## APPLICATION FOR EXEMPTION FROM AUDIT

LONG FORM

NAME OF GOVERNMENT ADDRESS

Vista Commons Metropolitan District No. 1
121 Tejon Street

Suite 1100

Carrie Bartow

Colorado Springs, CO 80903

CONTACT PERSON PHONE

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

PHONE 719-635-0330
EMAIL Carrie.Bartow@claconnect.com

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: Carrie Bartow

TITLE Accountant for the District

FIRM NAME (if applicable)

CliftonLarsonAllen LLP

ADDRESS 121 Tejon Street, Suite 1100, Colorado Springs, CO 80903

PHONE 719-635-0330

RELATIONSHIP TO ENTITY CPA firm providing accounting services to the district

PREPARER (SIGNATURE REQUIRED)

See attached accountants compilation report

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:

 $\checkmark$ 

1

# PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

#### \* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

NOTE: Attach additional sheets as necessary.			overnmenta	al Funds		Proprietary/Fiduciary Funds		
								Please use this space to
Line #	Description	Genera	I Fund I	Debt Service Fund	Description	F	und* Fund*	provide explanation of any
	Assets				Assets			items on this page
1-1	Cash & Cash Equivalents	\$	37,248 \$		Cash & Cash Equivalents	\$	-   \$	-
1-2	Investments	\$	- \$	-	Investments	\$	- \$	-
1-3	Receivables	\$	114 \$	568	Receivables	\$	- \$	-
1-4	Due from Other Entities or Funds	\$	- \$		Due from Other Entities or Funds	\$	- \$	-
1-5	Property Tax Receivable	\$	- \$	-	Other Current Assets [specify]	-		
	All Other Assets [specify]					\$	-   \$	-
1-6	Lease Receivable (as Lessor)	\$	- \$	-	Total Current Assets	\$	- \$	-
1-7	Receivable from County Treasurer	\$	- \$	-	Capital & Right to Use Assets, net (from Part 6-4)	\$	- \$	-
1-8	•	\$	- \$		Other Long Term Assets [specify]	\$	- \$	-
1-9		\$	- \$			\$	- \$	-
1-10		\$	- \$			\$	- \$	-
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	\$	37,362 \$	375,001	(add lines 1-1 through 1-10) TOTAL ASSETS	\$	- \$	-
	Deferred Outflows of Resources:		, , , , , , , , , , , , , , , , , , ,		Deferred Outflows of Resources	<u> </u>		_
1-12	[specify]	\$	- \$	-	[specify]	\$	- \$	-
1-13	[specify]	\$	- \$	-	[specify]	\$	- \$	-
1-14	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS	\$	- \$	-	(add lines 1-12 through 1-13) TOTAL DEFERRED OUTFLOWS	\$	- \$	-
1-15	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	37,362 \$	375,001	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	- \$	-
	Liabilities				Liabilities			
1-16	Accounts Payable	\$	10,801 \$	-	Accounts Payable	\$	- \$	-
1-17	Accrued Payroll and Related Liabilities	\$	- \$	-	Accrued Payroll and Related Liabilities	\$	- \$	-
1-18	Unearned Revenue	\$	- \$		Accrued Interest Payable	\$	- \$	<u>-</u>
1-19	Due to Other Entities or Funds	\$	- \$		Due to Other Entities or Funds	\$	- \$	-
1-20	All Other Current Liabilities	\$	- \$		All Other Current Liabilities	\$	- \$	-
1-21	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES	\$	10,801 \$		(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES	\$	- \$	-
1-22	All Other Liabilities [specify]	\$	- \$		Proprietary Debt Outstanding (from Part 4-4)	\$	- \$	<u>-</u>
1-23		\$	- \$		Other Liabilities [specify]:	\$	- \$	-
1-24		\$	- \$			\$	- \$	-
1-25		\$	- \$			\$	- \$	-
1-26	(add lines 4.04 through 4.06) TOTAL LIADUITIES	\$	- \$		(add lines 4.04 through 4.00) TOTAL LIABULTIES	\$	- \$	-
1-27	(add lines 1-21 through 1-26) TOTAL LIABILITIES  Deferred Inflows of Resources:	\$	10,801   \$		(add lines 1-21 through 1-26) TOTAL LIABILITIES  Deferred Inflows of Resources	\$	-   \$	-
1 20	Deferred Property Taxes	¢	-   \$		Pension/OPEB Related	Φ.	-   \$	
1-28 1-29	Lease related (as lessor)	Φ	- \$ - \$			Φ	-   \$ -   \$	-
1-29	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	Φ Φ	- \$		Other [specify] (add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	Φ Φ	-   \$ -   \$	-
1-30	Fund Balance	Ψ	-   Ψ		Net Position	Ψ	-   Ψ	_
1-31	Nonspendable Prepaid	\$	-   \$		r	\$	-   \$	
1-31	Nonspendable Inventory	\$	- \$		apital and right to 000 7000to	Ψ	Ψ	
1-33	Restricted [specify]3% TABOR Emergency Reserve	\$	6,100 \$		Emergency Reserves	\$	-   \$	-
1-34	Committed [specify]	\$	- \$		Other Designations/Reserves	\$	- \$	-
1-35	Assigned [specify] Debt Service	\$	- \$		Restricted	\$	- \$	-
1-36	Unassigned:	\$	20,461 \$		Undesignated/Unreserved/Unrestricted	\$	- \$	-
1-37	Add lines 1-31 through 1-36	¥	, ισι ψ		Add lines 1-31 through 1-36	Ψ	Ψ	
	This total should be the same as line 3-33				This total should be the same as line 3-33			
	TOTAL FUND BALANCE		26,561 \$	375,001	TOTAL NET POSITION		-   \$	-
1-38	Add lines 1-27, 1-30 and 1-37	Ψ	_3,551 Ψ	5, 5,551	Add lines 1-27, 1-30 and 1-37	Ψ	<b>*</b>	
	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			
	BALANCE	\$	37,362 \$	375,001	POSITION	\$	-   \$	-

