



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

March 6, 2020

Karen A. Howse
Finance Director
City of Warrensville Heights
4301 Warrensville Center Road
Warrensville Heights, OH 44128

Dear Ms. Howse:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

03/06/2020

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Warrensville Heights** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.

**CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING
COMMENTS AND SUGGESTIONS FOR IMPROVEMENTS**

The detailed comments and suggestions for improvements are composed of: 1) an indication above the comment that provides either the specific Certificate Program checklist question to which the item directly relates or the notation "Additional Comment" to indicate the comment does not directly relate to a specific checklist question and 2) text that generally identifies the location of the item in your CAFR, the reason for the comment, and the particular item you should address. Following is the legend for the references to specific authoritative literature that are provided for the majority of comments.

AU-C		U.S. Auditing Standards (Clarified), American Institute of Certified Public Accountants (March 1, 2017)
COD	-	<i>Codification of Governmental Accounting and Financial Reporting Standards</i> , GASB, 2017-2018
eGAAFR	-	<i>Governmental Accounting, Auditing, and Financial Reporting</i> (e-book format), GFOA, 2012/2014
eSUP	-	<i>GAAFR Supplement</i> (e-book format), GFOA, 2014
GAAFR	-	<i>Governmental Accounting, Auditing, and Financial Reporting</i> , GFOA, 2012
GAAP	-	Generally Accepted Accounting Principles
GASB-I	-	GASB Interpretation
GASB-S	-	GASB Statement
GASB-TB	-	GASB Technical Bulletin
NCGA-I	-	National Council on Governmental Accounting Interpretation
NCGA-S	-	National Council on Governmental Accounting Statement
Q&A	-	<i>Comprehensive Implementation Guide 2017-2018</i> , GASB
SLG	-	<i>Audits of State and Local Governments</i> , American Institute of Certified Public Accountants, March 1, 2017
SUP	-	<i>GAAFR Supplement</i> , GFOA, 2014

All references listed above, except those for "GAAFR," "Q&A," and "SLG," are followed by the number of the pronouncement, if applicable, and the specific paragraph(s), footnote(s), or appendix (appendices) within the publication that is being referenced. The references to "GAAFR" are to pages in that publication. For "Q&A," the references are to the applicable chapters and questions in that publication. For "SLG," the references are to the chapters and specific paragraphs.

Certificate of Achievement For Excellence in Financial Reporting

Summary of Grading

Name of Unit: City of Warrensville Heights
Fiscal Year of Report FY2018

Report # 4,082.00

GFOA Member ID Number 300135590

The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your comprehensive annual financial report (CAFR). Listed below are the grading categories used and a summary of the SRC's evaluation of your CAFR. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category which received a grade of "Needs Significant Improvement" indicates an area of particular concern to the SRC and the related comments and suggestions for improvement in this category should be given special attention. An indication is provided on the list by the specific comments(s) or category(ies) that were the cause of receiving this grade. For each item, the notation also states whether it is 1) the basis or part of the basis for the CAFR not receiving the Certificate of Achievement, 2) a serious deficiency which will almost certainly preclude the awarding of the Certificate of Achievement if it is not corrected in your next CAFR, or 3) a deficiency, that if not corrected in future CAFRs, could result in the Certificate of Achievement not being awarded.

Grading Category

Grade

Cover, table of contents, and formatting	Proficient
Introductory section	Proficient
Report of the independent auditor	Proficient
Management's discussion and analysis (MD&A)	Proficient
Basic financial statements (preliminary considerations)	Proficient
Government-wide financial statements	Proficient
Fund financial statements (general considerations)	Proficient
Governmental fund financial statements	Proficient
Proprietary fund financial statements	Not Applicable
Fiduciary fund financial statements	Proficient
Summary of significant accounting policies (SSAP)	Proficient
Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
Pension-related note disclosures	Proficient
Required supplementary information (RSI)	Proficient
Combining and individual fund information and other supplementary information	Proficient
Statistical section	Proficient
Other considerations	Proficient

**Certificate of Achievement For Excellence in Financial Reporting
Detailed Listing of Comments and Suggestions for Improvement**

Please call GFOA's Technical Services Center at 312-977-9700 regarding comment questions

Name of Unit: City of Warrensville Heights

Fiscal Year of Report FY2018

Report # 4,082.00

GFOA Member ID Number

300135590

108 - Governmental fund financial statements

Additional Comment:

The amount of the net change in fund balance for the General Fund on the budgetary basis on page 39 does not equal the actual amount on page 21.

