

Financial Policies & Procedures Meeting

November 19, 2021

Welcome & Agenda

- Welcome & member committee updates
- Approval of Agenda
- Approval of Minutes
- Updates
 - Legislative Session & Funding Updates
 - School Finance Unit Updates
 - School Nutrition Unit Updates
 - BEST Unit Updates
 - Transportation Funding CDE 40 Process Updates
 - Federal Stimulus Funding
 - Office of the State Auditor Updates
 - Financial Reporting Updates
- Other Topics of Interest & Updates from Partners
- Membership Updates
- Upcoming Meetings

Legislative Session Updates for School Finance and Other Relevant Funding Issues



- December is the start of the mid-year true-up of funding formula numbers
- Change from legislative projected counts and assessed valuations to actual numbers
- October count data is incorporated into the formula based on what districts submitted
- Counties finalize the assessed valuations and provide to districts and CDE
- Numbers are locked down for a time in December to make state share payments by the statutory deadline
- Final clean-up of data continues into January
- Total program amounts remain fluid until all districts have been finalized

Formula Changes: At Risk

- “Modifies at-risk funding by adding pupils who are eligible for reduced-price lunch under the federal school lunch program, in addition to the free-lunch pupils in the existing definition, and removing from the definition of ‘at-risk pupils’ the subset of English language learners who are currently included in the at-risk pupil count”
 - The English language learners who are currently included in the at-risk count are students whose assessment scores are not included in calculating a school’s performance grade because the student’s dominant language is not English or who took the Lectura/Escritura assessment and who are also not eligible for free lunch
 - SUBTRACT ~2,700 students included based on ELL definition (current year projections)
 - ADD ~66,014 students who qualify for reduced lunch (current year projections)
 - NET INCREASE ~63,314 students to at-risk count
- Count will be based on October 2021

At Risk Eligibility Determination

- Districts are encouraged to run the Direct Certification matches monthly throughout the school year
- Students identified as Free or Reduced Priced Lunch eligible after October 1 are not included in the current year at-risk funding counts
- However, these students can be included in the at-risk funding counts for the following school year
 - Assuming more current eligibility documentation is not received by the district
 - A variance waiver for the 30-day provision may be necessary
 - Contact Jennifer Okes (okes_j@cde.state.co.us) for variance waiver extension

Formula Changes: ELL Factor

- “Adds a new English language learner funding factor to the school finance formula for all English language learners included in the ~~prior year's~~ **current year's** pupil enrollment. The factor is 8% of per pupil funding multiplied by the English language learner enrollment, as defined in the bill.”
 - Per pupil funding is by district, before at-risk
- Based on 2021 Student October Count data submission
- Funding for this factor will replace ELPA PD and Student Support funding; districts will still receive ELPA categorical funding
- ELL students who will be funded are:
 - NEP and LEP (*not* FEP M1 and M2)
 - Who are also still within the five-year services window defined in ELPA
 - ~61,000 English language learners (current year projections)
- Districts will treat funding via this factor the same as at-risk funding regarding adjustments to charter schools

- Increase Total Program by \$475.6M from current FY21-22 projection to \$8.46B
- State share increase of \$352.3M (7.26%)
- Local share increase of \$123.3M
- Assumes funded pupils will increase by 889 (0.1%) and an inflation rate of 3.7%
- Includes reduction to Budget Stabilization Factor by \$150M; a decrease from \$571.2M (6.7%) to \$421.2M (4.7%)
- Statewide Average Per Pupil Funding is \$9,517; an increase of \$526

- Friday, November 19, 9:00 – 12:00 JBC Staff Briefing for the Department of Education: Management and Administration/ Assistance to Public Schools, Grant Programs, Distributions, and Other Assistance/ Library Programs/ School for the Deaf and the Blind (Amanda Bickel)
- Tuesday, November 30, 9:00 – 12:00 JBC Staff Briefing for the Department of Education: Assistance to Public Schools, Public School Finance and Categorical Programs (Craig Harper)
- Friday, December 10, 1:30 – 5:00 Hearing for the Department of Education (Amanda Bickel and Craig Harper)

Interim Committee on School Finance Update

- The purpose of the committee is to study issues related to school finance and consider changes to the Public School Finance Act of 1994.
- On November 5th, the committee met to approve bill draft requests for the 2022 legislative session. The following bills will move forward to a draft.
 - Redefine At-Risk Definition and Parameters in the School Finance Formula
 - Increasing the State Share of Special Education Funding
 - Improve Financial Outcomes for School Trust Assets
 - Mill levy Override Match Fund
- Next meeting will be held on January 10th to review draft legislation and potentially decide what will move forward to Legislative Council

Mill Levy Correction: Communications Resources

- Updates on mill levy target documentation and refinement process
- Updates on communications
 - [CDE news release, November 8](#)
 - CDE district communications toolkit posted on [CDE website](#)
 - One-pager
 - PowerPoint slide deck that can be customized
 - Drop in letter / article
- Next steps
 - Mill levy certifications, December 2021

Mill Levy Correction: Shout Out!



CDE would like to send a special Shout Out to those who were part of our **Mill Levy Correction Subcommittee** work!

