

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

NAME OF GOVERNMENT  
ADDRESS

Munn's Addition Water & Sanitation District  
c/o Zorn & Richardson, P.C.  
626 E. Platte Ave.  
Fort Morgan, CO 80701  
Matthew J. Richardson  
970-867-1199  
mjrichardson@zornlawoffice.com

For the Year Ended  
12/31/24  
or fiscal year ended:

CONTACT PERSON  
PHONE  
EMAIL

## PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best

NAME:

Matthew J. Richardson

TITLE

Attorney

FIRM NAME (if applicable)

Zorn & Richardson, P.C.

ADDRESS

626 E. Platte Ave., Fort Morgan, CO 80701

PHONE

970-867-1199

### PREPARER (SIGNATURE REQUIRED)

s/Matthew J. Richardson

### DATE PREPARED

(No exemption shall be granted prior to the close of said fiscal year)

3/3/2025

Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types

### GOVERNMENTAL

☒

### PROPRIETARY

☐

## PART 2 - REVENUES

All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

| Line # | Description                                                                          | Round to the nearest dollar | Please use this space to provide any necessary explanations |
|--------|--------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------|
| 2-1    | Taxes: Property (report mills levied in question 10-7)                               | \$ -                        |                                                             |
| 2-2    | Specific ownership                                                                   | \$ -                        |                                                             |
| 2-3    | Sales and use                                                                        | \$ -                        |                                                             |
| 2-4    | Other (specify):                                                                     | \$ -                        |                                                             |
| 2-5    | Licenses and permits                                                                 | \$ -                        |                                                             |
| 2-6    | Intergovernmental: Grants                                                            | \$ -                        |                                                             |
| 2-7    | Conservation Trust Funds (Lottery)                                                   | \$ -                        |                                                             |
| 2-8    | Highway Users Tax Funds (HUTF)                                                       | \$ -                        |                                                             |
| 2-9    | Other (specify):                                                                     | \$ -                        |                                                             |
| 2-10   | Charges for services                                                                 | \$ -                        |                                                             |
| 2-11   | Fines and forfeits                                                                   | \$ -                        |                                                             |
| 2-12   | Special assessments                                                                  | \$ 4,500                    |                                                             |
| 2-13   | Investment income                                                                    | \$ -                        |                                                             |
| 2-14   | Charges for utility services                                                         | \$ -                        |                                                             |
| 2-15   | Debt proceeds (should agree to table 4-4, column 'Issued during year')               | \$ -                        |                                                             |
| 2-16   | Lease proceeds                                                                       | \$ -                        |                                                             |
| 2-17   | Developer Advances received (should agree to table 4-4, column 'Issued during year') | \$ -                        |                                                             |
| 2-18   | Proceeds from sale of capital assets                                                 | \$ -                        |                                                             |
| 2-19   | Fire and police pension                                                              | \$ -                        |                                                             |
| 2-20   | Donations                                                                            | \$ -                        |                                                             |
| 2-21   | Other (specify):                                                                     | \$ -                        |                                                             |
| 2-22   |                                                                                      | \$ -                        |                                                             |
| 2-23   |                                                                                      | \$ -                        |                                                             |

|      |                                             |    |       |
|------|---------------------------------------------|----|-------|
| 2-24 |                                             | \$ | -     |
| 2-25 |                                             | \$ | -     |
| 2-26 | (add lines 2-1 through 2-25) TOTAL REVENUES | \$ | 4,500 |

