 9:42:09 AM  |
| Signing Complete        | Security Checked | 3/30/2024 9:42:29 AM  |
| Completed               | Security Checked | 3/31/2024 10:16:27 AM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Douglas County Conservation District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Douglas County Conservation District:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [DCCDistrict@gmail.com](mailto:DCCDistrict@gmail.com)

### **To advise Douglas County Conservation District of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [DCCDistrict@gmail.com](mailto:DCCDistrict@gmail.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Douglas County Conservation District**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [DCCDistrict@gmail.com](mailto:DCCDistrict@gmail.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Douglas County Conservation District**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [DCCDDistrict@gmail.com](mailto:DCCDDistrict@gmail.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Douglas County Conservation District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Douglas County Conservation District during the course of your relationship with Douglas County Conservation District.