



Dave Yost • Auditor of State



**CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY**

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CUYAHOGA COUNTY**

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# Dave Yost • Auditor of State

## INDEPENDENT AUDITOR'S REPORT

City of Bedford Heights  
Cuyahoga County  
5661 Perkins Road  
Bedford Heights, Ohio 44146

To the members of City Council:

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bedford Heights, Cuyahoga County, Ohio (the City), as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the City's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bedford Heights, Cuyahoga County, Ohio, as of December 31, 2014, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparisons for the General, Fire Levy, Issue 24 Levy and Joint Communications Center Project Funds thereof for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

***Other Matters***

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require this presentation to include *Management's discussion and analysis*, listed in the table of contents, to supplement the basic financial statements. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. We applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, consisting of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, to the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not opine or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to opine or provide any other assurance.

*Supplementary and Other Information*

Our audit was conducted to opine on the City's basic financial statements taken as a whole.

The Schedule of Federal Awards Expenditures presents additional analysis as required by the U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and is not a required part of the financial statements.

The schedule is management's responsibility, and derives from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. We subjected this schedule to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling the schedule directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves in accordance with auditing standards generally accepted in the United States of America. In our opinion, this schedule is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 10, 2015, on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

**Dave Yost**  
Auditor of State  
Columbus, Ohio

September 10, 2015

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**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

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The discussion and analysis of the City of Bedford Heights' (the "City") financial performance provides an overall review of the City's financial activities for the fiscal year ended December 31, 2014. The intent of this discussion and analysis is to look at the City's financial performance as a whole; readers are encouraged to consider the information presented here in conjunction with the additional information contained in the financial statements and the notes thereof.

**Financial Highlights**

Key financial highlights for 2014 are as follows:

- ◆ The assets of, the City of Bedford Heights exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$30,929,349. Of this amount, \$6,287,646 may be used to meet the City's ongoing obligations to citizens and creditors.
- ◆ Total assets increased by \$688,462 from 2013. The largest increase was capital assets, net of \$1,716,030. This increase was offset by decreases in accounts receivable and property taxes receivable of \$426,127 and \$499,729, respectively.
- ◆ Total liabilities decreased by \$1,041,555 and deferred inflows of resources decreased by \$435,267 in 2014. The main factor contributing to the change in liabilities was the decrease in long-term liabilities of \$1,078,340.
- ◆ In total, net position in governmental activities increased by \$1,599,456 during 2014.

**Using this Annual Financial Report**

The discussion and analysis is intended to serve as an introduction to the City of Bedford Heights' basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

***Government-wide financial statements – Reporting the City of Bedford Heights as a Whole***

*Statement of Net Position and the Statement of Activities*

The Statement of Net Position presents information on all the City's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. However, in evaluating the overall position of the City, nonfinancial factors such as the City's tax base, change in property and income tax laws, and the condition of the capital assets should also be considered. Both the Statement of Net Position and the Statement of Activities use the *accrual basis of accounting* similar to the accounting used by most private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

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In the Statement of Net Position and the Statement of Activities, we divide the City into two kinds of activities:

- Governmental activities: most of the City's basic services are reported here, including the police, fire, street maintenance, parks and recreation, and general administration. Income tax, state and county taxes, licenses, permits and charges for services finance most of these activities.
- Business-type activities: the City charges a fee to customers to help it cover all or most of the cost of certain services it provides. The City's sewer system is reported here.

***Fund Financial Statements - Reporting the City of Bedford Heights' Most Significant Funds***

*Fund Financial Statements*

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objects. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

*Governmental Funds*

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on the balance of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all *other financial assets* that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Both the governmental fund Balance Sheet and the government fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate a comparison between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds.

The City maintains 26 individual governmental funds. Information is presented separately in the governmental funds Balance Sheet and in the governmental funds Statement of Revenues, Expenditures, and Changes in Fund Balances, for the general fund, fire levy special revenue fund, Issue 24 safety levy special revenue fund, and the capital improvements capital projects fund, all of which are considered to be major funds.

