



**EATON HOUSING AUTHORITY MEETING AGENDA**  
**Thursday, March 21, 2024, Following Regular Board Meeting**  
**Held at the Carsten Board Room at 224 First Street**

**CALL TO ORDER**

**ROLL CALL**

**AGENDA APPROVAL / AMENDMENTS**

*Motion to approve agenda as is or approve agenda with amendment(s).*

**PUBLIC COMMENT\***

*Members of the audience are invited to speak at the Board of Trustees' meeting. Public Comment is reserved for citizen comments on items not contained on the printed agenda. Citizen comments are limited to two (2) minutes per speaker. When several people wish to speak about the same position on a given item, they are requested to select a spokesperson to state that position.*

**CONSENT AGENDA**

*The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. Council or staff may request an item(s) to be removed from the Consent Agenda and placed under New Business for discussion.*

**1. Minutes – February 15, 2024 Eaton Housing Authority Meeting**

**NEW BUSINESS**

**2. Resolution No. 2024-02, Housing Authority Audit Exemption – Alan Holberg, Anderson & Whitney**

- Agenda Item, Memo
- Application For Exemption From Audit – Long Form
- EHA Financial Statement
- Resolution No. 2024-02, Approving An Exemption From Audit For The Fiscal Year 2023 For The Housing Authority Of The Town Of Eaton

**ADJOURN**

**Return to Regular Board Meeting for Executive Session**

*\* If you have public comment but are not comfortable attending in person, please send the comments to [wesley@eatonco.org](mailto:wesley@eatonco.org) by noon on the day of the meeting, and the comment will be read into the record or otherwise shared with the Board during the meeting.*

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**AMERICANS WITH DISABILITIES ACT NOTICE**

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact Town Hall at (970) 454-3338 within 48 hours prior to the meeting to request such assistance.

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**EATON HOUSING AUTHORITY MEETING  
FOLLOWING REGULAR BOARD MEETING**

**224 First Street, Eaton, CO  
Thursday, February 15, 2024, 8:27 P.M.**

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**MINUTES**

**CALL TO ORDER**

*Mayor Moser called the meeting to order at 8:27 p.m.*

**ROLL CALL**

<b>BOARD PRESENT</b>	Mayor Scott E. Moser	Mayor Pro Tem Liz Heid	Trustee Nina Lewis
	Trustee Coby Gentry	Trustee Lee Griffith	Trustee Karla Winter
<b>BOARD ABSENT</b>	Trustee Glenn Ledall		

**STAFF PRESENT:** Town Administrator/Executive Director - Wesley LaVanchy, Town Attorney - Avi Rocklin (Virtual), Assistant Town Administrator - Greg Brinck, and Finance Director - Faith Smith

**AGENDA APPROVAL / AMENDMENT(S)**

*Trustee Winter moved to approve the agenda as presented.*

Trustee Griffith seconded, and the motion passed unanimously, 5-0.

**PUBLIC COMMENT**

*Mayor Moser opened and closed the floor for public comment at 8:28 p.m., there was no public comment.*

**CONSENT AGENDA**

**1. Minutes – January 18, 2024 Eaton Housing Authority Meeting**

*Mayor Pro Tem Heid moved to approve the Consent Agenda.*

Trustee Gentry seconded, and the motion passed unanimously, 5-0.

**NEW BUSINESS**

**2. EHA Resolution No. 2024-01, Concerning Participation in the Colorado Surplus Asset Fund Trust**

Faith Smith, Finance Director gave a summary that at present, a significant portion of the Eaton Housing Authority funds are held at a local institution earning little interest, less than 1%, in this inflationary environment. The Town currently utilizes interest accounts with ColoTrust and CSafe, with an average yield at the end of December of 5.58% interest and would like to diversify the portfolio and keep funds liquid and safe. Staff is recommending approval of Housing Authority Resolution No. 2024-01, which will allow an account to be set up and transferring funds consistent with cash requirements for operations and capital projects with CSafe.

