

## 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/hcttopics/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 [here](#) policy
  - of--
  - 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  
Local Government Audit Division  
1525 Sherman St., 7th Floor  
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@coleg.gov](mailto:osa.lg@coleg.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 ADDRESS	Town of Brookside
	1729 Brookside Avenue
	Brookside, Colorado 81212
CONTACT PERSON PHONE EMAIL	Shelby Mehring, Town Clerk
	(719) 276-3436
	townclerk@townofbrookside.org

For the Year Ended  
12/31/2023  
or fiscal year ended:

**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:	Lenny Merriam
TITLE	Certified Public Accountant
FIRM NAME (if applicable)	Lenny Merriam, CPA, CFE, PLLC
ADDRESS	Post Office Box 1927
PHONE	(719) 275-4623
RELATIONSHIP TO ENTITY	Independent Certified Public Accountant

<b>PREPARER (SIGNATURE REQUIRED)</b>		<b>DATE PREPARED</b>
<i>Lenny Merriam</i>		<i>3/27/2024</i>

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.

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds	
		General Fund	Cap Improve		Water Fund	CTF
<b>Assets</b>				<b>Assets</b>		
1-1	Cash & Cash Equivalents	\$ 177,325	\$ 60,478	Cash & Cash Equivalents	\$ 162,897	\$ 2,105
1-2	Investments	\$ -	\$ -	Investments	\$ -	\$ -
1-3	Receivables	\$ -	\$ -	Receivables	\$ 2,624	\$ -
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ (3,763)	\$ -
1-5	Property Tax Receivable	\$ -	\$ -	Other Current Assets [specify...]	\$ -	\$ -
	All Other Assets [specify...]					
1-6	Lease Receivable (as Lessor)	\$ -	\$ -	Total Current Assets	\$ 161,758	\$ 2,105
1-7		\$ -	\$ -	Capital & Right to Use Assets, net (from Part 6-4)	\$ 687,902	\$ -
1-8		\$ -	\$ -	Other Long Term Assets [specify...]	\$ -	\$ -
1-9		\$ -	\$ -		\$ -	\$ -
1-10		\$ -	\$ -		\$ -	\$ -
1-11	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 177,325	\$ 60,478	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 849,660	\$ 2,105
<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) <b>TOTAL DEFERRED OUTFLOWS</b>	\$ -	\$ -	(add lines 1-12 through 1-13) <b>TOTAL DEFERRED OUTFLOWS</b>	\$ -	\$ -
1-15	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 177,325	\$ 60,478	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 849,660	\$ 2,105
<b>Liabilities</b>				<b>Liabilities</b>		
1-16	Accounts Payable	\$ 179	\$ -	Accounts Payable	\$ 2,348	\$ -
1-17	Accrued Payroll and Related Liabilities	\$ 1,514	\$ -	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) <b>TOTAL CURRENT LIABILITIES</b>	\$ 1,693	\$ -	(add lines 1-16 through 1-20) <b>TOTAL CURRENT LIABILITIES</b>	\$ 2,348	\$ -
1-22	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ 89,734	\$ -
1-23		\$ -	\$ -	Other Liabilities [specify...]:	\$ -	\$ -
1-24		\$ -	\$ -		\$ -	\$ -
1-25		\$ -	\$ -		\$ -	\$ -
1-26		\$ -	\$ -		\$ -	\$ -
1-27	(add lines 1-21 through 1-26) <b>TOTAL LIABILITIES</b>	\$ 1,693	\$ -	(add lines 1-21 through 1-26) <b>TOTAL LIABILITIES</b>	\$ 92,082	\$ -
<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) <b>TOTAL DEFERRED INFLOWS</b>	\$ -	\$ -	(add lines 1-28 through 1-29) <b>TOTAL DEFERRED INFLOWS</b>	\$ -	\$ -
<b>Fund Balance</b>				<b>Net Position</b>		
1-31	Nonspendable Prepaid	\$ -	\$ -	Net Investment in Capital and Right-to Use Assets	\$ 687,902	\$ -
1-32	Nonspendable Inventory	\$ -	\$ -			
1-33	Restricted St. Anthony's / Street Reconstruction	\$ 2,040	\$ 21,090	Emergency Reserves	\$ -	\$ -
1-34	Committed [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ -	\$ -
1-35	Assigned [specify...]	\$ -	\$ -	Restricted	\$ 69,676	\$ 2,105
1-36	Unassigned:	\$ 173,592	\$ 39,388	Undesignated/Unreserved/Unrestricted	\$ -	\$ -
1-37	Add lines 1-31 through 1-36 This total should be the same as line 3-33 <b>TOTAL FUND BALANCE</b>	\$ 175,632	\$ 60,478	Add lines 1-31 through 1-36 This total should be the same as line 3-33 <b>TOTAL NET POSITION</b>	\$ 757,578	\$ 2,105
1-38	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b>	\$ 177,325	\$ 60,478	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	\$ 849,660	\$ 2,105