Brad Arnold, Cherry Creek

Colleen Doan, DougCo

Johan van Nieuwenhuizen, Weld RE 1

Tia Mills, Gunnison

Tony Whiteley, St. Vrain

Jacque Corsentino, Fremont RE 2

Jeremy Burmeister, Platte Valley

Mike Hodgson, Pagosa

Justin Patrone, BVSD

Tracie Rainey, CSFP

Cheri Wrench, CASB

Susan Meek, CASB



School Finance Unit Updates

A Tiered System of Supports



- **Tier 1: Cohort 1**

- 14 Districts have confirmed the commitment to participate in the year long cohort.
 - 11 of 14 districts have 500 or fewer students.
 - All participants have less than 18 months in the position.
 - 12 of 14 districts have 2 or fewer FTE in the finance department.
 - 11 of 14 participants had very limited training and a many inherited legacy issues
- Next Steps
 - November and December will be organizational set up months.
 - January will be the kick-off month

- **Tier 2: Network**

- 25-30 districts with solid foundation compared to Cohort 1.
- November and December needs assessment of Tier II districts to develop training on specific needs and pairing up like districts to collaborate with specific identified needs. Budgeting strategies is mostly likely the next pressing need.
- Look for communication and needs assessment survey.



School Nutrition Unit Updates

- CDE acknowledges the challenges facing school food service departments
 - Food: cancelled or delayed deliveries, price increases, and discontinued menu items
 - Labor shortages: school food service, delivery drivers, and manufacturing
 - Supplies: difficulty receiving trays, utensils, and other meal service items
 - Demand: increased participation due to free meals for all students
- We are working with the USDA to support and identify solutions
 - USDA is allowing meal pattern flexibilities and waivers to reduce administrative burden

School Nutrition Updates

- State Price Agreements may be useful in locating supplies for school nutrition and other district functions: <https://www.bidscolorado.com/>
- See the “Price Agreements” box on the left side of this page
- Choose “By Category” from the drop-down menu
- Start with the Category “Office Supplies”
- Click on the Agreement # for Staples
- This price agreement has several items in Exhibit B that may be useful for district Food Service departments, including:
 - Line 18 – Food Service Ware: Cups, Spoons, Forks, Plates, Bowls
 - Line 40 - Breakroom Paper Products: Tissue, Paper Towels, Napkins.
- Office Depot has similar types of products
- See the sections “**FOR NEW USERS**” under each link to register for access and get login information:
 - [Staples](#)
 - [Office Depot](#)

BEST Unit Updates



Established in 2008 with the signing of C.R.S.22-43.7, BEST provides an annual amount of funding in the form of competitive grants to school districts, charter schools, institute charter schools, boards of cooperative educational services, and the Colorado School for the Deaf and the Blind. BEST funds can be used for the construction of new schools as well as general construction and renovation of existing school facility systems and structures.

Please Note: ALL potential 2022-23 applicants must notify BEST of intent to apply by completing a [Grant Manager registration](#) prior to November 30th.

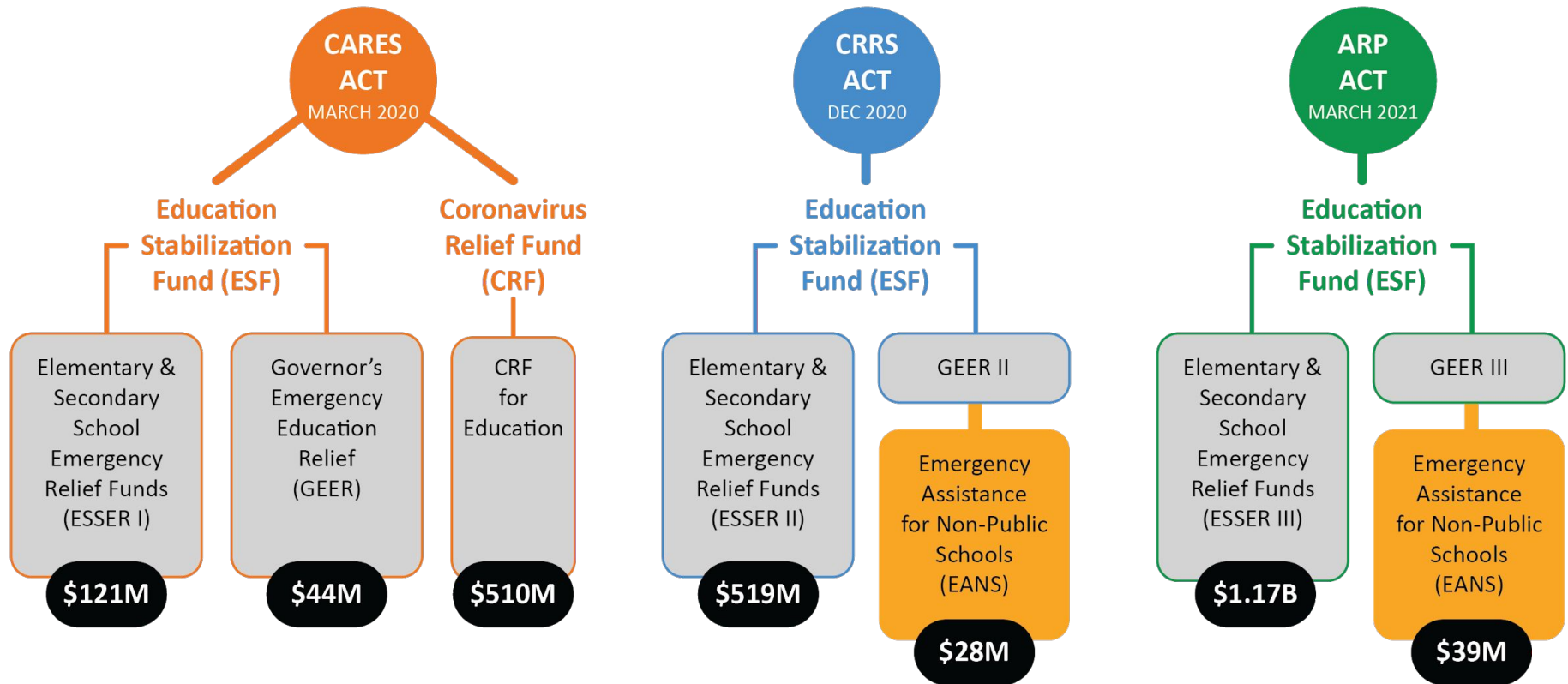
- Intent to Submit 11/30 reminder
 - The [BEST grant intent to submit / grant manager registration](#) is due 11/30
 - You can submit this and then change your mind by contacting the BEST team
 - You can also contact the BEST team after 11/30 about your intent to apply if you make a late decision to apply
- BEST priority list (defined in statute)
 - Health, Safety, Security and Technology
 - Overcrowding
 - CTE Programs
 - Projects to Remove American Indian Mascots
 - All other projects

