#### APPLICATION FOR EXEMPTION FROM AUDIT LONG FORM NAME OF GOVERNMENT Silver Peaks Metropolitan District #1 For the Year Ended C/O Spencer Fane LLP 12/31/2023 **ADDRESS** 1700 Lincoln Street, Suite 2000 or fiscal year ended: Denver, CO 80203 CONTACT PERSON Russ Dykstra PHONE 303-839-3800 EMAIL rdykstra@spencerfane.com **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. Diane Wheeler TITLE District Accountant FIRM NAME (if applicable) Simmons & Wheeler, P.C. **ADDRESS** 304 Inverness Way South, Suite 490 Englewood, CO 80112 PHONE RELATIONSHIP TO ENTITY CPA engaged to prepare financial statements for the District PREPARER (SIGNATURE REQUIRED) **DATE PREPARED** Qian K Whele Mar 24, 2024 YES NO 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-If Yes, date filed: Z

104 (3), C.R.S.]

#### 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 Line # Description General Fund Debt Fund Description provide explanation of any items on this page Assets Assets 1-1 Cash & Cash Equivalents \$ 708,266 \$ 32.284 Cash & Cash Equivalents - \$ \$ \$ - \$ 1-2 Investments \$ Investments 1-3 Receivables \$ 23,795 \$ 1.000 Receivables \$ - | \$ **Due from Other Entities or Funds** \$ **Due from Other Entities or Funds** \$ - \$ 1-4 \$ **Property Tax Receivable** \$ 102 \$ Other Current Assets [specify...] All Other Assets [specify...] - | \$ Lease Receivable (as Lessor) \$ Total Current Assets \$ - \$ 1-6 - | \$ \$ - | \$ Capital & Right to Use Assets, net (from Part 6-4) - | \$ 1-7 1-8 \$ \$ Other Long Term Assets [specify...] \$ - \$ 1-9 \$ \$ \$ - \$ \$ - | \$ 1-10 \$ (add lines 1-1 through 1-10) TOTAL ASSETS \$ 33,284 (add lines 1-1 through 1-10) TOTAL ASSETS \$ - \$ 1-11 732,163 | \$ **Deferred Outflows of Resources: Deferred Outflows of Resources** \$ 1-12 [specify...] - | \$ [specify...] \$ - \$ \$ 1-13 [specify...] \$ [specify...] \$ - \$ (add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS \$ (add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS \$ - \$ - | \$ 1-14 TOTAL ASSETS AND DEFERRED OUTFLOWS \$ TOTAL ASSETS AND DEFERRED OUTFLOWS \$ 732,163 \$ 33,284 1-15 - | \$ Liabilities Liabilities **Accounts Payable** 8,983 \$ Accounts Payable - \$ 1-16 1-17 **Accrued Payroll and Related Liabilities** \$ \$ **Accrued Payroll and Related Liabilities** \$ - \$ **Unearned Revenue** \$ \$ **Accrued Interest Payable** \$ - \$ 1-18 1-19 Due to Other Entities or Funds \$ 157,908 \$ Due to Other Entities or Funds \$ - \$ All Other Current Liabilities - \$ \$ \$ All Other Current Liabilities 1-20 1-21 (add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES \$ 166,891 \$ (add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES \$ - \$ All Other Liabilities [specify...] **Proprietary Debt Outstanding** 1-22 \$ \$ (from Part 4-4) - \$ 1-23 \$ \$ Other Liabilities [specify...]: \$ - \$ 1-24 \$ \$ \$ - | \$ 1-25 \$ \$ \$ - | \$ 1-26 \$ \$ \$ - \$ **TOTAL LIABILITIES \$** (add lines 1-21 through 1-26) (add lines 1-21 through 1-26) **TOTAL LIABILITIES \$** 1-27 166,891 | \$ - | \$ **Deferred Inflows of Resources: Deferred Inflows of Resources** Pension/OPEB Related 1-28 **Deferred Property Taxes** \$ 102 \$ \$ - \$ Lease related (as lessor) 1-29 \$ \$ Other [specify...] - | \$ (add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS \$ 102 \$ (add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS \$ - | \$ 1-30 **Fund Balance Net Position** 1-31 Nonspendable Prepaid Net Investment in Capital and Right-to Use Assets - \$ - | \$ 1-32 Nonspendable Inventory \$ \$ Restricted [specify...] \$ 2,160 | \$ 33.284 **Emergency Reserves** - \$ 1-33 - \$ 1-34 Committed [specify...] \$ \$ Other Designations/Reserves \$ Assigned [specify...] \$ Restricted - \$ 1-35 \$ 1-36 Unassigned: \$ 563.010 \$ 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 & TOTAL NET POSITION & 565,170 \$ 33,284 - | \$ 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 TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION S BALANCE 732,163 | \$ 33,284

