

TOM BROWN & ASSOCIATES LLC

Certified Public Accountants

301 Raton Avenue • La Junta, Colorado 81050-1697 • 719-384-5489 • Fax 719-384-8629

June 14, 2011

Southeastern Colorado Regional Emergency
Medical Services and Trauma Council
Attn: Jean Hinkle
P. O. Box 511
La Junta, Colorado 81050

RECEIVED
JUN 15 2011

BY:.....

Dear Board Members:

This letter is to confirm and specify the terms of our engagement with Southeastern Colorado Regional Emergency Trauma Advisory Council for the year ended June 30, 2011 and to clarify the nature and extent of the services we will provide. Also, by sending you this engagement letter we have assumed that you are the person responsible for the tax matters of the entity. If this is not correct, please furnish us with the name of the individual with whom this work should be coordinated.

Our engagement will be designed to perform the following services:

1. Prepare the federal form 990 with supporting schedules.
2. Prepare the application for exemption from audit with the Colorado Local Governmental Audit Division.

Management is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. **You have the final responsibility for the income tax return and, therefore, you should review it carefully before you sign and file it.**

Our work in connection with the preparation of your income tax return does not include any procedures designed to discover defalcations or other irregularities, should any exist.

Your return may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at our standard billing rates, plus out-of-pocket expenses, and is estimated to be \$2,000.00. All invoices are due and payable upon presentation.

Initial _____

Date _____

Southeastern Colorado Regional Emergency
Medical Services and Trauma Council
Page 2

The filing deadline for the tax return is November 15, 2011. However, the "Exemption from Audit Request" is due September 30, 2011. We will also need a signed resolution (2010 copy enclosed) to submit with this request.

If an extension of the time is required, please allow adequate time for filing these requests.

If the foregoing fairly sets forth your understanding, please sign a copy of this letter in the space indicated and return it to our office.

We would like to express our appreciation for this opportunity to work with you

Very truly yours,



TOM BROWN & ASSOCIATED LLC

Accepted by: _____ Title: _____

Date: _____

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Accepted by: _____ Title: _____

Date: _____

SECRETAC

Southeastern Colorado Regional Emergency Trauma Advisory Council

RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT (Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2010 FOR THE SOUTHEASTERN COLORADO REGIONAL EMERGENCY TRAUMA ADVISORY COUNCIL, INC. (SECRETAC), STATE OF COLORADO.

WHEREAS, the SECRETAC Council wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-603, C.R.S. states that any local government where neither revenues nor expenditures exceed five hundred thousand dollars 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 SECRETAC exceeded \$500,000 for fiscal year 2010; and

WHEREAS, an application for exemption from audit has been completed in accordance with regulation issued by the state auditor.

NOW THEREFORE, be it resolved/ordained by the SECRETAC of the state of Colorado that the application for exemption from audit for the state of Colorado for the fiscal year ended June 30, 2010, has been reviewed and is hereby approved by a majority of the SECRETAC Council of the state of Colorado; that those members of the SECRETAC have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the state of Colorado for the fiscal year ending June 30, 2010.

ADOPTED THIS 9th day of September, A.D. 2010

Larry Reeves, Chairman SECRETAC

ATTEST:

Secretary:
Eunice Weber, Sec. SECRETAC

Executive Committee	Term Expires	Signature
Larry Reeves	June 30, 2011	
Rick Hartley	June 30, 2011	
Eunice Weber	June 30, 2011	
Gary Cox	June 30, 2011	
Marshall Cook	June 30, 2011	
Cheryl Brewer	June 30, 2011	

Legal Address:
SECRETAC C/O Otero County
P.O. Box 511, Rm. # 212
13 W. 3rd St.
La Junta, CO. 81050

Phone: 719-468-0711
Email address: mike@secretac.com
Web Page: <http://www.secretac.com/>