Transportation Funding: Reimagined?

- We held our first subcommittee meeting on November 3rd
- The subcommittee discussed the process for potentially improving the current transportation reimbursement system
- The subcommittee discussed several variables that either are or could be used in the reimbursement calculation
 - Mileage - currently used
 - Operating costs - currently used
 - Pupil count - count day pupils for transport collected, but not currently used
 - Geographic area - not currently used
 - Size factor - not currently used for transportation
- Next step is for the subcommittee to understand how the current calculation works and how the current variables drive reimbursement amounts

Federal Stimulus Funding

Overview of Federal COVID Relief for K-12 Education





CRF Expenditure Reporting Final Submission

CRF Reporting - Where to Report and When

The final reporting period for expenditures from CRF funds (grants 4012, 5012, and 6012) is 9/01/2021 to 12/17/2021, and the final deadline for reporting these expenditures is 12/17/21. It is highly recommended that districts report as soon as they are finished spending CRF funds to avoid missing this deadline.

The links to the smartsheets can be found on the Grants Fiscal home page:

<http://www.cde.state.co.us/cdefisgrant>

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Once you go the Grants Fiscal home page, you will see links to the smartsheet form for 4012, 5012, and 6012 reporting:

You will open the reporting form by clicking on the corresponding link. There are instructions on each form.

CRF Reporting - For reporting Final Expenditures for 9/1/21-12/17/21

If you are only reporting expenditures for this period, you will take the expenditures, by category, **for this period only** and enter them in the form. You will need to attach your supporting documentation, (such as your general ledger report for the period, filtered on the grant for which you are reporting expenditures) and complete the certifications.

q. Workers' Compensation *

This category is representative of worker's compensation claims for a department's first responders that contracted COVID-19 in the line of duty.

General Ledger Report - Supporting Documentation *

Drag and drop files here or [browse files](#)

2 CRF 200.415 *

By checking this box, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (2 CFR 200.415)

CRF Reporting - For reporting Revisions to Prior Reported Figures or Disallowed Costs

If you have adjustments to make to reported expenditures for a previous period, districts are to net these adjustments out of your current expenditures. This will ensure that the total reported on this final report is an accurate reflection of what is reported in your general ledger.

If you have no expenditures to report for the current period but you wish to correct reported expenditures for a previous period, you would still enter your changes as a net change to this period; i.e., if you spent \$1 less than you reported in a previous period and nothing in this period, you would enter (\$1).

If you are adjusting previously reported expenditures due to a single audit finding, you would, by category, subtract any expenditures disallowed, and add any additional allowable expenditures using the method above. For example, if an audit has disallowed \$100 of expenditures in category A., but you have found \$75 in previously unreported expenditures that are allowable under CRF in the same category (or have expenditures during the current period), you would enter -\$25 in that category. You will also need to check the box indicating that you are responding to a single audit finding.

If districts have expenditures that are allowable under CRF that are A. currently being paid for by ESSER funds and B. will be recurring expenses (such as cleaning supplies), you may move expenditures to CRF and spend ESSER funds later, within ESSER guidelines and your approved ESSER budgets.

CRF Reporting - Just can't spend those remaining funds...

If after adjusting previously reported expenditures using the procedure on the previous slide, you have unspent CRF funds, you will need to return these unspent funds to the State, by mailing a check to CDE.

Please put the grant number (4012, 5012 or 6012) on the Check!

Mail the check to this address:

Vance Finley

CRF Refund

201 E. Colfax

Denver, CO 80203

CDE must receive unspent funds by 12/30/21.