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

		Government	tal Funds		Proprietary/Fiduciary Funds		<b>-</b> 1.
Line #	Description	General Fund	Debt Fund	Description	Fund*	Fund*	Please use this space to provide explanation of any
	Tax Revenue			Tax Revenue			items on this page
2-1	Property [include mills levied in Question 10-6]	\$ 100 \$		Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ 4 \$	-	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ - \$	-	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue [specify]:	\$ - \$	<u> </u>	Other Tax Revenue [specify]:	\$ -	\$ -	
2-5	IGA Revenue	\$ 52,423 \$			\$ -	\$ -	
2-6	Facility Fees	\$ 292,500 \$			\$ -	\$ -	
2-7		\$ - \$	-		\$ -	\$ -	
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ 345,027	-	Add lines 2-1 through 2-7 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	\$ - \$	-	Charges for Sales and Services	\$ -	\$ -	
2-17	Rental Income	\$ - \$	-	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ - \$	-	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ - \$	-	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]:	\$ - \$	-	All Other [specify]:	\$ -	\$ -	
2-23		\$ - \$	-		\$ -	\$ -	
2-24	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ 345,027	-	Add lines 2-8 through 2-23 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 TOTAL OTHER FINANCING SOURCES	\$ - \$	-	Add lines 2-25 through 2-28 TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	GRAND TOTALS
2-30	Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 345,027		Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ -	\$ -	\$ 345,027

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.

		Governme	ntal Funds		Proprietary	/Fiduciary Funds	
Line #	Description	General Fund	Debt Fund	Description	Fund*	Fund*	Please use this space to provide explanation of any
	Expenditures			Expenses			items on this page
3-1	General Government	\$ 58,299	\$ -	General Operating & Administrative	\$	-   \$	-
3-2	Judicial	\$ -	\$ -	Salaries	\$	- \$	-
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$	- \$	-
3-4	Fire	\$ -	\$ -	Contract Services	\$	- \$	-
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$	- \$	-
3-6	Solid Waste	\$ -	\$ -	Insurance	\$	- \$	-
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$	- \$	-
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$	- \$	-
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$	- \$	-
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$	- \$	-
3-11	Other [specify]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$	- \$	-
3-12		\$ -	\$ -	Other [specify]	\$	- \$	-
3-13		\$ -	\$ -		\$	- \$	-
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$	- \$	-
	Debt Service			Debt Service			<u> </u>
3-15	Principal (should match amount in 4-4)	\$ -	\$ -	Principal (should match amount in 4-4)	\$	-   \$	-
3-16	Interest	\$ -	\$ -	Interest	\$	- \$	-
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]: Trustee Fees	\$ -	\$ -	All Other [specify]:	\$	- \$	-
3-21		\$ -	\$ -		\$	- \$	- GRAND TOTAL
3-22	Add lines 3-1 through 3-21 TOTAL EXPENDITURES	\$ 58,299	\$ -	Add lines 3-1 through 3-21 TOTAL EXPENSES	\$	- \$	- \$ 58,299
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) 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	\$	- \$	_
	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, less line 3-29	\$ 286,728		Net Increase (Decrease) in Net Position 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	\$ 278,442	\$ 33,284	Net Position, January 1 from December 31 prior year report	\$	-   \$	

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.

\$

565,170 \$

Prior Period Adjustment (MUST explain)

Sum of Lines 3-30, 3-31, and 3-32

33,284 This total should be the same as line 1-37.

Net Position, December 31

3-32 Prior Period Adjustment (MUST explain)

Sum of Lines 3-30, 3-31, and 3-32

This total should be the same as line 1-37.

