

RESOLUTION NO.: 32 -2010  
INTRODUCED BY: Alexander

A RESOLUTION TO AUTHORIZE A CONTRACT WITH THE AUDITOR OF THE STATE OF OHIO FOR FINANCIAL STATEMENT CONVERSIONS FOR THE YEARS 2009 AND 2010.

WHEREAS, the City is in need of professional assistance from accountants for conversion of its financial statements to basic financial statements in accordance with accounting principles generally accepted in the United States for the years ending December 31, 2009 and December 31, 2010, which services can be provided pursuant to the letter agreement from the Auditor of State attached hereto and incorporated herein as Exhibit A; and

WHEREAS, it is determined that the proposal from the Auditor of State is the most appropriate proposal for this accounting work;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized to execute the letter agreement attached hereto as Exhibit A with the Auditor of the State of Ohio for the services set forth therein in a total amount not to exceed \$20,000.00, and any additional work which would require an expenditure of funds above the \$20,000.00 shall be approved by this Council.

Section 2: The Director of Finance is authorized and directed to appropriate to a proper account the funds necessary for the agreement authorized in Section 1 of this Resolution.

Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

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Daniel J. Ursu, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Betsy Traben  
Clerk of Council

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David H. Roche  
President of Council

## EXHIBIT A



# Mary Taylor, CPA

Auditor of State

April 28, 2010

Ms. Lynda S. Rossiter  
Finance Director  
City of Richmond Heights  
26789 Highland Road  
Richmond Heights, OH 44143-1429

Dear Ms. Rossiter:

This letter is to confirm our understanding of the terms and objectives of our engagement with the City of Richmond Heights (the City) and the nature and limitations of the services we will provide.

We will provide the following services:

Using our conversion software and information provided by the City, the Local Government Services Section of the Office of the Auditor of State (LGS) will compile the basic financial statements for the City of Richmond Heights for the years ending December 31, 2009 and December 31, 2010.

We will compile the financial statements and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to present in the form of financial statements, information that is the representation of management without undertaking to express any assurance on the financial statements.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the City's internal control; assessing fraud risk; tests of accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Therefore, a compilation does not provide a basis expressing any level of assurance on the financial statements being compiled.

If for any reason we are unable to complete the compilation of the City's financial statements, we will not issue a report on such statements as a result of this engagement.

The City of Richmond Heights remains responsible for the compiled basic financial statements. It is therefore the responsibility of the City to be in a position in fact and appearance to make informed judgments while reviewing, evaluating, and approving the services provided under this engagement. It is also the City's responsibility to establish and maintain internal controls, including monitoring ongoing activities.

Local Government Services Section

88 E. Broad St. / Sixth Floor / Columbus, OH 43215-3506

Telephone: (614) 466-4717 (800) 345-2519 Fax: (614) 728-8027

[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

Ms. Lynda S. Rossiter  
Finance Director  
City of Richmond Heights  
April 28, 2010  
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To demonstrate that the City is fulfilling these responsibilities, the following safeguards will be observed. The City will designate a management level individual to be the primary contact accountable for overseeing this engagement and who will take responsibility for the appropriateness of the results of this engagement. To demonstrate that the City is fulfilling these responsibilities, the following safeguards will be observed. The City will designate a management level individual to be the primary contact accountable for overseeing this engagement and who will take responsibility for the appropriateness of the results of this engagement. The City must submit documentation to support the new designee's knowledge and capability to perform this function. We will meet with this individual bi-weekly to update our progress and to allow the individual to monitor engagement performance to ensure it meets management's objectives. This individual will perform all management functions and make all management decisions related to this conversion and compilation and will accept full responsibility for such decisions. Accordingly, this individual will review and approve all proposed adjustments before they are entered in the conversion software. Finally, this individual will evaluate the adequacy of the services performed under this engagement by the Local Government Services Section of the Office of the Auditor of State.

It is understood and agreed that the performance of this engagement by LGS will not lessen the scope and extent of the audit work to be performed by the Financial Audit Group of the Office of the Auditor of State.

The hours of service offered in this letter are based upon the following information being provided by the City of Richmond Heights:

1. Information required to confirm appropriate fund classification and major fund status;
2. Information to allow the allocation of internal service funds to governmental and business-type activities;
3. Information regarding estimated revenues and appropriations for use in the preparation of budgetary statements including original budget amounts for all funds required to be presented in the basic financial statements and documentation to insure that financial records are in agreement with amended certificates requested and appropriations passed by the City Council during 2009;
4. A current, complete, and appropriately classified record of all cash receipts and disbursements made during the year, along with bank reconciliations of all City funds and bank accounts as of December 31, 2009;
5. Documentation for receivables including taxes, intergovernmental and accounts receivable, inventory, and prepaid items as of December 31, 2009;
6. The balances for all governmental capital assets by program and type and proprietary capital assets by fund and type as of the beginning and end of the year, including appropriate information regarding accumulated depreciation, as well as current year additions (including accounts charged for related expenditures) and deletions (including any related proceeds and accumulated depreciation on the deleted asset). In addition, information is required that presents depreciation expense by fund and type for proprietary capital assets and by program and type for general capital assets for the year;
7. Information regarding accrued salaries, compensated absences (both current and long-term), accounts payables, workers' compensation, retirement, and other current and long-term liabilities as of December 31, 2009;
8. Information regarding short-term debt (notes) including a schedule of changes in short-term debt that details balances at the beginning and end of the year, increases and decreases and the purpose for which the short-term debt was issued;
9. Information regarding long-term debt balances as of the beginning and end of the year and information regarding additions and payments that occurred during the year. Information that details issuance costs, premiums and discounts for additions should be identified separately.