For questions regarding CRF reporting, please email Patrick Mueller,
mueller_p@cde.state.co.us.

- CRF monitoring by KPMG is well underway
- LEAs selected for monitoring have been notified
 - LEAs have provided their General Ledgers only when CDE did not already have them
 - KPMG has selected transactions, and LEAs are now in the process of providing back up documentation for those transactions
- We are on track to finish the monitoring work on time, by December 2021

- Colorado [ESSER III state plan](#) approved!
- Supplemental allocations from the state's 9.5% are being finalized now
 - Supplementals will follow the same basic pattern as previous supplemental allocations from ESSER I & ESSER II

ESSER III: Upcoming Deadlines

Timelines Associated with ESSER I, II, and III

	ESSER I (CARES Act)	ESSER II (CRSSA Act)	ARP ESSER III (ARP Act)
Award Period	03/13/20 – 09/30/21	03/13/20 – 09/30/22	03/13/20 – 09/30/23
<u>Tydings</u> Period – all funds must be spent by	9/30/22	9/30/23	9/30/24
USDE Award to CDE	05/07/20	01/06/21	3/24/21
CDE Must Make Subgrants to LEAs (90%) – LEAs must have final approval on ESSER I and II and substantial approval on ESSER III	05/07/21 Final Approval	01/06/22 Final Approval	05/23/21 Substantial Approval
All awards must be final	05/07/21	01/06/22	03/24/22
LEA Applications Opened by CDE	05/31/20	02/12/21	4/27/21
Preliminary Application (T&A, assurances, GEPA) due	NA	NA	5/23/21
LEA Use of Funds Plan (budget in ESSER I & II; budget/narrative questions in ESSER III)	12/31/20	9/30/21	12/16/21
CDE Application Closed/Closes	12/31/20	09/30/21	03/24/22
PAR Open – Rolling Basis	Date of Final Approval	Date of Final Approval	Date of Final Approval
PAR Closes	06/30/21	06/30/22	06/30/23
Carryover Application Will Open (Unexpended Funds Carried Over to Next Year)	07/01/21	07/01/22	06/30/23
Carryover Application Will Close	06/30/22	06/30/23	06/30/24
Monthly Deadline for Requesting Funds (LEA's Request for Funds, RFF)	First Day of Month	First Day of month	First Day of Each Month
Deadline for Final Spending	09/30/22	09/30/23	9/30/24
Deadline for Final Draw Down of Funds (RFF)	October/November 2022	October/November 2023	October/November 2024

- LEA cannot reduce **per-pupil funding** for “high-poverty school” more than total reduction divided by number of students currently enrolled in LEA
 - Applies to 2022 and 2023 as compared to 2021
 - State and local funding combined
- LEA cannot reduce the number of **FTE staff per-pupil** by an amount that exceeds the total reduction, if any, in FTE staff per-pupil in all schools served by the LEA in such fiscal year.
 - Applies to 2022 and 2023 as compared to 2021
 - Include all instructional and non-instructional contractors and employees

- LEA MOE equity exceptions:
 - LEAs with fewer than 1000 students
 - Single-school LEAs
 - LEAs with one school per grade span
 - LEAs that “demonstrate[] an exceptional or uncontrollable circumstance, such as unpredictable changes in student enrollment or a precipitous decline in the financial resources of such agency, as determined by the Secretary of Education.”

ESSER III: Maintenance of Equity

Clarifications received from the U.S. Department of Education (on 11/2/21)
If the FY2022 (2021-2022 school year) combined state and local per-pupil funding is the same as or higher than FY 2021 (2020-2021 school year), then the LEA is eligible for an exception through a “Certification of Exception” which must be submitted to CDE. However, this is not an automatic exception and requires submitting a certification of exception to CDE.

- “Exceptional Circumstances” may include and LEA that “*did not and will not implement an aggregate reduction in combined State and local per-pupil funding in FY 2022 (i.e., is not facing overall budget reductions)*” [Quote from letter to states from Secretary Cardona]
- If you meet this criteria, you are eligible for an exception. If you do not have an automatic exception, then you have to submit the form to CDE.

Forms available on the ESEA/ESSER Resources Page:

<https://www.cde.state.co.us/fedprograms/resourcesandtechnicalassistance>

- [Certification of Exception from Local Maintenance of Equity](#) [Word Doc Form]
- [Submittal Process](#) [Form via Smartsheets]

Only applies in FY2022!



- Grants Fiscal works in conjunction with Federal Programs and the LEA to perform the fiscal review portion of the monitoring engagement
- Mostly looking for compliance with the Uniform Grant Guidance
- Not a “gotcha” process - monitoring is to provide technical assistance and help LEA’s ensure they are in compliance
 - Must ensure we are good stewards of federal funds to prevent any fraud, waste or abuse
- Monitoring will focus on policies and procedures and actual expenditures
 - Will look at all ESSER/ESEA award activity from the most recent completed fiscal year
 - Note fiscal review for ESSER will also look at any activity in FY20 to ensure full coverage
 - Expanded FY scope only during FY22 monitoring year
- Look to your compliant procedures under other federal awards as a guide
 - Fiscal compliance is generally consistent across all federal funds