Please use this space to provide explanation of any items on this page

**PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES**

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Cap Improve		Water Fund	CTF	
<b>Tax Revenue</b>				<b>Tax Revenue</b>			
2-1	Property [include mills levied in Question 10-6]	\$ 7,164	\$ 18,469	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ 923		Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ 5,975		Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue - Senior / Veteran Exemption	\$ -	\$ 1,121	Other Tax Revenue [specify...]:	\$ -	\$ -	
2-5		\$ -	\$ -		\$ -	\$ -	
2-6	Franchise Fees	\$ 11,286	\$ -		\$ -	\$ -	
2-7	Registrations	\$ 860	\$ -		\$ -	\$ -	
2-8	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	<b>\$ 26,208</b>	<b>\$ 19,590</b>	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	
2-9	Licenses and Permits	\$ 13,219	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ 8,507		Highway Users Tax Funds (HUTF)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ 3,000	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ 1,715	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ 1,293	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -		Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ 73,612	\$ -	
2-17	Rental Income	\$ 7,790	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ 449	\$ 160	Interest/Investment Income	\$ 464	\$ 4	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ -	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets			
2-22	All Other Miscellaneous	\$ 41,780		All Other Late Fees:	\$ 1,290	\$ -	
2-23	Mineral Lease / Severance Tax	\$ 916		All Other Miscellaneous Revenues	\$ 204	\$ -	
2-24	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	<b>\$ 103,162</b>	<b>\$ 19,750</b>	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	<b>\$ 75,570</b>	<b>\$ 1,719</b>	
<b>Other Financing Sources</b>				<b>Other Financing Sources</b>			
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	<b>Add lines 2-25 through 2-28 TOTAL OTHER FINANCING SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Add lines 2-25 through 2-28 TOTAL OTHER FINANCING SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>GRAND TOTALS</b>
2-30	<b>Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>\$ 103,162</b>	<b>\$ 19,750</b>	<b>Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>\$ 75,570</b>	<b>\$ 1,719</b>	<b>\$ 200,201</b>

**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**

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Cap Improve		Water Fund	CTF	
	<b>Expenditures</b>			<b>Expenses</b>			
3-1	General Government	\$ 28,658	\$ -	General Operating & Administrative	\$ 3,692	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ 13,162	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ 2,157	\$ -	
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -	
3-5	Highways & Streets	\$ 44,847	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ 3,869	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ 928	\$ -	
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ 6,596	\$ -	
3-9	Culture and Recreation	\$ 9,744	\$ -	Supplies	\$ -	\$ -	
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ 732	\$ -	
3-11	Other [specify...]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other [specify...]	\$ -	\$ -	
3-13		\$ -	\$ -	Water Cost	\$ 28,522	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ -	\$ -	
	Debt Service			Debt Service			
3-15	Principal (should match amount in 4-4)	\$ -	\$ -	Principal (should match amount in 4-4)	\$ 4,600	\$ -	
3-16	Interest	\$ -	\$ -	Interest	\$ 3,029	\$ -	
3-17	Bond Issuance Costs	\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -	
3-18	Developer Principal Repayments	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -	
3-19	Developer Interest Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -	
3-20	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	<b>Add lines 3-1 through 3-21</b> <b>TOTAL EXPENDITURES</b>	\$ 83,249	\$ -	<b>Add lines 3-1 through 3-21</b> <b>TOTAL EXPENSES</b>	\$ 67,287	\$ -	<b>\$ 150,536</b>
3-23	Interfund Transfers (In)	\$ -	\$ -	Net Interfund Transfers (In) Out	\$ -	\$ -	
3-24	Interfund Transfers Out	\$ -	\$ -	Other - X-Fer to Gen Fund [enter negative for expense]	\$ -	\$ (3,000)	
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation/Amortization	\$ 34,299	\$ -	
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)	\$ 4,600	\$ -	
3-29	<b>(Add lines 3-23 through 3-28)</b> <b>TOTAL TRANSFERS AND OTHER EXPENDITURES</b>	\$ -	\$ -	<b>(Line 3-27, plus line 3-28, less line 3-26, less line 3-25, plus line 3-24) TOTAL GAAP RECONCILING ITEMS</b>	\$ (29,699)	\$ (3,000)	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, less line 3-29	\$ 19,913	\$ 19,750	Net Increase (Decrease) in Net Position Line 2-29, less line 3-22, plus line 3-29, less line 3-23	\$ (21,416)	\$ (1,281)	
3-31	Fund Balance, January 1 from December 31 prior year report	\$ 155,719	\$ 40,728	Net Position, January 1 from December 31 prior year report	\$ 778,522	\$ 3,385	
3-32	Prior Period Adjustment (MUST explain)			Prior Period Adjustment (MUST explain)	\$ 472	\$ -	
3-33	Fund Balance, December 31 Sum of Lines 3-30, 3-31, and 3-32 This total should be the same as line 1-37.	\$ 175,632	\$ 60,478	Net Position, December 31 Sum of Lines 3-30, 3-31, and 3-32 This total should be the same as line 1-37.	\$ 757,578	\$ 2,104	