*Mayor Pro Tem Heid moved to approve Housing Authority Resolution No. 2024-01, a Resolution Concerning Participation in the Colorado Surplus Asset Fund Trust.*

Trustee Lewis seconded, and the motion passed unanimously, 5-0.

**STAFF REPORT**

**3. First Amendment to Property Management Agreement Between EHA and Senior Housing Options, Inc.**

Wesley LaVanchy, Executive Director of EHA stated that this agreement was negotiated with SHO to roll over the contract that would have expired in March 2024 and extend it to March 31, 2025. Amended and removed the section where the Town employed a Maintenance Superintendent and Part-Time Personnel and clarified the provision of 30-day notice option to end agreement.

**ADJOURN**

Mayor Moser adjourned the February 15, 2024, Eaton Housing Authority Regular Meeting at 8:35 p.m.

*Margaret Jane Winter, Town Clerk*



## Eaton Town Board Agenda Item

<b>TO:</b>	Board of Trustees
<b>FROM:</b>	Faith Smith
<b>DATE of MEETING:</b>	03/21/2024
<b>TITLE/SUBJECT:</b>	Eaton Housing Authority Audit Exemption 2023

### **DESCRIPTION**

Audit exemption for the Eaton Housing Authority 2023.

### **SUMMARY**

The State of Colorado allows for an audit exemption for entities whose gross revenues and/or expenses do not exceed \$750,000 in a year. This is the case for the Eaton Housing Authority for 2023. In 2022 Senior Housing Options, a non-profit organization who specializes in handling HUD housing projects, took over the duties of the majority of payroll, accounts payable, collecting rent, and handling the HUD forms.

For 2022 Eaton Housing Authority submitted an audit exemption to the state as it had less than \$750,000 in rent & HUD subsidiaries and they did not spend over \$750,000 in expenses. As with last year, the recommendation from the EHA auditors is to file an audit exemption for 2023.

The Eaton Housing Authority (EHA) auditor, Anderson & Whitney has reviewed the EHA bank account statements, and the transactions EHA has paid for as a part of the audit exemption review. They also reviewed information from Senior Housing Options, such as the trial balance. They will be explaining the audit exemption form that needs to go to the state and give a synopsis of their current findings on March 21<sup>st</sup>.

### **COST & BUDGET**

No impact on the budget

### **RECOMMENDATION**

Approve the resolution for the Eaton Housing Authority to file an audit exemption for 2023.



223 1st St, Eaton, CO 80615



(970) 454-3338



[eatonco.org](http://eatonco.org)

## APPLICATION FOR EXEMPTION FROM AUDIT

### LONG FORM

FOR LOCAL GOVERNMENTS WITH EITHER REVENUES OR EXPENDITURES **MORE THAN \$100,000 BUT NOT MORE THAN \$750,000**

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 for the year.

### EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA) for approval.

Any preparer of an Application for Exemption from Audit must be an independent accountant with knowledge of governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

### READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END. FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END. *APPLICATIONS FOR EXEMPTION FROM AUDIT SUBMISSIONS ARE NOT ELIGIBLE FOR AN EXTENSION OF TIME.*

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS

PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT THIS ADDRESS:

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

<http://www.lexisnexis.com/hototopics/Colorado/>

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

### CHECKLIST

- ☐ Has the preparer signed the application?
- ☐ Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- ☐ Has the application been PERSONALLY reviewed and approved by the governing body?
- ☐ Are all sections of the form complete, including responses to all of the questions?
- ☐ Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- ☐ Will this application be submitted electronically?
  - ☐ If yes, have you read and understand the new Electronic Signature Policy? See new [here](#) policy
  - or--
  - ☐ Have you included a resolution?
  - ☐ Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
  - ☐ Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- ☐ Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
  - ☐ If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

Checkout our web portal. Register your account and submit electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more! See the link below.