ESSER/ESEA Fiscal Monitoring

[Monitoring Schedule](#) for ESEA and ESSER is located on our [Monitoring Website](#)

Some overlap with ESSER and ESEA monitoring but on different cycles

All LEA's monitored for ESSER over the next three years

District Number	Local Educational Agency (LEA) Name	ESEA Monitoring Year	ESSER Monitoring Year
0050	Bennett 29J	2019-20	2022-23
0060	Strasburg 31J	2025-26	2022-23
0170	Deer Trail 26J	2025-26	2022-23
0190	Byers 32J	2022-23	2022-23
0510	Kit Carson R-1	2025-26	2022-23
0520	Cheyenne County Re-5	2025-26	2022-23
0960	Agate 300	2025-26	2022-23
1450	Arriba-Flagler C-20	2025-26	2022-23
1460	Hi-Plains R-23	2025-26	2022-23
1480	Stratton R-4	2025-26	2022-23
1490	Bethune R-5	2025-26	2022-23
1500	Burlington RE-6J	2025-26	2022-23
1780	Genoa-Hugo C113	2025-26	2022-23
1790	Limon RE-4J	2025-26	2022-23
1810	Karval RE-23	2025-26	2022-23
3040	Arickaree R-2	2025-26	2022-23
3070	Woodlin R-104	2025-26	2022-23
3220	Idalia RJ-3	2025-26	2022-23
3230	Liberty J-4	2025-26	2022-23
9025	East Central BOCES	2025-26	2023-24





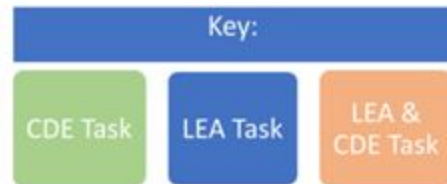
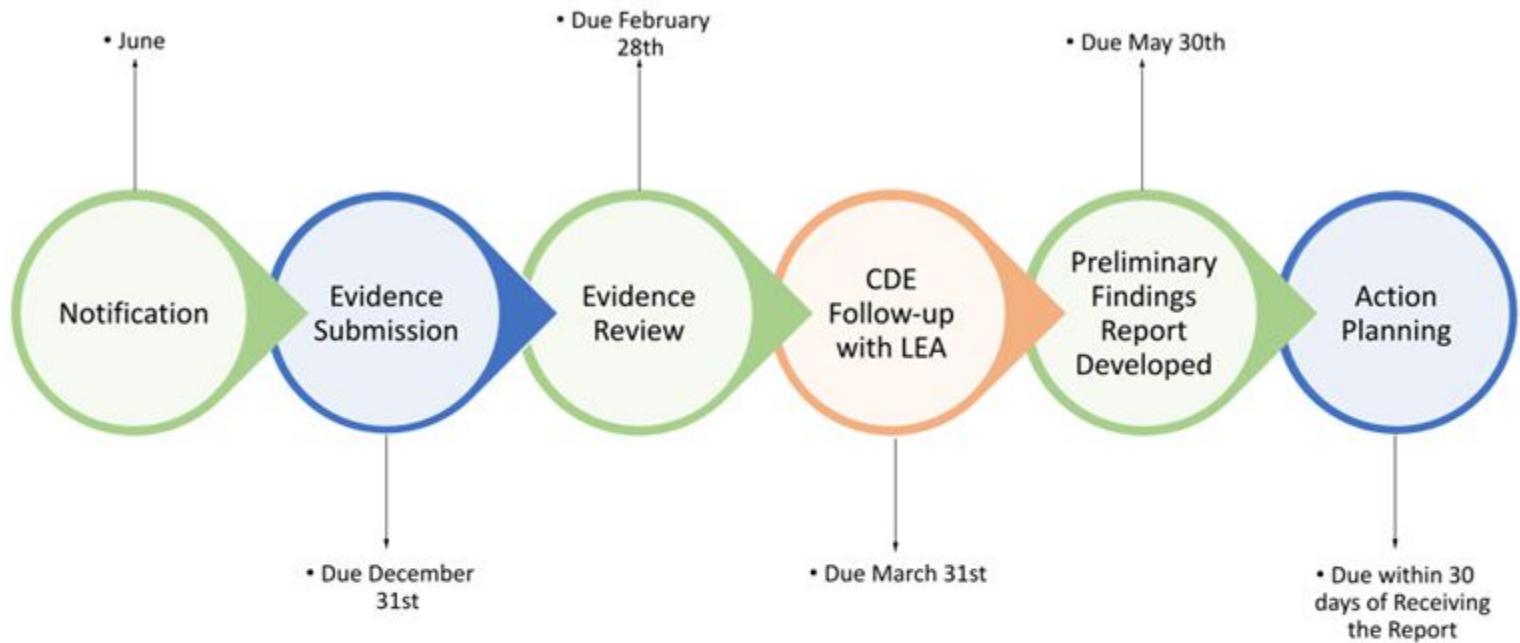
CDE must perform subrecipient monitoring for all LEA's receiving pass-thru Federal Funds (2 CFR §200.331 and 332)