3-33 Fund Balance, December 31

	PART 4 - DEBT OUTSTAND	DING, ISS	UED, A	ND 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 4-2	Does the entity have outstanding debt? Is the debt repayment schedule attached? If no, MUST explain:  Developer advance repaid with available funds		<b>2</b>	_ 	
4-3			<b>2</b>	<b>-</b>	
4-4	3 · · · · · · · · · · · · · · · · · · ·	ed during Reti year	ired during year	Outstanding at year-end	
	Sevenue bonds   Sevenue bond	- \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	- - -	\$ - \$ - \$ 1,284,415	
*Subse	scription Based Information Technology Arrangements  *Must agree to prior year-end bala Please answer the following questions by marking the appropriate boxes.	ance	YES	NO	I
<b>4-5</b> If yes:	Does the entity have any authorized, but unissued, debt [Section 29-1-605(2) C.R.S.]?		Ø	0	
<b>4-6</b> If yes:	Does the entity intend to issue debt within the next calendar year?  How much?  \$ -			<b></b>	
4-7	Does the entity have debt that has been refinanced that it is still responsible for?			Ø	
	What is the amount outstanding?  Does the entity have any lease agreements?			Ø	
	What is being leased? What is the original date of the lease? Number of years of lease?				
	Is the lease subject to annual appropriation? What are the annual lease payments?  \$ -				
	PART 5 - CASH A	AND INVE	STMEN	TS	
	Please provide the entity's cash deposit and investment balances.	Α	MOUNT	TOTAL	Please use this space to provide any explanations or comments:
5-1 5-2	YEAR-END Total of ALL Checking and Savings accounts Certificates of deposit	\$	740,550		
3-2	TOTAL CASH I			\$ 740,550	
	Investments (if investment is a mutual fund, please list underlying investments):				
		\$	-		
5-3		\$	-		
	TOTAL INVE	\$	-	•	
	TOTAL INVE TOTAL CASH AND INVE		<u> </u>	\$ - \$ 740,550	
		YES	NO	Ψ 740,550 N/A	
5-4		<u> </u>			
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:	<u> </u>	0		

	<u>PART</u>	6 - CAPITAL	. AND RIGH	T-TO-USE	E ASSETS	
	Please answer the following question by marking in the appropriate box			YES	NO	Please use this space to provide any explanations or comments:
	Does the entity have capitalized assets?			0	<b>2</b>	
6-2	Has the entity performed an annual inventory of capital assets in accordance with MUST explain:	Section 29-1-506, C	C.R.S.? If no,	<b>☑</b>		
6-3		Balance -				1
	Complete the following Capital & Right-To-Use Assets table for GOVERNMENTAL FUNDS:	beginning of the	Additions*	Deletions	Year-End Balance	
		year*				
	Land				\$ -	
	Buildings Machinery and equipment	\$ - \$ -	\$ -		\$ -   \$ -	-
	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)	<u>'</u>			\$ -	
	Accumulated Depreciation (Enter a negative, or credit, balance)				\$ -	4
	TOTAL	\$ -	\$ -	\$ -	\$ -	
		Balance -				
6-4	Complete the following Capital & Right-To-Use Assets table for PROPRIETARY FUNDS:	beginning of the year*	Additions*	Deletions	Year-End Balance	
	Land		\$ -		\$ -	
	Buildings				-	
	Machinery and equipment	\$ -			-	<u>-</u>
	Furniture and fixtures		+ -		\$ -   \$ -	_
	Infrastructure Construction In Progress (CIP)	\$ -		\$ - \$ -	1:	-
	Leased & SBITA Right-to-Use Assets		\$ -		\$	
	Intangible Assets		\$ -		\$ -	
	Other (explain):		\$ -		\$ -	7
	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 ye				_
		<ul> <li>Generally capital asset in accordance with the g</li> </ul>			lay on line 3-14 and capitalized xplain any discrepancy	
			,oooooopitalizati	5.15 / 15456 6.		
		PART 7 - PE	ENSION INF	ORMATIO	ON	
	*			YES	NO	Please use this space to provide any explanations or comments:
7-1	Does the entity have an "old hire" firefighters' pension plan?			•	Ø	
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?		\$ -			