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

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*Proprietary Funds*

The City maintains three proprietary funds; one enterprise fund and two internal service funds. The enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses the enterprise fund to account for its sewer operations. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. Because these activities benefit governmental rather than business functions, they have been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

The basic proprietary fund financial statements can be found starting on page 31 of this report.

*Notes to the Financial Statements*

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found starting on page 35 of this report.

**Government-wide Financial Analysis - City of Bedford Heights as a Whole**

As noted earlier, the Statement of Net Position looks at the City as a whole and can prove to be a useful indicator of the City's financial position.

The Statement of Net Position and the Statement of Activities are divided into the following categories:

- Assets
- Deferred outflows of resources
- liabilities
- Deferred inflows of resources
- Net position (assets and deferred outflows of resources minus liabilities and deferred inflows of resources)
- Program expenses and revenues
- General revenues
- Net position beginning and end of year

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

Table 1 provides a summary of the City's net position for 2014 as compared to 2013.

Table 1  
Net Position

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Assets:						
Current and other assets	\$ 11,966,168	\$ 13,614,498	\$ 3,803,313	\$ 3,182,551	\$ 15,769,481	\$ 16,797,049
Capital assets, net	<u>18,083,561</u>	<u>16,201,619</u>	<u>6,854,412</u>	<u>7,020,324</u>	<u>24,937,973</u>	<u>23,221,943</u>
Total assets	<u>30,049,729</u>	<u>29,816,117</u>	<u>10,657,725</u>	<u>10,202,875</u>	<u>40,707,454</u>	<u>40,018,992</u>
Liabilities:						
Current liabilities	1,071,419	1,051,558	189,109	172,185	1,260,528	1,223,743
Long-term liabilities						
Due within one year	1,373,223	1,943,103	222,837	256,658	1,596,060	2,199,761
Due In more than one year	<u>2,576,814</u>	<u>2,957,372</u>	<u>531,205</u>	<u>625,286</u>	<u>3,108,019</u>	<u>3,582,658</u>
Total liabilities	<u>5,021,456</u>	<u>5,952,033</u>	<u>943,151</u>	<u>1,054,129</u>	<u>5,964,607</u>	<u>7,006,162</u>
Deferred inflows of resources:						
Property taxes	<u>3,813,498</u>	<u>4,248,765</u>	-	-	<u>3,813,498</u>	<u>4,248,765</u>
Net position:						
Net investment in capital assets	16,545,386	13,833,090	6,406,239	6,478,374	22,951,625	20,311,464
Restricted for:						
Capital projects	362,292	132,605	-	-	362,292	132,605
Debt service	93,818	157,484	-	-	93,818	157,484
Streets	123,475	262,168	-	-	123,475	262,168
Public safety	1,109,175	278,025	-	-	1,109,175	278,025
Other purposes	1,318	1,253	-	-	1,318	1,253
Unrestricted	<u>2,979,311</u>	<u>4,950,694</u>	<u>3,308,335</u>	<u>2,670,372</u>	<u>6,287,646</u>	<u>7,621,066</u>
Total Net Position	<u>\$ 21,214,775</u>	<u>\$ 19,615,319</u>	<u>\$ 9,714,574</u>	<u>\$ 9,148,746</u>	<u>\$ 30,929,349</u>	<u>\$ 28,764,065</u>

Total assets increased \$688,462. Net capital assets increased by \$1,716,030 which was offset by a decrease in accounts receivable and property taxes receivable of \$426,127 and \$499,729, respectively. The capital assets is related to the joint communications center project that was in progress at year-end. The decrease in the accounts receivable is due to a decrease in sewer receivables. The decrease in property taxes receivable is related to a decrease in the assessed values of property in the City.

The total net position of the City increased \$2,165,284. The following factors were most responsible for this increase:

- An increase in capital assets of \$1,716,030
- A decrease in long-term liabilities of \$1,078,340
- A decrease in accounts receivable of \$426,127
- A decrease in property taxes receivable of \$499,729
- A decrease in deferred inflows – property taxes of \$435,267

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

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The City makes concerted efforts to maximize the return on investments of its cash and cash equivalents and uses these funds to provide liquidity for planned future capital purchases. Due to the interest rates in the past, the investments have remained in liquid money market accounts, i.e. STAR Ohio and Huntington National Bank. However, even though the State Code allows for investments with maturities of five years or less, the City has not invested in any instrument with a maturity of more than one year.