[Click here to go to the portal](#)

### FILING METHODS

**WEB PORTAL:** Register and submit your Applications at our web portal: <https://apps.leg.co.gov/osa/lq>

For faster processing the web portal is the preferred method for submission

**MAIL:** Office of the State Auditor  
Local Government Audit Division  
1525 Sherman St., 7th Floor  
Denver, CO 80203

*Please Note: The OSA's email addresses have changed as of December 1, 2023. Please ensure you are using the email address noted below.*

Email: [osa.lg@coleg.gov](mailto:osa.lg@coleg.gov) or Phone: 303-869-3000

### QUESTIONS?

### IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis -- A Budget to GAAP reconciliation is provided in Part 3

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED

## APPLICATION FOR EXEMPTION FROM AUDIT LONG FORM

<b>NAME OF GOVERNMENT</b>	Housing Authority of the Town of Eaton
<b>ADDRESS</b>	223 1st Street
	Eaton, CO 80615
<b>CONTACT PERSON</b>	Faith Smith
<b>PHONE</b>	970-454-3338
<b>EMAIL</b>	Faith@eatonco.org

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

### CERTIFICATION OF PREPARER

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

<b>NAME:</b>	Alan Holmberg	
<b>TITLE</b>	CPA	
<b>FIRM NAME (if applicable)</b>	Anderson & Whitney, P.C.	
<b>ADDRESS</b>	5801 W. 11th Street, #300	
<b>PHONE</b>	970-352-7990	
<b>RELATIONSHIP TO ENTITY</b>	Independent	

<b>PREPARER</b> (SIGNATURE REQUIRED)	<b>DATE PREPARED</b>
<b>See Compilation Report</b>	

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]	YES	NO	If Yes, date filed:
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Independent Accountant's Compilation Report

Board of Commissioners  
Housing Authority of the Town of Eaton  
Eaton, Colorado

Management is responsible for the accompanying financial statements of the Housing Authority of the Town of Eaton as of December 31, 2023 and for the year then ended in the accompanying Application for Exemption from Audit and for determining that the Application for Exemption from Audit is an acceptable financial reporting framework. 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 AICPA. We did not audit or review the financial statements included in the accompanying Application for Exemption from Audit 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 these financial statements.

These financial statements and supplementary information are for the use of the Office of the State Auditor and are presented in accordance with the requirements of the Application for Exemption from Audit, which differ from accounting principles generally accepted in the United States of America. Accordingly, these financial statements are not designed for those who are not informed about such differences.

The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the responsibility of management. The information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, conclusion, nor provide any form of assurance on such supplementary information.

*Anderson & Whitney, P.C.*

March 13, 2024



# PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

\* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

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

NOTE: Attach additional sheets as necessary.