### PART 3 - EXPENDITURES/EXPENSES

All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

| Line # | Description                                                                                        | Round to the nearest dollar | Please use this space to provide any necessary explanations |
|--------|----------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------|
| 3-1    | Administrative                                                                                     | \$ -                        |                                                             |
| 3-2    | Salaries                                                                                           | \$ -                        |                                                             |
| 3-3    | Payroll taxes                                                                                      | \$ -                        |                                                             |
| 3-4    | Contract services                                                                                  | \$ -                        |                                                             |
| 3-5    | Employee benefits                                                                                  | \$ -                        |                                                             |
| 3-6    | Insurance                                                                                          | \$ 1,200                    |                                                             |
| 3-7    | Accounting and legal fees                                                                          | \$ 890                      |                                                             |
| 3-8    | Repair and maintenance                                                                             | \$ -                        |                                                             |
| 3-9    | Supplies                                                                                           | \$ -                        |                                                             |
| 3-10   | Utilities and telephone                                                                            | \$ -                        |                                                             |
| 3-11   | Fire/Police                                                                                        | \$ -                        |                                                             |
| 3-12   | Streets and highways                                                                               | \$ -                        |                                                             |
| 3-13   | Public health                                                                                      | \$ -                        |                                                             |
| 3-14   | Capital outlay                                                                                     | \$ -                        |                                                             |
| 3-15   | Utility operations                                                                                 | \$ -                        |                                                             |
| 3-16   | Culture and recreation                                                                             | \$ -                        |                                                             |
| 3-17   | Debt service principal (should agree to table 4-4, column 'Retired during year')                   | \$ -                        |                                                             |
| 3-18   | Debt service interest                                                                              | \$ -                        |                                                             |
| 3-19   | Repayment of Developer Advance Principal (should agree to table 4-4, column 'Retired during year') | \$ -                        |                                                             |
| 3-20   | Repayment of Developer Advance Interest                                                            | \$ -                        |                                                             |
| 3-21   | Contribution to pension plan                                                                       | \$ -                        |                                                             |
| 3-22   | Contribution to Fire & Police Pension Assoc.                                                       | \$ -                        |                                                             |
| 3-23   | Other (specify):                                                                                   | \$ -                        |                                                             |
| 3-24   |                                                                                                    | \$ -                        |                                                             |
| 3-25   |                                                                                                    | \$ -                        |                                                             |
| 3-26   |                                                                                                    | \$ -                        |                                                             |
| 3-27   |                                                                                                    | \$ -                        |                                                             |
| 3-28   | (add lines 3-1 through 3-27) TOTAL EXPENDITURES/EXPENSES                                           | \$ 2,090                    |                                                             |

If TOTAL REVENUES (Line 2-26) or TOTAL EXPENDITURES (Line 3-28) are GREATER than \$100,000 - **STOP**.

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

Please answer the following questions by marking the appropriate boxes.

|                                                                                                                                   | Yes                      | No                                  |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 4-1 Does the entity have outstanding debt?<br>(If 'Yes' is checked, please attach a copy of the entity's debt repayment schedule) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4-2 Is the debt repayment schedule attached? If no, MUST explain below:<br><div></div>                                            | <input type="checkbox"/> | <input type="checkbox"/>            |
| 4-3 Is the entity current in its debt service payments? If no, MUST explain below:<br><div></div>                                 | <input type="checkbox"/> | <input type="checkbox"/>            |

| 4-4 | Please complete the following debt schedule, if applicable:<br>(please only include principal amounts)<br>(enter all amounts as positive numbers) | Outstanding at end of prior year | Issued during year | Retired during year | Outstanding at year-end |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------|---------------------|-------------------------|
|     | General obligation bonds                                                                                                                          | \$ -                             | \$ -               | \$ -                | \$ -                    |
|     | Revenue bonds                                                                                                                                     | \$ -                             | \$ -               | \$ -                | \$ -                    |
|     | Notes/Loans                                                                                                                                       | \$ -                             | \$ -               | \$ -                | \$ -                    |
|     | Lease & SBITA** Liabilities [GASB 87 & 96]                                                                                                        | \$ -                             | \$ -               | \$ -                | \$ -                    |
|     | Developer Advances                                                                                                                                | \$ -                             | \$ -               | \$ -                | \$ -                    |
|     | Other (specify):                                                                                                                                  | \$ -                             | \$ -               | \$ -                | \$ -                    |
|     | <b>TOTAL</b>                                                                                                                                      | \$ -                             | \$ -               | \$ -                | \$ -                    |