Another tool used by the City to reduce its long-term liability is to pay off accumulated sick leave for police and fire employees. Upon the request of a police or fire employee with over ten years of service, accumulated sick time may be paid out on an annual basis. This allows the City to pay accumulated sick hours at the current hourly rate as opposed to paying for it at a higher rate in the future at the time of retirement. The employees benefit by having funds available to them currently with the opportunity to invest them and potentially gain a higher rate of return as opposed to receiving payment at a future date.

The City is also a member of N.O.R.M.A. Self Insurance Pool, Inc. for liability insurance and workers compensation. Significant savings in premiums have resulted from being a member of the above referenced insurance pool. In addition, the City conducts random drug testing of employees with CDL licenses which aids in reducing workers compensation premiums.

The net position of the business-type activities increased \$565,828 in 2014. The City generally can only use this net position to finance the continuing operations of the sewer system.

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

In order to further understand what makes up the changes in net position for the current year, the following table gives readers further details regarding the results of activities for the current year.

Table 2  
 Changes in Net Position

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Program revenues						
Charges for services	\$ 3,059,573	\$ 3,583,005	\$ 3,314,220	\$ 4,092,780	\$ 6,373,793	\$ 7,675,785
Operating grants	144,776	376,040	-	-	144,776	376,040
Capital grants	<u>3,303,315</u>	<u>583,855</u>	<u>12,760</u>	<u>31,700</u>	<u>3,316,075</u>	<u>615,555</u>
Total program revenues	<u>6,507,664</u>	<u>4,542,900</u>	<u>3,326,980</u>	<u>4,124,480</u>	<u>9,834,644</u>	<u>8,667,380</u>
General revenues						
Property taxes	4,047,197	4,377,514	-	-	4,047,197	4,377,514
Income taxes	8,485,462	8,815,987	-	-	8,485,462	8,815,987
Grants and entitlements	1,481,267	1,484,869	-	-	1,481,267	1,484,869
Investment earnings	233	337	63	81	296	418
Miscellaneous income	<u>7,499</u>	<u>26,912</u>	<u>-</u>	<u>-</u>	<u>7,499</u>	<u>26,912</u>
Total revenues	<u>20,529,322</u>	<u>19,248,519</u>	<u>3,327,043</u>	<u>4,124,561</u>	<u>23,856,365</u>	<u>23,373,080</u>
Program expenses						
General government	4,002,651	3,821,902	-	-	4,002,651	3,821,902
Security of persons and property	10,025,167	9,949,867	-	-	10,025,167	9,949,867
Public health and welfare	362,000	353,362	-	-	362,000	353,362
Leisure time activities	1,476,261	1,521,098	-	-	1,476,261	1,521,098
Community development	403,561	613,423	-	-	403,561	613,423
Basic utility services	704,119	695,262	-	-	704,119	695,262
Transportation	1,898,166	2,058,809	-	-	1,898,166	2,058,809
Interest and fiscal charges	57,941	94,828	-	-	57,941	94,828
Sewer	-	-	<u>2,761,215</u>	<u>2,954,722</u>	<u>2,761,215</u>	<u>2,954,722</u>
Total program expenses	<u>18,929,866</u>	<u>19,108,551</u>	<u>2,761,215</u>	<u>2,954,722</u>	<u>21,691,081</u>	<u>22,063,273</u>
Change in net position	1,599,456	139,968	565,828	1,169,839	2,165,284	1,309,807
Net position, beginning of year	<u>19,615,319</u>	<u>19,475,351</u>	<u>9,148,746</u>	<u>7,978,907</u>	<u>28,764,065</u>	<u>27,454,258</u>
Net position, end of year	\$ <u>21,214,775</u>	\$ <u>19,615,319</u>	\$ <u>9,714,574</u>	\$ <u>9,148,746</u>	\$ <u>30,929,349</u>	\$ <u>28,764,065</u>

*Governmental Activities*

Several revenue sources fund our governmental activities with the City's property and income tax being the largest contributors. The City's income tax revenue source is the largest contributor with a rate of two percent on gross income which has not changed since 1982. Residents of the City who work in another community and pay the withholding tax for that community receive a 100 percent tax credit on their City tax for 100 percent, the credit limit being two percent. During 2014, the revenues generated from this tax amounted to \$8,485,462. The City continues to enforce a delinquent letter program and the subpoena program to ensure compliance with the local tax laws.