Fiscal criteria broken out into 11 fiscal indicators for FY22 engagements

- FR 9.7 Property and Equipment
- FR 9.8 Financial Management
- FR 9.10 Time and Effort Reporting
- FR 9.12 Written Policies
- FR 9.13 Procurement
- FR 9.15 Information Management PII
- FR 9.16 Ethical Transparency
- FR 9.17 Internal Controls
- FR 9.18 Cost Principles
- FR 9.19 Revision of Budget and Program Plans
- FR 9.20 Indirect Costs

See [Office Hours](#) on October 14, 2021 for fiscal indicator presentation with details on each indicator

ESSER/ESEA Fiscal Monitoring





- CDE will utilize the Syncplicity Platform for all evidence uploads.
- Syncplicity is a secure file synchronization system that enables you to access files remotely from multiple computers and mobile devices.
- CDE will share a Syncplicity folder with the Authorized Representative(s) following notification.
- Once the Authorized Representative(s) receives the notification letter and the Syncplicity email, the LEA can begin to upload evidence in Syncplicity.
- Notifications will come from CDE's Federal Programs Department - they can answer any questions/concerns about Syncplicity access

ESSER/ESEA Fiscal Monitoring



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Office of the State Auditor Updates

FPP Meeting

OSA Update

November 19, 2021

- Crystal Dorsey, CPA
Local Government Audit Manager



SA

We Set the Standard for Good Government



Discussion Today

- Fiscal health analysis
- Compliance supplement update
- Audit extension process
- OSA website for submissions
- New opinion format!

School District Fiscal Health Analysis

COLORADO
OFFICE OF THE
STATE AUDITOR



COLORADO SCHOOL DISTRICTS

FISCAL HEALTH ANALYSIS
FISCAL YEARS 2018-2020



School Fiscal Health Analysis

- School District Fiscal Health Analysis
- August 2021
- Reviewed trends over Fiscal Years ended 2018, 2019, 2020

School District Fiscal Health Ratios

- Asset Sufficiency
 - General Fund Assets / Liabilities
- Debt Burden
 - Revenue paying debt / debt payments
- Operating Reserve
 - GF fund balance / GF expenditures
- Operating Margin
 - GF revenues-expenditures / GF fund balance
- Deficit Fund Balance
 - Total deficit fund balance(s) – fund balance of the general fund (if positive)/Total revenues in deficit fund balance(s)
- Change in Fund Balance
 - Current year GF fund balance-prior year / GF prior year fund balance

School District Fiscal Health Analysis

- 20 school districts with one or more missed benchmarks
 - 15 districts with one
 - Hanover 28 (El Paso)
 - Huerfano RE-1 (Huerfano)
 - Summit RE-1 (Summit)
 - Weld RE-4 (Weld)
 - West Grand (Grand)
 - 5 districts with two

School District Fiscal Health Analysis

- Missed benchmarks do not always mean there is a problem
 - Capital expenditures
 - Property tax issues - bankruptcy
- However: the more missed benchmarks, the greater the risk
 - Identify potential problems early

Compliance Supplement Update

- 2021 Compliance Supplement
 - First issued August 13, 2021
 - Correction issued September 3, 2021
- Two addendums anticipated
 - Estimated November-December 2021
- CFDA now called Assistance Listing
- 6-month extension for single audit and data collection form
 - Colorado Audit Law deadlines still apply

Audit Law Deadlines

- Section 29-1-606(1)(b), C.R.S.
- School Districts – June 30 year end
 - Audit shall be completed within 5 months
 - Submit to the OSA within 30 days of receipt of audit report
 - December 31st – Deadline to file an extension
 - Extension may be granted for 60 days
 - March 1

Audit Law Requirements

School Districts:

- Auditor’s Integrity Report over Electronic Financial Data

Section 29-1-603 (1), C.R.S.

- Auditors shall ensure districts comply
- Required part of the audit

Included in supplementary information:

“... in relation to the financial statements as a whole...”

Audit Law Consequences

- If audit not received by the deadline:
 - County treasurer hold all taxes collected on behalf of the local government
 - Cause an audit
- Who pays for the audit?
 - Paid by the local government
 - Duty of the governing body

Audit Law – Request an Extension

- Requests must be submitted before the due date (December 31).
- Must be requested by the governing body.

www.colorado.gov/auditor
<https://leg.colorado.gov/agencies/office-state-auditor/local-government>

 [Apply](#)

Obtain copies of financial and performance audits.

See dates of the next LAC hearing and view the agenda.

Hover over Local Government for access to request for an extension, exemption forms, fiscal health tools and other useful information.



Kerri L. Hunter, CPA

A Message from the State Auditor

Welcome to the Colorado Office of the State Auditor (OSA), where our mission is to improve government for the people of Colorado.

The OSA is a nonpartisan agency in Colorado's Legislative Branch. Our performance, financial, and IT audits provide the General Assembly, agencies, and the public with thorough, credible, and impartial assessments of the operation of state programs and the use of state and federal funds. Our audits provide solution-based recommendations that focus on reducing costs, increasing efficiency, promoting the achievement of legislative intent, improving effectiveness of programs and the quality of services, ensuring transparency in government, and ensuring the accuracy and integrity of financial and other information that decision makers need to hold government agencies accountable for the use of public resources.