The reconciliation between the governmental fund statement of revenues, expenditures, and changes in fund balances and the budgetary comparison statement(s) should separately display differences between (1) the basis of budgeting and the basis of accounting (e.g. modified accrual v. cash), (2) the budget period and the fiscal period used for GAAP reporting, (3) the budgetary fund structure and the GAAP fund structure, and (4) program(s) that are not included in the budget but are in the GAAP statements, or the reverse. [NCGA-I10: 25; GAAFR, page 198]

118 - Statistical section

Checklist Question: 18.1L

The total direct debt on page S18 should equal the total debt on page 49.

The total direct debt should include all long-term debt instruments of the governmental activities, including bonds, notes, certificates of participation, loans, and capital leases. [GASB-S44: 45; COD 2800.126-.127; GAAFR, pages 628-629]

118 - Statistical section

Additional Comment:

Page S4 - For the "Changes in Net Position." Refer to page 16.

The amounts reported in the statistical tables should agree with related amounts reported elsewhere in the CAFR.

120 - New Pronouncements

Additional Comment:

The GASB has issued the following statements:

1. Statement No. 83, "Certain Asset Retirement Obligations." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2019.
2. Statement No. 84, "Fiduciary Activities." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2019.
3. Statement No. 87, "Leases." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2020.
4. Statement No. 88, "Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2019.
5. Statement No. 89, "Accounting for Interest Cost Incurred before the End of a Construction Period." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2020.
6. Statement No. 90, "Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2019.

Earlier application of these statements is encouraged. For the original pronouncements, please visit the GASB's website, www.gasb.org.

***** END OF COMMENTS FOR REPORT # 4,082.00 / FY2018 *****

**INSTRUCTIONS FOR REPRODUCING AND REFERENCING
THE CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE
IN FINANCIAL REPORTING**

Preparers of award-winning reports are only permitted to reproduce the Certificate of Achievement for Excellence in Financial Reporting (COA) in their comprehensive annual financial report (CAFR) for the fiscal year immediately following the one for which the COA was granted. If the COA is reproduced, it must be accompanied by text in the letter of transmittal stating that management believes the CAFR of the current year continues to meet program requirements. The Special Review Executive Committee (SREC), which oversees the operations of the Certificate of Achievement Program, has approved specific language for this purpose. (See illustration below.)

Because the COA is awarded to the CAFR, its reproduction in any other type of report (e.g., offering statement, popular report) would be inherently misleading and is explicitly prohibited by program policy. Nonetheless, award winners are permitted to refer to the fact that they have received the COA for their CAFR in other types of reports, provided that they use standardized language provided by the SREC for this purpose. (See illustration on the other side of this sheet.) Such a reference may only be made during the fiscal year in which the award is received (i.e., the year immediately succeeding the fiscal year end of the CAFR itself).

Required Language for the Letter of Transmittal

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to [NAME OF GOVERNMENT] for its comprehensive annual financial report for the fiscal year ended [MONTH, DAY, YEAR]. This was the ___ consecutive year that the government has achieved this prestigious award.* In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to GFOA to determine its eligibility for another certificate.

* This sentence is optional.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Warrensville Heights
Ohio**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2018

Christopher P. Morrill

Executive Director/CEO



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Karen A. Howse

Finance Director

City of Warrensville Heights, Ohio

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morill

Date March 6, 2020



Special Review Committee Recruitment

As a participant in Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program), you are already aware of the importance of the Certificate Program and the many benefits it offers to participating governments. You may not be aware, however, of the additional benefits to you, your staff, and your government by serving as reviewers on GFOA's Special Review Committee (SRC). Benefits of SRC membership include:

Education. A reviewer will be exposed to accounting and financial reporting practices of different governments by studying reports throughout the country. A reviewer will personally benefit by becoming more familiar with current and future GASB statements and pronouncements and their implementation.