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

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Security of persons and property and general government are the major activities of the City generating 74.1 percent of the governmental expenses. As of December 31, 2014 the fire department is comprised of 24 members. There is one fire chief, one assistant fire chief, three captains, three lieutenants, and 16 firefighters. While 21 members of the department are certified paramedics, there are three (3) firefighters who serve as Emergency Medical Technicians, in accordance with the collective bargaining agreement. The department's roster is intended to not be less than 18, which allows for the response of two ambulances that can provide advance lifesaving skills. Three members of the department are on the regional hazardous material response team and one is a HCO (Hazardous Command Officer). The staffing of the department is done in three shifts that rotate 24 hour tours. During this time they conduct daily training that consists of building walkthroughs, attending continuing education classes, performing joint exercises with neighboring departments and watching training videos. After large or difficult emergencies the shifts do a post incident critique to improve services. Additionally, the department sends out random surveys (10%) to those who have received fire department services and, based on the responses, the department has maintained an approval rating in the high 90 percentile. In 2014, the department responded to 2,342 calls with 74 percent relating to emergency medical services.

The department is very proactive in public education efforts. Fire extinguisher training and CPR/first aid training is provided to the business community regularly. Additionally, the department teaches at schools, safety town and has assisted residences with installing working smoke detectors in their homes.

The department aggressively pursues available funding through state and federal grants. In the past few years, the department was awarded \$2,855,000 in intergovernmental grants to work on the Joint Dispatch Center project. The amount the department spent on overtime expenses during 2014 was \$323,926 as compared to \$313,966 during 2013. The total cost of operating the Fire and EMS department during 2014 was \$2,847,207, which is in the Fire Levy Fund. The City annually transfers into the Fire Levy Fund the difference between the revenue generated from the 3 mill fire levy and the operating expenses incurred. In 2014, the transfer from the general fund was \$2,199,160.

The City spent approximately \$353,000 on its annual road program entailing major and minor resurfacing of the various streets in Bedford Heights. The annual road program is funded from the 2-mill Street Construction Levy.

*Business-Type Activities*

The business-type activities of the City, which include the City's sewer operations, increased the City's net position by \$565,828.

Net program revenues exceeded program expenses in the amount of \$565,765 for the sewer operations for 2014 as charges for services continue to outpace operating expenditures.

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

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## **The City's Funds**

### *Governmental Funds*

Information about the City's major funds starts on page 20. These funds are accounted for using the modified accrual basis of accounting. All governmental funds had total revenues and other financing sources of \$24,797,390 and expenditures and other financing uses of \$26,047,998. The net change in fund balance for the year in the City's most significant fund, the general fund, showed a decrease in fund balance of \$651,007 which resulted in a year-end fund balance of \$2,783,756. The decrease in fund balance was mainly due to the decrease in charges for services related to the housing of prisoners for federal agencies and licenses and permits related to building permits.

The capital improvements fund reflected a decrease in fund balance of \$806,584, which resulted in a fund balance of \$478,595.

During 2014, the City created a new fund for the joint communication center project. This fund had an increase in fund balance of \$797,809 during the year which was the result of the City receiving grants during the year for the project but the project stretching into 2015.

The fire levy fund ending fund balance increased \$1,172 during the year, while the total non-major governmental funds and issue 24 safety levy fund ending fund balances decreased \$507,896 and \$84,102, respectively.

Overall the revenue base continued to meet City obligations. To combat the uncertain economic times, the City has taken cost-cutting measures to ensure its viability for many years to come. Revenue forecasting will become more difficult as estimates are more imprecise now than they have been in the recent past. The City's expectation is that it will lose property taxes due to the decrease in home values and income taxes due to the decrease in workforce.