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

		Governmental Funds			Proprietary/F	iduciary Funds	Discourse their seconds
Line # Description		General Fund Debt Service 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]	\$ -	-	Property [include mills levied in Question 10-6]	\$ -	- \$	
2-2	Specific Ownership	\$ -	- \$	Specific Ownership	\$ -	- \$	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	- \$	
2-4	Other Tax Revenue [specify]:	\$ -	- \$	Other Tax Revenue [specify]:	\$ -	- \$	
2-5	Interest Income	\$ -	- \$		\$ - \$		
2-6	Intergovernmental Tax Revenues From District 2,3,4	\$ 38,580	\$ 191,449		\$ -	- \$	
2-7		\$ -	\$ -		\$ -	- \$	
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE		\$ 191,449	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 (нитг)	\$ -	\$ -	1
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		\$ 191,449	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	\$ -	\$ -	1
2-27	Developer Advances	\$ - \$ -		Developer Advances	\$ -	\$ -	1
2-28	Other [specify]:	\$ -	\$ -	Other [specify]:	\$ -	\$ -	1
2-29	Add lines 2-25 through 2-28	, , , , , , , , , , , , , , , , , , ,		Add lines 2-25 through 2-28			GRAND TOTALS
	TOTAL OTHER FINANCING SOURCES			TOTAL OTHER FINANCING SOURCES	\$	\$ -	GRAND TOTALS
2-30	Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES		\$ 191,449	Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES		\$ -	\$ 230,029

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.

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.

#### PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES **Governmental Funds Proprietary/Fiduciary Funds** Please use this space to Debt Service Fund Description **General Fund** Description Fund\* provide explanation of any **Expenditures Expenses** items on this page \$ **General Operating & Administrative General Government** 21,747 | \$ - | \$ 3-1 **Judicial** \$ **Salaries** \$ - | \$ 3-2 \$ \$ 3-3 Law Enforcement \$ \$ **Payroll Taxes** - | \$ \$ Fire **Contract Services** - | \$ 3-4 \$ **Highways & Streets** \$ **Employee Benefits** \$ - | \$ 3-5 \$ **Solid Waste** \$ Insurance \$ - | \$ 3-6 \$ Contributions to Fire & Police Pension Assoc. \$ **Accounting and Legal Fees** - | \$ 3-7 \$ **Repair and Maintenance** 3-8 Health \$ - | \$ \$ **Culture and Recreation** \$ \$ - | \$ 3-9 Supplies \$ \$ Transfers to other districts **Utilities** 3-10 \$ - | \$ Other [specify...]: \$ Contributions to Fire & Police Pension Assoc. 3-11 \$ - | \$ \$ **County Treasurers fee** \$ - | \$ - | \$ 3-12 Other [specify...] \$ \$ Intergovernmental expenditures - | \$ - | \$ 3-13 **Capital Outlay** \$ | \$ **Capital Outlay** \$ - | \$ 3-14 **Debt Service Debt Service** \$ - | \$ 3-15 **Principal** - | \$ **Principal** (should match amount in 4-4) (should match amount in 4-4) \$ - | \$ 3-16 Interest \$ Interest **Bond Issuance Costs** 3-17 \$ - | \$ **Bond Issuance Costs** \$ - | \$ \$ **Developer Principal Repayments** \$ **Developer Principal Repayments** - | \$ 3-18 \$ **Developer Interest Repayments** 3-19 **Developer Interest Repayments** \$ - | \$ \$ All Other [specify...]: \$ 3-20 All Other [specify...]: \$ - | \$ \$ \$ **GRAND TOTAL** 3-21 - | \$ Add lines 3-1 through 3-21 Add lines 3-1 through 3-21 21,747 | \$ 21,747 3-22 **TOTAL EXPENDITURES TOTAL EXPENSES** 3-23 Interfund Transfers (In) \$ \$ - Net Interfund Transfers (In) Out \$ - | \$ \$ Interfund Transfers Out \$ \$ Other [specify...][enter negative for expense] - | \$ 3-25 Other Expenditures (Revenues): \$ **Depreciation/Amortization** \$ \$ - | \$ \$ Other Financing Sources (Uses) 3-26 \$ - | \$ (from line 2-28) \$ **Capital Outlay** \$ 3-27 \$ (from line 3-14) - | \$ 3-28 \$ \$ **Debt Principal** \$ - | \$ (from line 3-15, 3-18) 3-29 (Line 3-27, plus line 3-28, less line 3-26, less line 3-25, plus (Add lines 3-23 through 3-28) **TOTAL** line 3-24) TOTAL GAAP RECONCILING ITEMS \$ TRANSFERS AND OTHER EXPENDITURES \$ \$ 3-30 Excess (Deficiency) of Revenues and Other Financing **Net Increase (Decrease) in Net Position Sources Over (Under) Expenditures** Line 2-29, less line 3-22, plus line 3-29, less line 3-23 Line 2-29, less line 3-22, less line 3-29 191,449 \$ 16,833 | \$ Net Position, January 1 from December 31 prior year 3-31 Fund Balance, January 1 from December 31 prior year report \$ 9,728 | \$ 183.552 \$ \$ 3-32 Prior Period Adjustment (MUST explain) Prior Period Adjustment (MUST explain) \$ \$ - | \$ \$