**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.**

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

YES                      NO

Please use this space to provide any explanations or comments:

4-1 Does the entity have outstanding debt?  YES     NO

4-2 Is the debt repayment schedule attached? If no, **MUST** explain:  YES     NO

4-3 Is the entity current in its debt service payments? If no, **MUST** explain:  YES     NO

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)

	Outstanding at beginning of year*	Issued during year	Retired during year	Outstanding at year-end
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ 94,334	\$ -	\$ 4,600	\$ 89,734
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Lease & SBITA** Liabilities (GASB 87 & 96)	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 94,334</b>	<b>\$ -</b>	<b>\$ 4,600</b>	<b>\$ 89,734</b>

**\*\*Subscription Based Information Technology Arrangements**      \*Must agree to prior year-end balance

Please answer the following questions by marking the appropriate boxes.

4-5 Does the entity have any authorized, but unissued, debt [Section 29-1-605(2) C.R.S.]?  YES     NO  
 How much? \$ -  
 If yes Date the debt was authorized:

4-6 Does the entity intend to issue debt within the next calendar year?  YES     NO  
 If yes How much? \$ -

4-7 Does the entity have debt that has been refinanced that it is still responsible for?  YES     NO  
 If yes What is the amount outstanding? \$ -

4-8 Does the entity have any lease agreements?  YES     NO  
 If yes What is being leased?   
 What is the original date of the lease?   
 Number of years of lease?   
 Is the lease subject to annual appropriation?  YES     NO  
 What are the annual lease payments? \$ -

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

AMOUNT                      TOTAL

Please use this space to provide any explanations or comments:

5-1 YEAR-END Total of ALL Checking and Savings accounts \$ 402,805

5-2 Certificates of deposit \$ -

**TOTAL CASH DEPOSITS** **\$ 402,805**

Investments (if investment is a mutual fund, please list underlying investments):

5-3  \$ -

\$ -

\$ -

\$ -

**TOTAL INVESTMENTS** **\$ -**

**TOTAL CASH AND INVESTMENTS** **\$ 402,805**

Please answer the following question by marking in the appropriate box

YES                      NO                      N/A

5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?  YES     NO     N/A

5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? If no, **MUST** explain:  YES     NO     N/A

**PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS**

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 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,  YES  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	\$ 160,705	\$ -	\$ -	\$ 160,705
Buildings	\$ 370,199	\$ -	\$ -	\$ 370,199
Machinery and equipment	\$ 52,072	\$ -	\$ -	\$ 52,072
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ 213,673	\$ -	\$ -	\$ 213,673
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Intangible Assets	\$ -	\$ -	\$ -	\$ -
Other - Improvements:	\$ 174,747	\$ -	\$ -	\$ 174,747
Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ (293,162)	\$ (26,640)	\$ -	\$ (319,802)
<b>TOTAL</b>	<b>\$ 678,234</b>	<b>\$ (26,640)</b>	<b>\$ -</b>	<b>\$ 651,594</b>
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	\$ 1,038	\$ -	\$ -	\$ 1,038
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ 1,162,369	\$ -	\$ -	\$ 1,162,369
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Intangible Assets	\$ -	\$ -	\$ -	\$ -
Other - Water Rights:	\$ 5,710	\$ -	\$ -	\$ 5,710
Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ (446,916)	\$ (34,299)	\$ -	\$ (481,215)
<b>TOTAL</b>	<b>\$ 722,201</b>	<b>\$ (34,299)</b>	<b>\$ -</b>	<b>\$ 687,902</b>

