# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

NAME OF GOVERNMENT Prairie Center Metropolitan District No. 8

ADDRESS 8390 E Crescent Parkway

Suite 300

Greenwood Village, CO 80111

CONTACT PERSON Christine Harwell PHONE 303-779-5710

EMAIL Christine.Harwell@claconnect.com

FAX 303-779-0348

For the Year Ended 12/31/18 or fiscal year ended:

## 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 of my knowledge.

NAME: Christine Harwell

TITLE Accountant for the District FIRM NAME (if applicable) CliftonLarsonAllen LLP

ADDRESS 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111

 PHONE
 303-779-5710

 DATE PREPARED
 February 22, 2019

# PREPARER (SIGNATURE REQUIRED)

SEE ATTACHED ACCOUNTANT'S COMPILATION REPORT

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

GOVERNMENTAL
(MODIFIED ACCRUAL BASIS)

PROPRIETARY
(CASH OR BUDGETARY BASIS)

# **PART 2 - REVENUE**

REVENUE: 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#		De	scription		Round to nearest Dollar	Please use this
2-1	Taxes:	Property	(report mills levied in Question 10-6)		\$ -	space to provide
2-2		Specific owners	ship		\$ -	any necessary
2-3		Sales and use			\$ -	explanations
2-4	(	Other (specify):			\$ -	
2-5	Licenses and permits	5			\$ -	
2-6	Intergovernmental:		Grants		\$ -	
2-7			<b>Conservation Trust Funds (Lo</b>	ttery)	\$ -	
2-8			<b>Highway Users Tax Funds (HU</b>	JTF)	\$ -	
2-9			Other (specify):		\$ -	
2-10	Charges for services				\$ -	
2-11	Fines and forfeits				\$ -	
2-12	Special assessments				\$ -	
2-13	Investment income				\$ -	
2-14	Charges for utility se	rvices			\$ -	
2-15	Debt proceeds		(should agree with line 4	1-4, column 2)	\$ -	
2-16	Lease proceeds				\$ -	
2-17	Developer Advances		(should agree	with line 4-4)	\$ -	
2-18	Proceeds from sale of				\$ -	
2-19	Fire and police pensi	on			\$ -	
2-20	Donations				\$ -	
2-21	Other (specify):				\$ -	
2-22					\$ -	
2-23					\$ -	
2-24		(add lin	es 2-1 through 2-23) TOTAL	REVENUE	\$	

# **PART 3 - EXPENDITURES**

EXPENDITURES: 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 nearest Dollar	Please use this
3-1	Administrative		\$ -	space to provide
3-2	Salaries		\$ -	any necessary
3-3	Payroll taxes		\$ -	explanations
3-4	Contract services		\$ -	
3-5	Employee benefits		\$ -	
3-6	Insurance		\$ -	
3-7	Accounting and legal fees		\$ -	
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	Culture and recreation		\$ -	
3-15	Utility operations		\$ -	
3-16	Capital outlay		\$ -	
3-17	Debt service principal	(should agree with Part 4)	\$ -	
3-18	Debt service interest		\$ -	
3-19	Repayment of Developer Advance Principal	(should agree with line 4-4)	\$ -	
3-20	Repayment of Developer Advance Interest		\$ -	
3-21	Contribution to pension plan	(should agree to line 7-2)	\$ -	
3-22	Contribution to Fire & Police Pension Assoc.	(should agree to line 7-2)	\$ -	
3-23	Other (specify):			
3-24			\$ -	
3-25			\$ -	
3-26	(add lines 3-1 through 3-24) TO	TAL EXPENDITURES	-	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - <u>STOP</u>. You may not use this form. Please use the "Application for Exemption from Audit -<u>LONG FORM</u>".

	PART 4 - DEBT OUTSTANDING	G, ISS	UED	, AND	R	TIRE	D		
	Please answer the following questions by marking the	appropriate	boxes.			Yes	;		No
4-1	Does the entity have outstanding debt?  If Yes, please attach a copy of the entity's Debt Repayment So								7
4-2	Is the debt repayment schedule attached? If no, MUST explain								7
	Not applicable.								
4-3	Is the entity current in its debt service payments? If no, MUS	Γ explain:							7
	Not applicable.								
4-4	Please complete the following debt schedule, if applicable:	Outstand	ling at	Issued dur	ina	Retired o	luring	Outeta	inding at
	(please only include principal amounts)(enter all amount as positive numbers)	end of price		year	y	yea			r-end
	General obligation bonds	\$	-	\$		\$	-	\$	-
	Revenue bonds	\$	-		-	\$	-	\$	-
	Notes/Loans	\$	-	\$ .	-	\$	-	\$	-
	Leases	\$	-	\$ -	-	\$	-	\$	-
	Developer Advances	\$	-			\$	_	\$	-
	Other (specify):	\$	-		-	\$	_	\$	-
	TOTAL	\$	-	\$ .		\$	_	\$	-
		*must tie to	prior ve	ar ending bala	ance	, T		T	
	Please answer the following questions by marking the appropriate boxes		piner ye			Yes	;		No
4-5	Does the entity have any authorized, but unissued, debt?					4			
If yes:	How much?	\$	6,7	90,000,000	.00				
	Date the debt was authorized:		5/2/2	006					
4-6	Does the entity intend to issue debt within the next calendar	year?							J
If yes:	How much?	\$			-				
4-7	Does the entity have debt that has been refinanced that it is s		nsible 1	or?					J
If yes:	What is the amount outstanding?	\$			-				_
4-8	Does the entity have any lease agreements?					. $\square$			1
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?								П
	What are the annual lease payments?	\$							_
	Please use this space to provide any	_ Ψ explanati	ons or	comments					
		CAPICITAGE	Chie of						