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.

26,561 | \$

**Net Position, December 31** 

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

375,001 This total should be the same as line 1-37.

	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 4-2	Does the entity have outstanding debt? Is the debt repayment schedule attached? If no, MUST explain:  To be repaid as funds are available						
4-3	Is the entity current in its debt service payments? If no, MUST explain:	<u> </u>					
4-4	Please complete the following debt schedule, if applicable: (please only include principal amounts)  Outstanding at beginning of year*  Seneral obligation bonds  Seneral obligation bonds	year	Outstanding at year-end				
	Revenue bonds Notes/Loans  \$ - \$ - \$	-   \$ -   \$	-   \$ -   -   \$ -				
	Lease & SBITA** Liabilities (GASB 87 & 96)       \$ - \$         Developer Advances       \$ 63,243 \$         Other (specify):       \$ - \$         TOTAL \$ 63,243 \$	- \$ - \$ - \$	- \$ - - \$ 63,243 - \$ - - \$ 63,243				
**Subso	cription Based Information Technology Arrangements *Must agree to prior year-end balance	, ·					
<b>4-5</b> If yes:	Please answer the following questions by marking the appropriate boxes.  Does the entity have any authorized, but unissued, debt [Section 29-1-605(2) C.R.S.]?  How much?  \$ 663,000,000	YES ☑	NO				
4-6	Date the debt was authorized:  Does the entity intend to issue debt within the next calendar year?  How much?  5/08/2020  \$ -		☑				
4-7	Does the entity have debt that has been refinanced that it is still responsible for?  What is the amount outstanding?  \$ -		✓				
4-8 If yes:	Does the entity have any lease agreements? What is being leased? What is the original date of the lease?		U				
	Number of years of lease?  Is the lease subject to annual appropriation?  What are the annual lease payments?  \$ -						
	PART 5 - CASH AND I	INVESTME					
5-1 5-2	Please provide the entity's cash deposit and investment balances. YEAR-END Total of ALL Checking and Savings accounts Certificates of deposit TOTAL CASH DEPOSI	### AMOUNT   \$ 411,68   \$ ### TS		Please use this space to provide any explanations or comments:			
	Investments (if investment is a mutual fund, please list underlying investments):	ф	Ψ11,001				
5-3		\$ \$ \$	- - -				
	TOTAL INVESTMENT		\$ -				
	TOTAL CASH AND INVESTMENT		\$ 411,681				
5-4	Please answer the following question by marking in the appropriate box  Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	NO	N/A □				
5-5	Are the entity's investments legal in accordance with Section 24-75-501, et. seq., S.R.S.!  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:						