		Governmental Funds		Proprietary/Fiduciary Funds		
Line #	Description	Fund*	Fund*	Description	Fund*	Fund*
Assets				Assets		
1-1	Cash & Cash Equivalents	\$	- \$	Cash & Cash Equivalents	\$	1,141,103 \$
1-2	Investments	\$	- \$	Investments	\$	- \$
1-3	Receivables	\$	- \$	Receivables	\$	110,897 \$
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	\$	1,252,000 \$
1-7		\$	- \$	Capital & Right to Use Assets, net (from Part 6-4)	\$	260,098 \$
1-8		\$	- \$	Other Long Term Assets [specify...]	\$	- \$
1-9		\$	- \$		\$	- \$
1-10		\$	- \$		\$	- \$
1-11	(add lines 1-1 through 1-10) TOTAL ASSETS	\$	- \$	(add lines 1-1 through 1-10) TOTAL ASSETS	\$	1,512,098 \$
Deferred Outflows of Resources:				Deferred Outflows of Resources		
1-12	[specify...]	\$	- \$	[Pensions]	\$	49,139 \$
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	\$	49,139 \$
1-15	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	- \$	TOTAL ASSETS AND DEFERRED OUTFLOWS	\$	1,561,237 \$
Liabilities				Liabilities		
1-16	Accounts Payable	\$	- \$	Accounts Payable	\$	52,906 \$
1-17	Accrued Payroll and Related Liabilities	\$	- \$	Accrued Payroll and Related Liabilities	\$	- \$
1-18	Unearned Revenue	\$	- \$	Accrued Interest Payable	\$	- \$
1-19	Due to Other Entities or Funds	\$	- \$	Due to Other Entities or Funds	\$	47,280 \$
1-20	All Other Current Liabilities	\$	- \$	All Other Current Liabilities	\$	- \$
1-21	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES	\$	- \$	(add lines 1-16 through 1-20) TOTAL CURRENT LIABILITIES	\$	100,186 \$
1-22	All Other Liabilities [specify...]	\$	- \$	Proprietary Debt Outstanding (from Part 4-4)	\$	- \$
1-23		\$	- \$	Other Liabilities [Pension/OPEB]:	\$	123,577 \$
1-24		\$	- \$		\$	- \$
1-25		\$	- \$		\$	- \$
1-26		\$	- \$		\$	- \$
1-27	(add lines 1-21 through 1-26) TOTAL LIABILITIES	\$	- \$	(add lines 1-21 through 1-26) TOTAL LIABILITIES	\$	223,763 \$
Deferred Inflows of Resources:				Deferred Inflows of Resources		
1-28	Deferred Property Taxes	\$	- \$	Pension/OPEB Related	\$	112,714 \$
1-29	Lease related (as lessor)	\$	- \$	Other [specify...]	\$	- \$
1-30	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	\$	- \$	(add lines 1-28 through 1-29) TOTAL DEFERRED INFLOWS	\$	112,714 \$
Fund Balance				Net Position		
1-31	Nonspendable Prepaid	\$	- \$	Net Investment in Capital and Right-to Use Assets	\$	260,098 \$
1-32	Nonspendable Inventory	\$	- \$			
1-33	Restricted [specify...]	\$	- \$	Emergency Reserves	\$	- \$
1-34	Committed [specify...]	\$	- \$	Other Designations/Reserves	\$	- \$
1-35	Assigned [specify...]	\$	- \$	Restricted	\$	- \$
1-36	Unassigned:	\$	- \$	Undesignated/Unreserved/Unrestricted	\$	963,950 \$
1-37	Add lines 1-31 through 1-36 This total should be the same as line 3-33 TOTAL FUND BALANCE	\$	- \$	Add lines 1-31 through 1-36 This total should be the same as line 3-33 TOTAL NET POSITION	\$	1,224,048 \$
1-38	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE	\$	- \$	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$	1,560,525 \$

# PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES

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

		Governmental Funds				Proprietary/Fiduciary Funds		
Line #	Description	Fund*	Fund*	Description	Fund*	Fund*		
<b>Tax Revenue</b>				<b>Tax Revenue</b>				
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		\$ -	\$ -		\$ -	\$ -		
2-6		\$ -	\$ -		\$ -	\$ -		
2-7		\$ -	\$ -		\$ -	\$ -		
2-8	Add lines 2-1 through 2-7 TOTAL TAX REVENUE	\$ -	\$ -	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	\$ 266,067	\$ -		
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -		
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ -	\$ -		
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ 319,073	\$ -		
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -		
2-19	Interest/Investment Income	\$ -	\$ -	Interest/Investment Income	\$ 692	\$ -		
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	\$ -	\$ -	Add lines 2-8 through 2-23 TOTAL REVENUES	\$ 585,832	\$ -		
<b>Other Financing Sources</b>				<b>Other Financing Sources</b>				
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -		
2-26	Lease Proceeds	\$ -	\$ -	Lease Proceeds	\$ -	\$ -		
2-27	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -		
2-28	Other [specify...]:	\$ -	\$ -	Other [specify...]:	\$ -	\$ -		
2-29	Add lines 2-25 through 2-28 TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	Add lines 2-25 through 2-28 TOTAL OTHER FINANCING SOURCES	\$ -	\$ -		
2-30	Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ -	\$ -	Add lines 2-24 and 2-29 TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 585,832	\$ -		
								<b>GRAND TOTALS</b>
								\$ 585,832

IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.



# PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES

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

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		
		Fund*	Fund*		Fund*	Fund*	
3-1	General Government	\$ -	\$ -	General Operating & Administrative	\$ 34,476	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ 114,107	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ 5,889	\$ -	
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -	
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ 16,000	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ 32,772	\$ -	
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ 48,462	\$ -	
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ -	\$ -	
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ 115,001	\$ -	
3-11	Other [specify...]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other [specify...]	\$ -	\$ -	
3-13		\$ -	\$ -		\$ -	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ 13,007	\$ -	
	Debt Service			Debt Service			
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...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	Add lines 3-1 through 3-21 TOTAL EXPENDITURES	\$ -	\$ -	Add lines 3-1 through 3-21 TOTAL EXPENSES	\$ 379,714	\$ -	\$ 379,714
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	\$ 39,648	\$ -	
3-26		\$ -	\$ -	Other Financing Sources (Uses) (from line 2-28)	\$ -	\$ -	
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ 13,007	\$ -	
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	\$ (26,641)	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, less line 3-29	\$ -	\$ -	Net Increase (Decrease) in Net Position Line 2-29, less line 3-22, plus line 3-29, less line 3-23	\$ 179,477	\$ -	
3-31	Fund Balance, January 1 from December 31 prior year report	\$ -	\$ -	Net Position, January 1 from December 31 prior year report	\$ 1,044,571	\$ -	
3-32	Prior Period Adjustment (MUST explain)	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -	
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.	\$ -	\$ -	Net Position, December 31 Sum of Lines 3-30, 3-31, and 3-32 This total should be the same as line 1-37.	\$ 1,224,048	\$ -	

IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.

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

Please answer the following questions by marking the appropriate boxes.

YES NO

Please use this space to provide any explanations or comments:

<p>4-1 Does the entity have outstanding debt? <input type="checkbox"/></p> <p>4-2 Is the debt repayment schedule attached? If no, <b>MUST</b> explain: <input type="checkbox"/></p> <p>4-3 Is the entity current in its debt service payments? If no, <b>MUST</b> explain: <input type="checkbox"/></p> <p>4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%;">Outstanding at beginning of year</th> <th style="width: 15%;">Issued during year</th> <th style="width: 15%;">Retired during year</th> <th style="width: 20%;">Outstanding at year-end</th> </tr> </thead> <tbody> <tr> <td>General obligation bonds</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Revenue bonds</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Notes/Loans</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Lease &amp; SBITA** Liabilities (GASB 87 &amp; 96)</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Developer Advances</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Other (specify):</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ -</b></td> </tr> </tbody> </table>		Outstanding at beginning of 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<p><b>**Subscription Based Information Technology Arrangements</b></p> <p>Please answer the following questions by marking the appropriate boxes.</p> <p>4-5 Does the entity have any authorized, but unissued, debt [Section 29-1-605(2) C.R.S.]? <input type="checkbox"/></p> <p>How much? <input style="width: 100px;" type="text"/></p> <p>If yes: Date the debt was authorized: <input style="width: 100px;" type="text"/></p> <p>4-6 Does the entity intend to issue debt within the next calendar year? <input type="checkbox"/></p> <p>If yes: How much? <input style="width: 100px;" type="text"/></p> <p>4-7 Does the entity have debt that has been refinanced that it is still responsible for? <input type="checkbox"/></p> <p>If yes: What is the amount outstanding? <input style="width: 100px;" type="text"/></p> <p>4-8 Does the entity have any lease agreements? <input type="checkbox"/></p> <p>If yes: What is being leased? <input style="width: 100px;" type="text"/></p> <p>What is the original date of the lease? <input style="width: 100px;" type="text"/></p> <p>Number of years of lease? <input style="width: 100px;" type="text"/></p> <p>Is the lease subject to annual appropriation? <input type="checkbox"/></p> <p>What are the annual lease payments? <input style="width: 100px;" type="text"/></p>
	Outstanding at beginning of year	Issued during year	Retired during year	Outstanding at year-end																																					
General obligation bonds	\$ -	\$ -	\$ -	\$ -																																					
Revenue bonds	\$ -	\$ -	\$ -	\$ -																																					
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Developer Advances	\$ -	\$ -	\$ -	\$ -																																					
Other (specify):	\$ -	\$ -	\$ -	\$ -																																					
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>																																					