CONTACT INFORMATION

ADDRESS
State Services Building
1525 Sherman St., 7th Floor
Denver, CO 80203
United States
[Get Directions](#)

PHONE
303.869.2800

FAX
303.869.3060



Office of the State Auditor

[Audits](#) [Legislative Audit Committee](#) [Local Government](#) [Fraud Hotline](#) [Tax Expenditures](#) [About](#)

Local Government

The OSA's Local Government Audit Division tracks about 4,000 Colorado local governments for compliance with the Local Government Audit Law [Section 29-1-601, et seq., C.R.S.], which requires submission of an annual independent financial audit to the State Auditor.

Please contact us with any questions you have about the Local Government Audit Law or how the law's requirements may apply to your local government.

COVID-19 UPDATE

In response to guidance from federal, state, and local public health authorities, effective immediately the OSA and its employees are implementing social distancing practices to help control the spread of the novel Coronavirus (COVID-19).

The OSA remains open for business. However, most OSA employees are now working remotely from home.

To ensure continuity of operations as best as possible, we are accepting late submissions for applications for exemption from audit. We also encourage local governments to explore options for electronic board member approvals. The OSA's policies for electronic signatures for board approvals can be found on the application for exemption from audit.

For additional questions about audit and exemption filings, please contact the Local Government Audit Division at 303.869.3000 or send us an email (osa.lg@state.co.us) and we will get back to you promptly.

Thank you for your cooperation and patience.

To receive an automatic extension of time to September 30, 2022 for December 31, 2021 audit reports or March 1, 2022 for June 30, 2021 audit reports, click the following request for extension link:

[Request an Extension of Time to File a December 31, 2021 or June 30, 2021 Audit](#)

Click on Request
an Extension...

Request an Extension of Time to File a December 31, 2021 or June 30, 2021 Audit

Your Name *

Your Title

Your Phone Number

Your Email Address

Name of Local Government Requesting an Extension

I am an elected member of the governing body.

- Yes
 No

If the request is received from a non-elected member of the governing body, an extension request signed by an elected member of the governing body will be required at the time the audit is submitted.

Upon submission of request, the audit due date for June 30, 2021 year end will be March 1, 2022 and the audit due date for December 31, 2021 year end will be September 30, 2022.

Submit

Ideally, ask a Board Member to complete submit this form.

Section 29-1-606(4), C.R.S.,
“...the governing body... shall submit... a written request for extension of time to file...”

Complete the form and Submit.

How do I submit my audit when it's done?

Office of the State Auditor

[Audits](#) [Legislative Audit Committee](#) [Local Government](#) [Fraud Hotline](#) [Tax Expenditures](#) [About](#)

Local Government Filing Portal

Forms

Contact Local Government

Calendars and Due Dates

Filing Guidelines

Fiscal Health

Useful Documents & Links

Local Government

The OSA's Local Government... governments for compliance... seq., C.R.S.], which require... State Auditor.

Please contact us with any... how the law's requirements may apply to your local government.

about 4,000 Colorado local... ent Audit Law [Section 29-1-601, et... independent financial audit to the

The Local Government Audit Law or

Hover on Local Government
Click on Local Government Portal



Apply

Office of the State Auditor Local Government Audit Division

Welcome to the Office of the State Auditor’s Local Government Portal

On this website, you can submit your local government’s audited financial statements, applications for exemption from audit, inactive notices, or request an extension of time to file an audit with the Office of the State Auditor. You may also search for a local government’s submission history and view processed audits and exemptions. If you create an account you can also view the history of your own local government submissions.

Create an Account

You can also create an account to track all submission history. Your account shows what you submitted and when you submitted it. An account is not required to submit an audited financial statement, an extension of time to file, applications for exemption from audit, or an inactive notice. Click [here](#) or on Register on the menu to the right to create an account.

Sign In

After you have created an account, you can click [here](#) to sign into your account or by clicking on the Sign In link in the menu to the right.

Submissions

Click [here](#) to submit audited financial statements, applications for exemption from audit, inactive notices, or request an extension of time to file an audit. Or, click on Create New Submissions in the menu to the right.

Local Government Portal
Register
Sign In
Create New Submission
Local Governments
Search Submissions

Click on “Create New Submission” to submit an audit or exemption.



Office of the State Auditor
Local Government Audit Division

Local Government Portal

- Register
- Sign In
- Create New Submission
- Local Governments
- Search Submissions

Create New Submission

* Submission Type

Select a Submission type

Submitter's Name

Submitter's Email

Submitter's Phone

* Submission Year

Local Government

Select Entity

Are you a robot?

I'm not a robot



File Attachments

Choose File No file chosen

Add an additional file

I agree to the Terms and Conditions.

Create Submission

1. Submission type: Exemption, Audit
2. Submitter information
3. Submission year

4. Drop down menu: Enter government name in the blank search field

5. Attach file.

Local Government

Select Entity

- Select Entity
- County of Cheyenne
- County of Clear Creek
- County of Conejos
- County of Crowley
- County of Delta
- County of Eagle
- County of Elbert



Apply

Office of the State Auditor Local Government Audit Division

Register

Welcome to the Office of the State Auditor's Local Government Portal

This website is intended to enable local governments to electronically file copies of certain documents required by state statute for public information, research, and compliance purposes with the Office of the State Auditor (OSA). The files are public records and accessible through this system subject to the state auditor's local government document retention policies.