Ms. Lynda S. Rossiter  
Finance Director  
City of Richmond Heights  
April 28, 2010  
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10. Copies of amortization schedules that distinguish between principal and interest for each outstanding debt issue;
11. Information to support necessary modified accrual and accrual adjustments at December 31, 2009;
12. Information regarding transfers by fund including the amount and purpose for each transfer;
13. Management's Discussion and Analysis.

It is important that you provide financial records that balance and documentation that is adequate to support the necessary journal entries. If we discover inadequacies in the records or documentation you provide, we will return the information to you for correction.

All documents provided to LGS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. must be redacted of any personal information before submission. Personal information is defined as social security numbers, dates of birth, drivers' license numbers or financial institution account numbers associated with an individual. The City shall redact all personal information from electronic records before they are transmitted to LGS. This information should be fully blacked out in all paper documents prior to sending them to LGS. If personal information cannot be redacted from any records or documents, the City must identify these records to LGS prior to their submission.

If redacting this personal information impairs the ability of LGS to provide the contracted services, the City and the Auditor of State's Office will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates hardship on the City in terms of resources, recordkeeping or other issues, the City and LGS may collaborate on alternative methods of providing the City's data to LGS without compromising the personal information on individuals served or employed by the City.

As part of the annual financial report, you will be required to prepare a Management's Discussion and Analysis (MD&A). LGS assistance with respect to the MD&A will be limited to reviewing the MD&A to determine that all required topics have been addressed and to insure that the amounts presented in the MD&A match the amounts presented in the financial statements.

During the course of the compilation, from financial records and supporting documentation you provide, LGS will propose journal entries for the preparation of the basic financial statements; review records and other information to determine whether data is being gathered at the required level to permit the preparation of the financial statements; enter usable information from the prior year trial balances to the trial balances that will be used for the year being reported; and input approved journal entries into the trial balances. LGS will also discuss with you the requirements for budgetary presentations and assist in the identification of original budgetary information.

LGS assistance with respect to capital assets will be limited to explaining the information necessary for report preparation. If additional assistance in the review of policies or significant guidance related to the calculation of capital assets is required, this engagement will need to be amended.

All work papers prepared by the Office of the Auditor of State will remain the property of the Auditor of State. Accordingly, we are responsible for their care and custody. At the conclusion of the project, we will provide copies of any of the work papers you would like to have for your records. However, the work papers should not be regarded as a part of, or a substitute for, your accounting records.

Ms. Lynda S. Rossiter  
Finance Director  
City of Richmond Heights  
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Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors, and of any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential.

It is estimated that 200 hours will be needed to complete this project. Our fees for these services will be billed monthly to the City of Richmond Heights at a rate of \$50 per hour, and the total cost is not anticipated to exceed \$10,000 for the years ending December 31, 2009 and December 31, 2010. If additional time or services should be necessary, we will notify the City of Richmond Heights regarding any amendment to this contract that may be required.

If you are in agreement with the terms of this contract, please have this engagement letter signed and certified in the appropriate places and return it to me no later than May 26, 2010. If we do not hear from you by May 26, 2010, we will assume that the City of Richmond Heights does not wish to contract the services of the Local Government Services Section of the Office of the Auditor of State. Should you have any questions concerning this letter, please do not hesitate to contact Nita R. Hendryx, Chief Project Manager, at 1-800-443-9271.

Sincerely,

MARY TAYLOR, CPA  
Auditor of State



Unice S. Smith  
Chief of Local Government Services

We desire the Auditor of State's Office to perform the services described above and agree to the terms and conditions set forth in this letter.

CITY OF RICHMOND HEIGHTS

Date: \_\_\_\_\_

By: \_\_\_\_\_

Daniel J. Ursu, Mayor

Resolution No. \_\_\_\_\_

It is hereby certified that the amount of \$ \_\_\_\_\_ required to pay this contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the \_\_\_\_\_ Fund, free from any obligation or certification now outstanding.

Date: \_\_\_\_\_

Lynda S. Rossiter, Finance Director

cc: Nita R. Hendryx, Chief Project Manager  
Robert Wilhelm, Chief Auditor