\*Must agree to prior year-end balance

## PART 5 - CASH AND INVESTMENTS

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

AMOUNT TOTAL

Please use this space to provide any explanations or comments:

<p>5-1 YEAR-END Total of ALL Checking and Savings accounts <input style="width: 100px;" type="text"/></p> <p>5-2 Certificates of deposit <input style="width: 100px;" type="text"/></p> <p style="text-align: right;"><b>TOTAL CASH DEPOSITS</b></p> <p><b>Investments</b> (if investment is a mutual fund, please list underlying investments):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="width: 50%;"><input style="width: 100px;" type="text"/></td><td style="width: 10%; text-align: right;">\$ -</td><td style="width: 40%;"></td></tr> <tr><td><input style="width: 100px;" type="text"/></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr><td><input style="width: 100px;" type="text"/></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr><td><input style="width: 100px;" type="text"/></td><td style="text-align: right;">\$ -</td><td></td></tr> <tr><td colspan="2" style="text-align: right;"><b>TOTAL INVESTMENTS</b></td><td style="text-align: right;">\$ -</td></tr> <tr><td colspan="2" style="text-align: right;"><b>TOTAL CASH AND INVESTMENTS</b></td><td style="text-align: right;"><b>\$ 1,141,103</b></td></tr> </tbody> </table>	<input style="width: 100px;" type="text"/>	\$ -		<input style="width: 100px;" type="text"/>	\$ -		<input style="width: 100px;" type="text"/>	\$ -		<input style="width: 100px;" type="text"/>	\$ -		<b>TOTAL INVESTMENTS</b>		\$ -	<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$ 1,141,103</b>	<p>5-3 <input style="width: 100px;" type="text"/></p> <p>5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.? <input type="checkbox"/></p> <p>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, <b>MUST</b> explain: <input type="checkbox"/></p> <p><input style="width: 100px;" type="text"/></p>
<input style="width: 100px;" type="text"/>	\$ -																		
<input style="width: 100px;" type="text"/>	\$ -																		
<input style="width: 100px;" type="text"/>	\$ -																		
<input style="width: 100px;" type="text"/>	\$ -																		
<b>TOTAL INVESTMENTS</b>		\$ -																	
<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$ 1,141,103</b>																	

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

Please answer the following question by marking in the appropriate box

YES

NO

Please use this space to provide any explanations or comments:

6-1 Does the entity have capitalized assets?

☒

☐

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:

☒

☐

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)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -

6-4 Complete the following Capital & Right-To-Use Assets table for PROPRIETARY FUNDS:

	Balance - beginning of the year	Additions*	Deletions	Year-End Balance
Land	\$ 92,179	\$ -	\$ -	\$ 92,179
Buildings	\$ 1,938,795	\$ 13,007	\$ -	\$ 1,951,802
Machinery and equipment	\$ 9,181	\$ -	\$ -	\$ 9,181
Furniture and fixtures	\$ 102,332	\$ -	\$ -	\$ 102,332
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)	\$ (1,855,748)	\$ (39,648)	\$ -	\$ (1,895,396)
<b>TOTAL</b>	\$ 286,739	\$ (26,641)	\$ -	\$ 260,098

\* Must agree to prior year-end balance

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

## PART 7 - PENSION INFORMATION

\*

YES

NO

Please use this space to provide any explanations or comments:

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

☐

☒

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?