In order for a local government's staff or officials to file a document, the local government must have an active account and the registered account holder must have appropriate filing privileges for the document to be submitted. Most local governments have a single account holder. The registered account holder is responsible for the appropriate use of and security for the account and associated privileges as an authorized representative of the governing body of the local government.

Once a document (which must be in .pdf format) is submitted it cannot be modified. **BEFORE** filing, ensure the document is complete with all requirements for filing included. Incomplete or partial filings may be rejected by OSA Staff with rejection notification provided to the registered account holder.

Account users are responsible for correctly entering all required information. All users agree to act responsibly and not knowingly submit any documentation that contains non-public information or malicious software, aka malware. Users may be banned from the site for repeated bad behavior. Malicious users will be referred to law enforcement.

If you have any questions, please call Support at 303.869.3000 or email the State Auditor's local government team at: osa.lg@state.co.us

Local Government Portal
Register
Sign In
Create New Submission
Local Governments
Search Submissions

If you plan to submit several – consider becoming a registered user.





Apply

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Local Government Portal
Register
Sign In
Create New Submission
Local Governments
Search Submissions



Click on Local Government to search for any local government





Apply

Office of the State Auditor Local Government Audit Division

Local Government Entities

Local Government Name

Enter key search terms (names of local governments)

Control Number

County

Type

Filter by county or local government type (water districts)

Search

Local Government Portal

- Register
- Sign In
- Create New Submission
- Local Governments
- Search Submissions

Local Government	Control Number	County	Local Government Type
Appletree Metropolitan District No. 1	1004.03	El Paso	Metropolitan District
Appletree Metropolitan District No. 2	1004.04	El Paso	Metropolitan District
Applewood Sanitation District	2100.00	Jefferson	Sanitation District



Office of the State Auditor
Local Government Audit Division

Arvada West Town Center Business Improvement District

Address:

8390 E. Crescent Pkwy.
Suite 300
Greenwood Village, CO 80111

Control Number: 3905.00

Status: Active

Click on “view” to pull up your selected audit/exemption.

Submissions

Submission Type	Submission Status	Submission Year	
Exemption	Processed	2016	View
Exemption	Processed	2017	View

Office of the State Auditor
Local Government Audit Division

2016 Exemption submission for Arvada West Town Center Business Improvement District #3905.00

Submission Type Exemption

Submission Year 2016

Submission Status Processed

Processed Files

Download 3905.00

Click on "Download" to view selected file.

Local Government Arvada West Town Center Business Improvement District #3905.00



Apply

Office of the State Auditor Local Government Audit Division

Create New Submission

• Submission Type

Submitter's Name

Submitter's Email

Submitter's Phone

• Submission Year

Local Government Portal


- Register
- Sign In
- Create New Submission
- Local Governments
- Search Submissions

Component units should be uploaded under the primary government's name.

Local Government

Component units should be uploaded under the primary government's name.

Are you a robot?

 I'm not a robot
 

Auditor's Opinion CHANGES are coming!

- SASs 134 - 140
- Effective for periods ending on or after
December 15, 2021
 - Delayed by SAS 141
 - 12/31/2021 & **6/30/2022**
 - Early implementation is permitted
- Opinion paragraph first!

Independent Auditor's Report - SAS 134-140

Independent Auditor's Report

[Appropriate Addressee]

Report on the Audit of the Financial Statements

Opinions

Basis for Opinions

Responsibilities of Management for the Financial Statements

Auditor's Responsibilities for the Audit of the Financial Statements

Required Supplementary Information

Supplementary Information

Other Information

Report on Other Legal and Regulatory Requirements

[Signature of the auditor's firm]

[City and state where the auditor's report is issued]

[Date of the auditor's report]

Independent Auditor's Report - SAS 134-140

□ Basis for Opinions

- We conducted our audits in accordance with auditing standards...
- We are required to be independent... and to meet other ethical responsibilities...
- We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions

QUESTIONS?

Thank you!!!



SA

We Set the Standard for Good Government

1525 Sherman Street, 7th Floor, Denver, Colorado 80203

303.869.3000

<http://www.colorado.gov/auditor/>



@COStateAuditor

Crystal Dorsey: crystal.dorsey@state.co.us (303) 869-3002

Financial Reporting Updates

Financial Reporting Updates - Audit Extension

Due December 31st, 2021 to CDE and OSA

- FY 2020-21 Financial Audits with Single Audit if required

Due December 31st, 2021 to CDE

- Completion of Finance December submission
- Assurances for Financial Accreditation
- Reconciliation Reports

A District may request an extension through March 1st, 2022 with the Office of the State Auditor.

- Request an Extension Form : <https://apps.leg.co.gov/osa/lg>
- CDE honors the extension; send CDE a copy of the approved extension request: schoolfinance@cde.state.co.us

Other Updates from Partners



Membership Update





Existing Vacancies

- One position with term ending in 2023
- Two positions with term ending in 2024
- No alternate positions are filled

2021-2022 Meeting Schedule



- Upcoming Meetings:
 - Thursday Feb 17, 2022
 - Friday April 29, 2022
 - Thursday June 23, 2022

Questions? Happy Thanksgiving!