\* 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

**PART 7 - PENSION INFORMATION**

YES NO Please use this space to provide any explanations or comments:

- 7-1 Does the entity have an "old hire" firefighters' pension plan?  YES  NO
- 7-2 Does the entity have a volunteer firefighters' pension plan?  YES  NO
- If yes: Who administers the plan?  YES  NO

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	<b>\$ -</b>

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

### PART 8 - BUDGET INFORMATION

Please answer the following question by marking in the appropriate box		YES	NO	N/A	
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"/>	<b>Please use this space to provide any explanations or comments:</b>
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			
		\$	43,645		
		\$	87,450		
		\$	20,854		
		\$	1,401		

### PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box		YES	NO	
9-1	Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Please use this space to provide any explanations or comments:</b>
Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.				

### PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box		YES	NO	
10-1	Is this application for a newly formed governmental entity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Please use this space to provide any explanations or comments:</b>
If yes: Date of formation: <input style="width: 150px; height: 20px;" type="text"/>				
10-2	Has the entity changed its name in the past or current year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Please use this space to provide any explanations or comments:</b>
If Yes: NEW name <input style="width: 250px; height: 20px;" type="text"/>				
PRIOR name <input style="width: 250px; height: 20px;" type="text"/>				
10-3	Is the entity a metropolitan district?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Please use this space to provide any explanations or comments:</b>
10-4	Please indicate what services the entity provides:			
<input style="width: 300px; height: 20px;" type="text"/>				
10-5	Does the entity have an agreement with another government to provide services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Please use this space to provide any explanations or comments:</b>
If yes: List the name of the other governmental entity and the services provided:				
<input style="width: 300px; height: 20px;" type="text"/>				
10-6	Does the entity have a certified mill levy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Please use this space to provide any explanations or comments:</b>
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	10.000	
		Total mills	10.000	
		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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 300px; height: 20px;" type="text"/>				

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

Prior Period Adjustments are needed when bookkeeper converted books from QuickBooks Desktop to QuickBooks Online.

**OSA USE ONLY**

<b>Entity Wide:</b>		<b>General Fund</b>		<b>Governmental Funds</b>					<b>Notes</b>
Unrestricted Cash & Investments	\$	402,805	Unrestricted Fund Balan	\$	173,592	Total Tax Revenue	\$	45,798	
Current Liabilities	\$	4,041	Total Fund Balance	\$	175,632	Revenue Paying Debt Service	\$	-	
Deferred Inflow	\$	-	PY Fund Balance	\$	155,719	Total Revenue	\$	122,912	
			Total Revenue	\$	103,162	Total Debt Service Principal	\$	-	
			Total Expenditures	\$	83,249	Total Debt Service Interest	\$	-	
						Total Assets	\$	237,803	
						Total Liabilities	\$	1,693	
<b>Governmental</b>			Interfund In	\$	-	<b>Enterprise Funds</b>			
Total Cash & Investments	\$	237,803	Interfund Out	\$	-	Net Position	\$	759,682	
Transfers In	\$	-	<b>Proprietary</b>			PY Net Position	\$	781,907	
Transfers Out	\$	-	- Current Assets	\$	163,863	<b>Government-Wide</b>			
Property Tax	\$	25,633	Deferred Outflow	\$	-	Total Outstanding Debt	\$	89,734	
Debt Service Principal	\$	-	- Current Liabilities	\$	2,348	- Authorized but Unissued	\$	-	
Total Expenditures	\$	83,249	Deferred Inflow	\$	-	Year Authorized	\$	1/0/1900	
Total Developer Advances	\$	-	- Cash & Investments	\$	165,002				
Total Developer Repayments	\$	-	- Principal Expense	\$	4,600				