	PART 5 - CASH AND INVESTME	ENTS		
	Please provide the entity's cash deposit and investment balances.		Amount	Total
5-1	YEAR-END Total of ALL Checking and Savings Accounts		\$ -	
5-2	Certificates of deposit		\$ -	
	Total Cash Deposits			\$ -
	Investments (if investment is a mutual fund, please list underlying investments):			
			\$ -	]
5-3			\$ -	
3-3			\$ -	
			\$ -	
	Total Investments			\$ -
	Total Cash and Investments			\$ -
	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.		П	7
	seq., C.R.S.?			
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.)?	Ц	Ш	1
If no, MU	UST use this space to provide any explanations:			
The Dist	trict has no Checking or Savings Account.			

	PART 6 - CAPITA	ΔL	ASSET	S				
	Please answer the following questions by marking in the appropriate box	es.			Y	es		No
6-1	Does the entity have capital assets?					l		1
6-2	Has the entity performed an annual inventory of capital asset 29-1-506, C.R.S.,? If no, MUST explain:	s in	accordance	with Section		l		7
	Not applicable.							
6-3	Complete the following capital assets table:	beg	Balance - ginning of the year*	Additions (Must be included in Part 3)		tions		ar-End alance
	Land	\$	-	\$ -	\$	-	\$	-
	Buildings	\$	-	\$ -	\$	-	\$	-
	Machinery and equipment	\$	-	\$ -	\$	-	\$	-
	Furniture and fixtures	\$	-	\$ -	\$	-	\$	-
	Infrastructure	\$	-	\$ -	\$	-	\$	-
	Construction In Progress (CIP)	\$	-	\$ -	\$	-	\$	-
	Other (explain):	\$	-	\$ -	\$	-	\$	-
	Accumulated Depreciation	\$	_	\$ -	\$	-	\$	-
	TOTAL	\$	-	\$ -	\$	-	\$	-
	Please use this space to provide any	exp	ianations or	comments:				
	PART 7 - PENSION	IN	FORMA	TION				
	Please answer the following questions by marking in the appropriate box				Y	es		No
7-1	Does the entity have an "old hire" firemen's pension plan?							7
7-2	Does the entity have a volunteer firemen's pension plan?							<u></u>
If yes:	Who administers the plan?				1			
,	Indicate the contributions from:				1			
					Т			
	Tax (property, SO, sales, etc.):			\$ -	-			
	State contribution amount:			\$ -	-			
	Other (gifts, donations, etc.): TOTAL			\$ - \$ -	+			
		41	o oo of low	-	-			
	What is the monthly benefit paid for 20 years of service per re Please use this space to provide any			\$ -				
	riease use this space to provide any	exp	ianations or	comments.				
	DARTA BURGETI	N.I.	EODMA:	TION				
	PART 8 - BUDGET I	N	FORMA	HON				
	Please answer the following questions by marking in the appropriate box			Yes	N	lo		N/A
8-1	Did the entity file a budget with the Department of Local Affai	rs f	or the	V				
	current year in accordance with Section 29-1-113 C.R.S.?						'	
8-2	Did the entity pass an appropriations resolution, in accordance	CO 14	vith Section	_				
	29-1-108 C.R.S.? If no, MUST explain:	CE VI	vitii Section	<b>√</b>				
	23-1-100 C.N.S.? II 110, WOST Explain.			,				
If woo	Please indicate the amount budgeted for each fund for the ye	OK K	onortodi					
If yes:	riease mulcate the amount budgeted for each fund for the ye	ai i	eporteu:					
	General Fund	\$		-	1			
					1			
					]			

	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, Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency	1	
	reserve requirement. All governments should determine if they meet this requirement of TABOR.		
f no, Ml	JST explain:		
	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?		7
If yes:	Date of formation:		
10-2	Has the entity changed its name in the past or current year?		4
16	BL L'AL MENA A BRIOR		
If yes:	Please list the NEW name & PRIOR name:		
10-3	Is the entity a metropolitan district?	7	
10-3	Please indicate what services the entity provides:		ш
	Please see below.		
10-4	Does the entity have an agreement with another government to provide services?	П	V
If yes:	List the name of the other governmental entity and the services provided:		
11 y 00.	List the hame of the other governmental entity and the services provided.		
10-5	Has the district filed a Title 32, Article 1 Special District Notice of Inactive Status during		7
If yes:	Date Filed:		
10-6	Does the entity have a certified Mill Levy?		1
If yes:	2000 1110 011111, 11110 11 00111110 111111 201,		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):		
	Bond Redemption mills		-
	General/Other mills		-
	Total mills		-
	Please use this space to provide any explanations or comments:		

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

10-3: The District was established to provide financing for the design, acquisition, installation, construction, and completion of public improvements and services, including streets, transportation, drainage improvements, traffic and safety controls, park and recreation facilities, water, sewer, television relay and translator and mosquito and pest control services.