### *General Fund Budgeting Highlights*

The City's budget is prepared according to Ohio law and is based on accounting for certain transactions on the basis of cash receipts, disbursements and encumbrances. The most significant budgeted fund is the general fund. An annual appropriation budget is legally required to be prepared for all funds of the City other than agency funds. City Council is provided with a detailed line item budget for all departments and after a discussion at a regularly held City Council meeting, which is open to the public; the budget is adopted by City Council. City Council must approve legislation for any revisions in the budget that alter totals or the total appropriations for any department or fund. The finance department watches all the departmental budgets closely to monitor compliance with allocated budgets and provides monthly reports to City Council depicting monthly and year-to-date activity.

For the general fund, final budget-basis revenue and other financing sources of \$12,408,155 increased from the original budget estimates of \$12,165,656 due to greater than originally expected municipal income tax revenues. The original appropriations for the general fund were \$13,089,260, including other financing uses. The final appropriations, including other financing uses, were \$13,132,225. The City historically budgets to expend nearly 100 percent of their available resources, when actually 106 percent of available resources were

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

budgeted to be expended in 2014. The City's actual expenditures ended \$9,748 below the final budgeted amount.

The City's ending unobligated budgetary fund balance was \$170,087 higher than the final budgeted amount mostly due to lower than expected security of persons and property and general government expenditures.

*Business-Type Funds*

The City's major enterprise fund consists of the sewer treatment fund. The basic financial statements for the major fund are included in this report.

Proprietary funds provide the same type of information as the government-wide financial statements only in more detail. The proprietary fund financial statements provide separate information for the sewer treatment fund. The basic proprietary fund financial statements can be found on pages 31 through 33 of this report.

**Capital Assets and Debt Administration**

*Capital Assets*

At the end of fiscal 2014, the City had \$24,937,973 invested in land, buildings and improvements, furniture, fixtures and equipment, vehicles, infrastructure and construction in progress.

Table 3 shows fiscal 2014 balances of capital assets as compared to 2013:

Table 3  
 Capital Assets at December 31

	Governmental Activities		Business-Type Activities		Totals	
	2014	2013	2014	2013	2014	2013
Land	\$ 1,786,987	\$ 1,786,987	\$ 99,200	\$ 99,200	\$ 1,886,187	\$ 1,886,187
Buildings and improvements	18,991,520	18,957,474	4,305,692	4,216,251	23,297,212	23,173,725
Furniture, fixtures and equipment	3,469,271	3,342,751	7,611,990	7,590,418	11,081,261	10,933,169
Vehicles	3,202,428	3,237,589	382,799	382,799	3,585,227	3,620,388
Infrastructure	15,341,282	15,204,419	6,851,320	6,851,320	22,192,602	22,055,739
Construction in progress	2,920,983	227,218	-	-	2,920,983	227,218
Less: accumulated depreciation	<u>(27,628,910)</u>	<u>(26,554,819)</u>	<u>(12,396,589)</u>	<u>(12,119,664)</u>	<u>(40,025,499)</u>	<u>(38,674,483)</u>
Total Capital Assets	\$ <u>18,083,561</u>	\$ <u>16,201,619</u>	\$ <u>6,854,412</u>	\$ <u>7,020,324</u>	\$ <u>24,937,973</u>	\$ <u>23,221,943</u>

The City has an aggressive stance on maintaining its assets, including infrastructure, in excellent condition insofar as financial resources allow. Vehicles such as fire trucks and ambulances are planned for well in advance by the respective department heads and a scheduled maintenance and replacement timetable is followed to provide peak performance for the maximum time frame (5 to 6 years). Prior to 2009, the City's practice was to replace as many as three-to-four police vehicles each year, typically through leasing, to replenish the safety fleet. In more recent years, the City has reduced the replacement of police vehicles due to limited availability of funds and has discontinued the practice of leasing police vehicles. In 2012 and

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

2013, the City replaced one cruiser through direct purchase each year. In 2014, the City ordered one cruiser through direct purchase, which was received, outfitted, and placed into service in 2015. Upon replacement, the older vehicles are either traded in to the dealers or sold to the highest bidder at auction.