\$ -

## PART 8 - BUDGET INFORMATION

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: ☒ YES      ☐ NO      ☐ N/A
- 8-2 Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, **MUST** explain: ☒ YES      ☐ NO      ☐ N/A

If yes: Please indicate the amount appropriated for each fund separately for the year reported

Governmental/Proprietary Fund Name	Total Appropriations By Fund
In Town of Eaton budget	\$ 591,717
	\$ -
	\$ -
	\$ -

## PART 9 - TAX PAYER'S BILL OF 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 20(5)]? ☒ YES      ☐ NO

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

## PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box

YES      NO

Please use this space to provide any explanations or comments:

- 10-1 Is this application for a newly formed governmental entity? ☐ YES      ☒ NO

If yes: Date of formation:

- 10-2 Has the entity changed its name in the past or current year? ☐ YES      ☒ NO

If Yes: NEW name   
PRIOR name

- 10-3 Is the entity a metropolitan district? ☐ YES      ☒ NO

- 10-4 Please indicate what services the entity provides:

- 10-5 Does the entity have an agreement with another government to provide services? ☐ YES      ☒ NO

If yes: List the name of the other governmental entity and the services provided:

- 10-6 Does the entity have a certified mill levy? ☐ YES      ☒ NO

If yes: Please provide the number of mills levied for the year reported (do not enter \$ amounts):

Bond Redemption mills	0.000
General/Other mills	0.000
<b>Total mills</b>	<b>0.000</b>

YES      NO      N/A

- NEW 2023!** If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain. ☐ YES      ☐ NO      ☒ N/A

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

1/31/2024

**EATON HOUSING AUTHORITY**

<b>ACCOUNT TITLE</b>	<b>PERIOD</b>	<b>SHO</b>	<b>COMBINED</b>	<b>BUDGET</b>	<b>BUDGET VARIANCE</b>	<b>PERCENT USED</b>
<b><u>REVENUE</u></b>						
Tenant Rents	-	16,656.00	16,656.00	245,942.00	229,286.00	6.77%
HUD Subsidies	21,041.00		21,041.00	258,631.00	237,590.00	8.14%
Laundry & Other	-	737.00	737.00	800.00	63.00	92.13%
Interest Revenue	236.80		236.80	800.00	563.20	29.60%
<b>TOTAL REVENUE</b>	<b>21,277.80</b>	<b>17,393.00</b>	<b>38,670.80</b>	<b>506,173.00</b>	<b>467,502.20</b>	<b>7.64%</b>
<b><u>EXPENDITURES</u></b>						
SALARIES	6,150.00	3,687.00	9,837.00	136,900.00	127,063.00	7.19%
Maintenance Salaries		2,933.19	2,933.19		(2,933.19)	#DIV/0!
BENEFITS	1,377.59	747.00	2,124.59	56,352.00	54,227.41	3.77%
Fuel	-		-	1,419.00	1,419.00	0.00%
IT	-	552.00	552.00	4,400.00	3,848.00	12.55%
Maintenance Supplies	-	254.10	254.10	700.00	445.90	36.30%
Maintenance Contract Service	-	2,709.42	2,709.42	5,695.00	2,985.58	47.58%
Snow Removal	-	3,200.00	3,200.00	8,000.00	4,800.00	40.00%
Grounds Maintenance	-		-	5,200.00	5,200.00	0.00%
Capital Projects	-		-	-	-	#DIV/0!
Miscellaneous Operating Expens	-		-	-	-	#DIV/0!
Electricity	-	4,771.69	4,771.69	40,208.00	35,436.31	11.87%
Water	-	1,424.58	1,424.58	19,139.00	17,714.42	7.44%
Sewer	-	3,556.30	3,556.30	22,783.00	19,226.70	15.61%
Accounting Technician	-		-	-	-	#DIV/0!
Gas	-	5,495.71	5,495.71	36,711.00	31,215.29	14.97%
Trash Removal	-	329.00	329.00	3,712.00	3,383.00	8.86%
Communications	-	300.70	300.70	5,729.00	5,428.30	5.25%