**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?

**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.**

Full Name	Full Name	Full Name
1	Arlin Bolkema	I, <u>Arlin Bolkema</u> , 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. Signed <u>Arlin Bolkema</u> Date: <u>4-9-24</u> My term Expires: _____
2	John Grooms	I, <u>John Grooms</u> , 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. Signed <u>John Grooms</u> Date: <u>4-9-24</u> My term Expires: _____
3	Jana Schutte	I, <u>Jana Schutte</u> , 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. Signed _____ Date: <u>4-9-24</u> My term Expires: _____
4	Dave Boden	I, <u>Dave Boden</u> , 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. Signed _____ Date: _____ My term Expires: _____
5	Kimberly DiOrio	I, <u>Kimberly DiOrio</u> , 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. Signed <u>Kimberly DiOrio</u> Date: <u>4-9-24</u> My term Expires: _____
6	Full Name	I, _____, 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. Signed _____ Date: _____ My term Expires: _____
7	Full Name	I, _____, 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. Signed _____ Date: _____ My term Expires: _____

**PLEASE SIGN & DATE**

**TOWN OF BROOKSIDE  
RESOLUTION NO. 02-24  
SERIES OF 2024**

**RESOLUTION FOR EXEMPTION FROM AUDIT**

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

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR THE FISCAL YEAR 2023 FOR THE TOWN OF BROOKSIDE, STATE OF COLORADO.

WHEREAS, the Town Board of the Town of Brookside Colorado 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 fifty-thousand 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 Town of Brookside Colorado exceeded \$750,000 for the fiscal year 2023; and

WHEREAS, an Application for Exemption from Audit for the Town of Brookside Colorado has been prepared by Lenny Merriam, an independent accountant with knowledge of governmental accounting; and

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

NOW THEREFORE, be it resolved by the Town Board of the Town of Brookside, Colorado that the Application for Exemption from Audit for the Town of Brookside, Colorado for the fiscal year ending December 31, 2023, has been reviewed and is hereby approved by a majority of the Town Board of the Town of Brookside, Colorado; that those members of the Town Board have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the Town of Brookside, Colorado for the fiscal year ending December 31, 2023.

Adopted this 9<sup>th</sup> day of April, A.D. 2024.

Arlin J. Bolkema, Arlin J. Bolkema, Term expires 2024

ATTEST: Shelby Mehring, Shelby Mehring, Town Clerk

TOWN BOARD MEMBERS: TERM EXPIRES: SIGNATURE:

Kim DiOrio	2024	<u>Kim DiOrio</u>
Jana Schutte	2024	<u>Jana Schutte</u>
Dave Boden	2026	_____
John Grooms	2026	<u>John Grooms</u>

STATE OF COLOARDO )  
 )  
COUNTY OF FREMONT ) SS.  
 )  
TOWN OF BROOKSIDE )

Resolution No. 02-24  
Series of 2024  
Resolution for Exemption Audit  
2023

I, the Town Clerk of the Town of Brookside, Colorado (the Town), do hereby certify:

1. The foregoing pages are a true and correct copy of an Ordinance or Resolution passed and adopted by the Board of Trustees (the Board) of the Town at a meeting of the Board held on April 9, 2024.
2. The Ordinance or Resolution was duly introduced, moved, and seconded and passed on first reading at the meeting of the Town of Brookside Board of Trustees, by an affirmative vote of a majority of the members of the Board as follows:

Name	Yes	No	Absent	Abstain
Arlin Bolkema	✓			
Jana Schutte	✓			
John Grooms	✓			
Kimberly DiOrion	✓			
Dave Boden			✓	

3. The members of the Board were present at the meeting and voted on the passage of such Ordinance or Resolution as set forth above.
4. The Ordinance or Resolution was approved and authenticated by the signature of the Mayor, sealed with the Town seal, attested by the Town Clerk and recorded in the minutes of the Board meeting.
5. There are no bylaws, rules or regulations of the Board which might prohibit the adoption of said Ordinance or Resolution.
6. The Ordinance (where applicable) was published on N/A in a newspaper of general circulation in the Town of Brookside, and the affidavit of publication is attached.
7. Notice of the meeting of the Town of Brookside Board of Trustees was posted at the Town Hall and Town office not less than twenty-four hours prior to the meeting in accordance with law.

  
Shelby Mehring, Town Clerk

(SEAL)