Current information. SRC members are kept up-to-date on the latest developments in accounting and financial reporting through periodic changes to the various checklists used to review comprehensive annual financial reports (CAFRs) submitted to the Certificate Program. The checklists function as invaluable tools as they contain extensive questions on accounting and financial reporting criteria with explanations and authoritative references.

Recognition. SRC members are publicly acknowledged for their efforts on GFOA's website.

Benefits to governments. Participation in the Certificate Program serves as a low-cost educational tool for the staff of participating governments, keeping them abreast of current accounting and financial reporting practices. Also, an increase in the number of SRC members will help to reduce delays in sending results to participating governments.

A regular, full-time SRC member can expect to be asked to review a maximum of 10 to 12 reports each year. The number of reviews a part-time member can expect to be asked to perform will vary depending on the period he or she is available. Ideally, part-time reviewers should be available to actively review reports for at least a six-month period of their choosing. In this case, a part-time member can expect to be asked to review between 5 and 6 reports a year. In cases where part-time members are available for other than a six-month period (e.g., four months or nine months), they can expect to be asked to review approximately one report for each month they are available.

It is not necessary to have obtained a high-level position to be a reviewer. A person must meet only one of the following criteria to join the SRC:

- have been involved in the preparation of an award-winning CAFR,
- have been involved in the audit of an award-winning CAFR, or
- have equivalent experience and the recommendation of a past or current member of the SRC.

The Certificate Program functions in many ways as a "peer review" for preparers of state and local government financial statements. A peer review program is only as effective as the individuals who perform the reviews. It is the reviewers who have played a key role in the growth of the Certificate Program for more than fifty years. The continued success of the Certificate Program depends, in great part, upon our ability to attract highly qualified members to serve on the SRC.

We would ask you and members of your staff not currently serving on the SRC to volunteer to become reviewers for the Certificate Program. Also, please consider suggesting to your independent auditor that his or her staff also volunteer to serve as reviewers. We believe the benefits to an auditor's staff are the same available to yours.

On the other side of this page is an application which you may photocopy and use yourself or distribute to others you believe can best take advantage of the benefits available to SRC members. If a need arises for additional copies of the SRC application, it is available in the "Award Programs" section of GFOA's website, www.gfoa.org, or can be obtained by contacting the Technical Services Center at (312) 977-9700.

GOVERNMENT FINANCE OFFICERS ASSOCIATION – TECHNICAL SERVICES CENTER

**Certificate of Achievement for Excellence in Financial Reporting
Program Staff**

Program Policy: Michele Mark Levine, Director (mlevine@gfoa.org)
Diane Griffin, Assistant Director for Awards Programs (dgriffin@gfoa.org)

Program Management: James Phillips, Senior Program Manager (jphillips@gfoa.org)

Senior Reviewers: Todd Buikema, Assistant Director for Publications (tbuikema@gfoa.org)
James Falconer, Senior Manager (jfalconer@gfoa.org)
Peg Hartnett, Assistant Director for Training (phartnett@gfoa.org)
Zhikuan Hu, Manager (zhu@gfoa.org)
Qun Wang, Manager (qwang@gfoa.org)

Reviewers: Jay Howard, Senior Program Associate (jhoward@gfoa.org)
Qiujian Jiang, Senior Program Associate (qjiang@gfoa.org)
Kim Hua, Program Associate (khua@gfoa.org)
Taher Khalil, Senior Program Associate (tkhalil@gfoa.org)
Zaklina Lakic, Program Associate (zlakic@gfoa.org)
Daniel Le, Program Associate (daniel.le@gfoa.org)

Program Support: Tami Garrett, Administrative Associate (tgarett@gfoa.org)
Christine Hisick, Administrative Associate (chisick@gfoa.org)
Robert Kotchen, Administrative Assistant (rkotchen@gfoa.org)
Delores Smith, Administrative Associate (dsmith@gfoa.org)
Dashaunta Waddell, Administrative Associate (dashaunta.waddell@gfoa.org)