ACCOUNT TITLE	PERIOD	SHO	COMBINED	BUDGET	BUDGET VARIANCE	PERCENT USED
<b><u>REVENUE</u></b>						
Management Fees	-	1,188.00	1,188.00	34,798.00	33,610.00	3.41%
Office Supplies	-	121.00	121.00	1,000.00	879.00	12.10%
SHO Fees	-	-	-	7,416.00	7,416.00	0.00%
Consulting Fees	-	-	-	19,776.00	19,776.00	0.00%
Training	-	-	-	2,322.00	2,322.00	0.00%
Accounting	-	420.00	420.00	5,040.00	4,620.00	8.33%
Professional Services	-	-	-	21,000.00	21,000.00	0.00%
Office Equipment	-	-	-	1,092.00	1,092.00	0.00%
Workers Comp Insurance	-	-	-	-	-	#DIV/0!
Miscellaneous Admin Expenses	-	-	-	15,967.00	15,967.00	0.00%
Property & Liability Insurance	16,920.58	-	16,920.58	17,000.00	79.42	99.53%
Fidelity Bond Insurance	-	-	-	-	-	#DIV/0!
Mortgage Interest Expense	-	-	-	-	-	#DIV/0!
Depreciation Expense	-	-	-	-	-	#DIV/0!
Automotive Services	-	-	-	-	-	#DIV/0!
Mileage Reimbursements	-	-	-	-	-	#DIV/0!
Repairs & Maintenance	-	-	-	18,000.00	18,000.00	0.00%
Capital Equipment	-	-	-	10,918.00	10,918.00	0.00%
TOTAL EXPENDITURES	24,448.17	31,689.69	56,137.86	501,277.00	445,139.14	11.20%
NET SURPLUS (DEFICIT)	(3,170.37)	(14,296.69)	(17,467.06)	4,896.00		

**HOUSING AUTHORITY OF THE TOWN OF EATON**  
**RESOLUTION NO. 2024-02**

**RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR THE FISCAL  
YEAR 2023 FOR THE HOUSING AUTHORITY OF THE TOWN OF EATON**

**WHEREAS**, the Housing Authority of the Town of Eaton desires to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

**WHEREAS**, Section 29-1-604, C.R.S., states that any local government where neither revenues nor expenditures exceed Seven Hundred and Fifty Thousand Dollars (\$750,000) for any fiscal year may, with the approval of the state auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

**WHEREAS**, neither revenues nor expenditures for the Housing Authority for the Town of Eaton exceeded Seven Hundred and Fifty Thousand Dollars (\$750,000) for the fiscal year 2023; and

**WHEREAS**, an application for exemption from audit for the Housing Authority for the Town of Eaton has been prepared by Anderson & Whitney, P.C., a Colorado professional corporation of certified independent public accountants with knowledge of governmental accounting; and

**WHEREAS**, according to Anderson & Whitney, P.C., said application for exemption from audit was completed in accordance with regulations issued by the state auditor.

**NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE  
TOWN OF EATON, COLORADO, THAT:**

1. The application for exemption from audit for the Housing Authority for the Town of Eaton for the fiscal year that ended on December 31, 2023, has been reviewed and is hereby approved by a majority of the Board of Trustees of the Town of Eaton, the governing body of the Housing Authority of the Town of Eaton.

2. This Resolution shall be attached to, and shall become part of, the application for exemption from audit of the Housing Authority of the Town of Eaton for the fiscal year that ended on December 31, 2023.

PASSED, SIGNED, APPROVED, AND ADOPTED this 21st day of March, 2024.

\_\_\_\_\_  
Scott E. Moser, Mayor

ATTEST:

\_\_\_\_\_  
Margaret Jane Winter, Town Clerk