	DADT 9	BUDGET INF	OPMATION	J	
	Please answer the following question by marking in the appropriate box	YES	NO NO	N/A	Disease use this eness to provide any symbol and an exercise
0.4	Did the entity file a current year budget with the Department of Local Affairs, in accordance with	TES			Please use this space to provide any explanations or comments:
8-1	Section 29-1-113 C.R.S.? If no, MUST explain:	⊌	0		
8-2	Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.?  If no. MUST explain:	Ø			
	Please indicate the amount appropriated for each fund separately for the year reported				
	11 1	priations By Fund			
	General Fund \$	272,757			
	\$	-			
	\$   \$				
	PART 9 - TAX PA	YER'S BILL O	F 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 2	· /=	<b>2</b>		
	Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 prequirement. All governments should determine if they meet this requirement of TABOR.	percent emergency reserve			
	, ,	<b>GENERAL IN</b>	FORMATIC	N	
	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?			፟	
If yes:					
	Date of formation:				
40.0	Headha antitu abannad ita mama in tha mast an annuant near?			፟	
	Has the entity changed its name in the past or current year?				
f Yes:	NEW name				
	PRIOR name				
	Is the entity a metropolitan district?		<b>2</b>		
10-4	Please indicate what services the entity provides:				
	Streets, Water and Parks and Recreation				
	Does the entity have an agreement with another government to provide services?				
i yes:	List the name of the other governmental entity and the services provided:				
	Does the entity have a certified mill levy?		Ø		
f yes:	Please provide the number of <u>mills</u> levied for the year reported (do not enter \$ amounts):  Bond Redemption mills 0	0.000			
		2.600			
	Total mills 62	2.600			
	NEW 2023! If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed it	YES Z	NO	N/A	
10-7	preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain.				
	Please use this space to provide any ad-	ditional explanati	ons or comme	nts not previou	sly included:

OSA USE ONLY										
Entity Wide: General Fund Governmental Funds Notes										
Unrestricted Cash & Investments	\$	740,550 Unrestricted Fund Balance	\$	563,010 Total Tax Revenue	\$	345,027				
Current Liabilities	\$	166,891 Total Fund Balance	\$	565,170 Revenue Paying Debt Service	\$	-				
Deferred Inflow	\$	102 PY Fund Balance	\$	278,442 Total Revenue	\$	345,027				
		Total Revenue	\$	345,027 Total Debt Service Principal	\$	-				
		Total Expenditures	\$	58,299 Total Debt Service Interest	\$	-				
				Total Assets	\$	765,447				
				Total Liabilities	\$	166,891				
Governmental		Interfund In	\$	•						
Total Cash & Investments	\$	740,550 Interfund Out	\$	- Enterprise Funds						
Transfers In	\$	- Proprietary		Net Position	\$	-				
Transfers Out	\$	- Current Assets	\$	- PY Net Position	\$	-				
Property Tax	\$	100 Deferred Outflow	\$	- Government-Wide						
Debt Service Principal	\$	- Current Liabilities	\$	- Total Outstanding Debt	\$	1,284,415				
Total Expenditures	\$	58,299 Deferred Inflow	\$	- Authorized but Unissued	\$	30,000,000				
Total Developer Advances	\$	- Cash & Investments	\$	- Year Authorized		11/7/2000				
Total Developer Repayments	\$	- Principal Expense	\$							

## 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?	Ø	

#### 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, each 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 t	he names of <u>ALL</u> members of the governing body below.	A MAJORITY of the members of the governing body must sign below.
1	Full Name  David Duncan	I,David Duncan, 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:May 2027
	Full Name	I,Todd Johnson, attest that I am a duly elected or appointed board member, and that I have personally
2	Todd Johnson	reviewed and approve this application for exemption from audit.  Signed
	Full Name	I, John Covert , attest that I am a duly elected or appointed board member, and that I have personally
3	John Covert	reviewed and approve this application for exemption from audit.  Signed
	Full Name	I,, attest that I am a duly elected or appointed board member, and that I have
4		personally reviewed and approve this application for exemption from audit.  Signed Date:  My term Expires:
	Full Name	I, , attest that I am a duly elected or appointed board member, and that I have
5		personally reviewed and approve this application for exemption from audit.  Signed
	Full Name	I, , attest that I am a duly elected or appointed board member, and that I have
6		personally reviewed and approve this application for exemption from audit.  Signed
	Full Name	I, , attest that I am a duly elected or appointed board member, and that I have
7		personally reviewed and approve this application for exemption from audit.  Signed

# Silver Peak \_1 2023

#### Interim Agreement Report

2024-03-25

Created: 2024-03-24

By: Diane Wheeler (diane@simmonswheeler.com)

Status: Out for Signature

Transaction ID: CBJCHBCAABAAQmsu1BFrgii-lwl0Qh3EDBc09J8CQbS0

#### Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

## "Silver Peak \_1 2023" History

- Document created by Diane Wheeler (diane@simmonswheeler.com) 2024-03-24 10:06:32 PM GMT
- Document emailed to Diane Wheeler (diane@simmonswheeler.com) for signature 2024-03-24 10:07:45 PM GMT
- Document emailed to david@c3landllc.com for signature 2024-03-24 10:07:45 PM GMT
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