	PART	6 - CAPITAL	AND RIGH	T-TO-USI	E ASSETS	
	Please answer the following question by marking in the appropriate box	<u> </u>	<u> </u>	YES	NO	Please use this space to provide any explanations or comments:
	N/A. The District has no capital assets.					
6-3	Complete the following Capital & Right-To-Use Assets table for GOVERNMENTAL FUNDS:	Balance - beginning of the year	Additions*	Deletions	Year-End Balance	
	Land Buildings Machinery and equipment Furniture and fixtures Infrastructure Construction In Progress (CIP) Leased & SBITA Right-to-Use Assets Intangible Assets Other (explain): Accumulated Amortization Right to Use Assets (Enter a negative, or credit, balance) Accumulated Depreciation (Enter a negative, or credit, balance)	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
6-4	Complete the following Capital & Right-To-Use Assets table for PROPRIETARY FUNDS:	Balance - beginning of the year*	Additions*	Deletions	Year-End Balance	
	i Tananan marangan mengangan mengangan mengangan mengangan mengangan mengangan mengangan mengangan mengangan men	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ - ur-end balance additions should be re overnment's capitalizat	tion policy. Please e	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
		PART 7 - PE	<u>INSION INF</u>	FORMATI	<u>ON</u>	
7-2	Does the entity have an "old hire" firefighters' pension plan?  Does the entity have a volunteer firefighters' pension plan?  Who administers the plan?			YES  □ □ □ □	NO  ☑  ☑	Please use this space to provide any explanations or comments:
	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?		\$ -	1		

Sign Enve	ope ID: 1B55912D-40ED-440B-9CB9-E99EF4E79C81				
	PART 8 -	- BUDGET INF	ORMATION	V	
	Please answer the following question by marking in the appropriate box	YES	NO	N/A	Please use this space to provide any explanations or comments:
8-1	Did the entity file a current year budget with the Department of Local Affairs, in accordance with	✓			
	Section 29-1-113 C.R.S.? If no. MUST explain: Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.?				
8-2	If no, MUST explain:	☑			
If yes:	Please indicate the amount appropriated for each fund separately for the year reported				
		opriations By Fund			
	General Fund \$ Debt Services Fund \$	201,124 94,477			
	\$	-			
	\$	-			
	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 Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the government from the Spending limitations of TABOR does not exempt the Spending limitation in the Spending limitation from the		☑		
	requirement. All governments should determine if they meet this requirement of TABOR.				
	PART 10 -	<u>- GENERAL INI</u>	FORMATIC	N 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?			☑	riease use this space to provide any explanations of comments.
If yes:					
	Date of formation:				
40.0	Lies the entity changed its name in the past or surrent year?			✓	
	Has the entity changed its name in the past or current year?				
If Yes:	NEW name				
	PRIOR name				
10_3	Is the entity a metropolitan district?			-	
	Please indicate what services the entity provides:		✓		
	To provide for the planning, acquisition, construction, installation, and financing of the Public Improvemen	nts			
10-5	Does the entity have an agreement with another government to provide services?		✓		
If yes:	List the name of the other governmental entity and the services provided:				
	Provides all services to Vista Commons Metro district 2,3,4				
10-6	Does the entity have a certified mill levy?			✓	
If yes:	Please provide the number of mills levied for the year reported (do not enter \$ amounts):				
	Bond Redemption mills  General/Other mills	0.000			
	Total mills	0.000			
		YES	NO	N/A	
10-7	NEW 2023! If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-20]				
10-7	C.R.S.]? If NO, please explain.	ı			
	Please use this space to provide any a	dditional explanation	ons or comme	nts not previous	y included:

# 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 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.

<b>MUST Print t</b>	he names of ALL members of the governing body below.	A MAJORITY of the members of the governing body must sign below.
1	Full Name  Justin Coughlin	I, Justin Coughlin, 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
2	Full Name Steve Coughlin	I, Steve Coughlin, 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 free Coughlin, 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.  Date:  My term Expires: May 2027
3	Full Name  Jennifer Roth	I, Jennifer Roth, 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 2025
4	Full Name  Mark Roth	I, Mark Roth, 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 2025
5	Full Name  George Seward	I, George Seward, 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 Seward State Sta
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:



CliftonLarsonAllen LLP 8390 East Crescent Parkway, Suite 300 Greenwood Village, CO 80111 phone 303-779-5710 fax 303-779-0348 claconnect.com

### **Accountant's Compilation Report**

Board of Directors Vista Commons Metropolitan District No.1 Weld County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Vista Commons Metropolitan District No.1 as of and for the year ended December 31, 2023, included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements included in the accompanying prescribed form.

The Application for Exemption from Audit is presented in accordance with the requirements of the Colorado Office of the State Auditor, which differ from accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Colorado Office of the State Auditor and is not intended to be and should not be used by anyone other than this specified party.

We are not independent with respect to Vista Commons Metropolitan District No.1.

Greenwood Village, Colorado

Clifton Larson allen LAG

March 27, 2024

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Envelope Updated	Security Checked	3/29/2024 4:19:22 PM				
Envelope Updated	Security Checked	3/29/2024 5:17:29 PM				
Certified Delivered	Security Checked	3/29/2024 8:10:46 AM				
Signing Complete	Security Checked	3/29/2024 8:10:55 AM				
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