\*\*Subscription-Based Information Technology Arrangements

\*Must agree to prior year-end balance

| Please answer the following questions by marking the appropriate boxes. |                                                                                               |      | Yes                      | No                                  |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------|--------------------------|-------------------------------------|
| 4-5                                                                     | Does the entity have any authorized but unissued debt as of its fiscal year-end?              |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|                                                                         | How much?                                                                                     | \$ - |                          |                                     |
|                                                                         | Date the debt was authorized:                                                                 |      |                          |                                     |
| NEW 4-6                                                                 | Is the authorized but unissued debt further limited by the entity's most recent Service Plan? |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes:                                                                 | How much?                                                                                     | \$ - |                          |                                     |
|                                                                         | Date of the most recent Service Plan:                                                         |      |                          |                                     |
| 4-7                                                                     | Does the entity intend to issue debt within the next calendar year?                           |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes:                                                                 | How much?                                                                                     | \$ - |                          |                                     |
| 4-8                                                                     | Does the entity have debt that has been refinanced that it is still responsible for?          |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes:                                                                 | What is the amount outstanding?                                                               | \$ - |                          |                                     |
| 4-9                                                                     | Does the entity have any lease agreements?                                                    |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes:                                                                 | What is being leased?                                                                         |      |                          |                                     |
|                                                                         | What is the original date of the lease?                                                       |      |                          |                                     |
|                                                                         | Number of years of lease?                                                                     |      |                          |                                     |
|                                                                         | Is the lease subject to annual appropriation?                                                 |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|                                                                         | What are the annual lease payments?                                                           | \$ - |                          |                                     |

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

| PART 5 - CASH AND INVESTMENTS                                     |                                                                                   |          |          |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------|----------|
| Please provide the entity's cash deposit and investment balances. |                                                                                   | Amount   | Total    |
| 5-1                                                               | YEAR-END Total of ALL Checking and Savings Accounts                               | \$ 6,695 |          |
| 5-2                                                               | Certificates of deposit                                                           | \$ -     |          |
| <b>TOTAL CASH DEPOSITS</b>                                        |                                                                                   |          | \$ 6,695 |
| 5-3                                                               | Investments (if investment is a mutual fund, please list underlying investments): |          |          |
|                                                                   |                                                                                   | \$ -     |          |
|                                                                   |                                                                                   | \$ -     |          |
|                                                                   |                                                                                   | \$ -     |          |
|                                                                   |                                                                                   | \$ -     |          |
| <b>TOTAL INVESTMENTS</b>                                          |                                                                                   |          | \$ -     |
| <b>TOTAL CASH AND INVESTMENTS</b>                                 |                                                                                   |          | \$ 6,695 |

| Please answer the following questions by marking in the appropriate boxes. |                                                                                                                                   |  | Yes                                 | No                       | N/A                                 |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------|--------------------------|-------------------------------------|
| 5-4                                                                        | Are the entity's investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?                                        |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5-5                                                                        | Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

Part 5 - If no, MUST use this space to provide any explanations

| PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS                                   |                                                                                                                                   |                                 |                                     |           |                  |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------|-----------|------------------|
| Please answer the following questions by marking in the appropriate boxes. |                                                                                                                                   | Yes                             | No                                  |           |                  |
| 6-1                                                                        | Does the entity have capital assets?<br>(If 'No' is checked, skip the rest of Part 6)                                             | <input type="checkbox"/>        | <input checked="" type="checkbox"/> |           |                  |
| 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: | <input type="checkbox"/>        | <input type="checkbox"/>            |           |                  |
|                                                                            |                                                                                                                                   |                                 |                                     |           |                  |
| 6-3                                                                        | Complete the following capital & right-to-use assets table:                                                                       |                                 |                                     |           |                  |
|                                                                            |                                                                                                                                   | 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  
Other (explain):  
Accumulated Depreciation/Amortization

|    |   |    |   |    |   |    |   |
|----|---|----|---|----|---|----|---|
| \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - |
| \$ | - | \$ | - | \$ | - | \$ | - |

\*Must agree to prior year-end balance

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

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

## PART 7 - PENSION INFORMATION

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

Yes

No

7-1 Does the entity have an "old hire" firefighters' pension plan?

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7-2 Does the entity have a volunteer firefighters' pension plan?

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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?

\$ -

Part 7 - Please use this space to provide any explanations or comments

## PART 8 - BUDGET INFORMATION

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

Yes

No

N/A

8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.?

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If no, MUST explain:

8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:

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If yes: Please indicate the amount appropriated for each fund separately for the year reported (Please make sure each individual fund's appropriation agrees to how the budget was adopted. Do not combine funds)

| Governmental/Proprietary Fund Name | Total Appropriations By Fund |
|------------------------------------|------------------------------|
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |
|                                    |                              |

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

Please answer the following question by marking in the appropriate box.