	PART 11 - 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?	<b>4</b>				

# Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures 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 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.

	Print the names of ALL current governing	A MAJORITY of the governing board members must complete and sign in the column below.
	board members below.	
Board	Print Board Member's Name	I, Michael Tamblyn, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Member 1	Michael Tamblyn	Signed Date: 3/6/2019  My term Expires: May 2022  3C7B521B1458486
Board	Print Board Member's Name	I, Mark A. Waggoner, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.
Member 2	Mark A. Waggoner	Signed Date: 3/6/2019 My term Expires: May 2020  May term Expires: May 2020  May term Expires: May 2020
Board	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for
Member 3		exemption from audit. Signed Date: My term Expires:
	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for
Board Member 4		exemption from audit. Signed Date: My term Expires:
	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for
Board Member 5		exemption from audit. Signed Date:
	Print Board Member's Name	My term Expires:
Board Member 6		member, and that I have personally reviewed and approve this application for exemption from audit.  Signed  Date: My term Expires:
	Print Board Member's Name	I, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for
Board Member 7		exemption from audit. Signed
		Date: My term Expires:



CliftonLarsonAllen LLP www.CLAConnect.com

# **Accountant's Compilation Report**

Board of Directors Prairie Center Metropolitan District No. 8 Adams County, Colorado

Management is responsible for the accompanying Application for Exemption from Audit of Prairie Center Metropolitan District No. 8 as of and for the year ended December 31, 2018, 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 Prairie Center Metropolitan District No. 8.

Greenwood Village, Colorado

Clifton Larson allen LA

February 22, 2019



**Certificate Of Completion** 

Envelope Id: D92EC39D02A94053975A81E10C112117

Subject: Please DocuSign: Prairie Center MD No. 8.pdf

Client Name: Prairie Center MD No. 8 Client Number: 011-043658-00

Source Envelope:

Document Pages: 8Signatures: 2Envelope Originator:Certificate Pages: 5Initials: 0Grace TiradoAutoNav: Enabled220 South 6th Street

Suite 300

Status: Completed

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Minneapolis, MN 55402 Grace.Tirado@claconnect.com IP Address: 67.137.57.251

**Record Tracking** 

Status: Original Holder: Grace Tirado Location: DocuSign

3A4C1559CFEE48B..

3/6/2019 10:04:51 AM Grace.Tirado@claconnect.com

Signer Events Signature

Mark A. Waggoner

mwaggoner@pepsicenter.com

Mark A. Waggoner

Mark A. Waggoner

Security Level: Email, Account Authentication

(None)

Signature Adoption: Pre-selected Style Using IP Address: 50.207.171.254

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Electronic Record and Signature Disclosure: Accepted: 3/6/2019 2:22:10 PM

ID: 0866150c-daf2-42b9-9cc5-ba28f4f5f307

MICHAEL TAMBLYN mtamblyn@thekroenkegroup.com

Security Level: Email, Account Authentication

(None)

Signature Adoption: Drawn on Device

Using IP Address: 73.95.252.28

**Electronic Record and Signature Disclosure:** 

Accepted: 3/6/2019 10:16:36 AM

ID: ffe00d36-db10-48e8-a0b9-2d7bf75dbdb3

Timestamp

Sent: 3/6/2019 10:08:17 AM Viewed: 3/6/2019 2:22:10 PM Signed: 3/6/2019 2:22:32 PM

Sent: 3/6/2019 10:08:17 AM Viewed: 3/6/2019 10:16:36 AM Signed: 3/6/2019 10:16:52 AM

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps	
Envelope Sent	Hashed/Encrypted	3/6/2019 10:08:17 AM	
Certified Delivered	Security Checked	3/6/2019 2:22:10 PM	
Signing Complete	Security Checked	3/6/2019 2:22:32 PM	
Completed	Security Checked	3/6/2019 2:22:32 PM	
Payment Events	Status	Timestamps	
Electronic Record and Signature Disclosure			

Electronic Record and Signature Disclosure created on: 2/12/2019 8:04:21 AM Parties agreed to: Mark A. Waggoner, MICHAEL TAMBLYN

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

## **Getting paper copies**

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

#### Withdrawing your consent

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

#### Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

#### How to contact CliftonLarsonAllen LLP:

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

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

#### To advise CliftonLarsonAllen LLP of your new email address

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

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

### To request paper copies from CliftonLarsonAllen LLP

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

#### To withdraw your consent with CliftonLarsonAllen LLP

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

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### Required hardware and software

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

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

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

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

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