Yes

No

9-1 Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?

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Note: An election to exempt the entity from the spending limitations of TABOR does not exempt the entity from the 3 percent emergency reserve requirement. All entities should determine if they meet this requirement of TABOR.

Part 9 - If no, MUST use this space to provide any explanations

## PART 10 - GENERAL INFORMATION

| Please answer the following questions by marking in the appropriate boxes. |                                                                                                                                                                                                                                | Yes                                 | No                                  |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 10-1                                                                       | Is this application for a newly formed governmental entity?                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes:                                                                    | Date of formation: <input type="text"/>                                                                                                                                                                                        |                                     |                                     |
| 10-2                                                                       | Has the entity changed its name in the past or current year?                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes:                                                                    | Please list the NEW name: <input type="text"/><br>Please list the PRIOR name: <input type="text"/>                                                                                                                             |                                     |                                     |
| 10-3                                                                       | Is the entity a metropolitan district?                                                                                                                                                                                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10-4                                                                       | Please indicate what services the entity provides: <input type="text"/>                                                                                                                                                        |                                     |                                     |
| 10-5                                                                       | Does the entity have an agreement with another government to provide services?                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| If yes:                                                                    | List the name of the other governmental entity and the services provided:<br><input type="text"/>                                                                                                                              |                                     |                                     |
| 10-6                                                                       | Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> 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.]  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes:                                                                    | Date filed: <input type="text"/>                                                                                                                                                                                               |                                     |                                     |
| 10-7                                                                       | Does the entity have a certified mill levy?                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes:                                                                    | Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):                                                                                                                             |                                     |                                     |
|                                                                            | Bond redemption mills                                                                                                                                                                                                          |                                     | -                                   |
|                                                                            | General/other mills                                                                                                                                                                                                            |                                     | -                                   |
|                                                                            | <b>Total mills</b>                                                                                                                                                                                                             |                                     | -                                   |
| 10-8                                                                       | If the entity is a Title 32 Special District formed 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 checked="" type="checkbox"/> |
|                                                                            | <input type="text"/>                                                                                                                                                                                                           |                                     |                                     |

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

## PART 11 - GOVERNING BODY APPROVAL

| Please answer the following question by marking in the appropriate box. |                                                                                                | Yes                                 | No                       |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 11-1                                                                    | If you plan to submit this form electronically, have you read the Electronic Signature Policy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signature Policy and Procedure

### Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local

- 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 two methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
  - a. Include a copy of an adopted resolution that documents formal approval by the Board, or
  - b. Include electronic signatures obtained through a software program such as DocuSign or EchoSign in accordance with the requirements noted above.

Print or type the names of ALL members of current governing body below.  
A MAJORITY of the members of the governing body must sign below.

Board Member's Name: Carl E. Hutson

Carl E Hutson Jr

I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.

Signature

Carl E Hutson Jr

Date

7-7-25

My term expires: 2025

Board Member's Name: Wanda Blake

Wanda Blake

I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.

Signature

Wanda Blake

Date

7/7/25

My term expires: 2025

Board Member's Name: Maureen Walker

Maureen Walker

I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.

Signature

Date

My term expires: 2025

Board Member's Name: Dennis Smith

Dennis L. Smith

I attest that I am a duly elected or appointed board

Board  
Member  
4

member, and that I have personally reviewed and approved this application for exemption from audit.

Signature \_\_\_\_\_

Date \_\_\_\_\_

My term expires: 2027

Board Member's Name: Nancy Metzger

*Nancy Metzger*

I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.

Board  
Member  
5

Signature \_\_\_\_\_

*Nancy Metzger*

Date 7-25-25

My term expires: 2027

Board Member's Name: \_\_\_\_\_

I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.

Board  
Member  
6

Signature \_\_\_\_\_

Date \_\_\_\_\_

My term expires: \_\_\_\_\_

Board Member's Name: \_\_\_\_\_

I attest that I am a duly elected or appointed board member, and that I have personally reviewed and approved this application for exemption from audit.

Board  
Member  
7

Signature \_\_\_\_\_

Date \_\_\_\_\_

My term expires: \_\_\_\_\_