With regards to the infrastructure, the City's engineering, public works and water reclamation departments maintain a comprehensive listing of all the streets and sewer lines in the City. As part of the City's annual road maintenance program, the engineer evaluates the condition of each street after each winter and prepares a list of streets to be either resurfaced or cracksealed and in the case of concrete roads, either replaced or repaired. After approval from City Council, the projects are bid out in early to late spring to get the best possible pricing from contractors. This program is paid for out of the street construction levy fund and capital improvements fund of the City. Capital assets for business-type activities decreased \$165,912 due to limited capital outlay during the year in an attempt to keep cash expenditures down during the year.

The City is committed to a long-term goal of meeting the needs of its infrastructure and facilities. We have a five-year capital plan in place that provides for street, sanitary and storm improvements and maintaining our current structures. See Note 9 for more information on capital assets.

*Debt*

At December 31, 2014, the City had \$4,704,079 in outstanding debt, compensated absences, and claims payable, of which \$1,115,000 was in general obligation bonds. Table 4 summarizes the outstanding obligations of the City.

Table 4  
**Outstanding Debt at Year End**

	Governmental		Business-Type		Totals	
	Activities		Activities			
	2014	2013	2014	2013	2014	2013
General obligation bonds	\$ 671,850	\$ 1,298,050	\$ 443,150	\$ 541,950	\$ 1,115,000	\$ 1,840,000
Capital leases payable	161,798	329,169	5,023	-	166,821	329,169
OPWC loans payable	704,527	743,898	-	-	704,527	743,898
Compensated absences	1,935,493	1,877,158	305,869	299,552	2,241,362	2,176,710
Claims payable	476,369	652,200	-	40,442	476,369	692,642
<i>Total</i>	<u>\$ 3,950,037</u>	<u>\$ 4,900,475</u>	<u>\$ 754,042</u>	<u>\$ 881,944</u>	<u>\$ 4,704,079</u>	<u>\$ 5,782,419</u>

At December 31, 2014, the City's overall legal debt margin was \$22,513,903. At year-end, the outstanding general obligation debt was \$1,115,000. Other obligations include capital leases, Ohio Public Works Commission loans, and accrued vacation and sick leave. More detailed information about the City's long-term liabilities is presented in Notes 10 and 11 of the basic financial statements.

**City of Bedford Heights**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended December 31, 2014*

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**Current Related Financial Activities**

In November 2010, the citizens of Bedford Heights approved a Charter Amendment to establish a levy of 8.9 mills to be used to pay the costs and expenses of operating the City's police, fire and emergency medical services, commencing in 2010 and first collections beginning in 2011. The levy of 8.9 mills, known as Issue 24 on the November 2, 2010 ballot, was passed by 69.9% of the voters. First year real estate tax collections in 2011 were \$2,134,270. In 2012, real estate tax collections from this levy were \$2,149,721. During fiscal year 2013, collections from this levy were \$1,963,064, which represented a decrease of \$186,657 compared to the preceding year. In 2014, the City collected \$1,824,227 related to this levy, which was a decrease from 2013 of 138,837. Despite the reduction in real estate tax revenue, the City of Bedford Heights' systems of budgeting and internal controls are well regarded and the City is well prepared to meet the challenges of the future. In conclusion, management has been committed to provide the residents of the City of Bedford Heights with full disclosure of the financial position of the City.

**Contacting the City of Bedford Heights' Finance Department**

This financial report is designed to provide our citizen's, taxpayers, investors and creditors with a general overview of the City's finances and to show the City's accountability for all money it receives, spends, or invests. If you have any questions about this report or need additional financial information, contact the finance department, City of Bedford Heights, 5661 Perkins Road, Bedford Heights, Ohio 44146, telephone (440) 786-3200.

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# City of Bedford Heights, Ohio

## Statement of Net Position

**December 31, 2014**

	Primary Government		Total
	Governmental Activities	Business - Type Activities	
<b>Assets:</b>			
Cash and cash equivalents	\$ 4,150,654	\$ 2,438,191	\$ 6,588,845
Accounts receivable	299,058	1,256,207	1,555,265
Intergovernmental receivable	705,971	-	705,971
Supplies and materials inventory	74,071	68,959	143,030
Prepaid assets	70,967	39,956	110,923
Property taxes receivable	4,331,183	-	4,331,183
Income taxes receivable	2,334,264	-	2,334,264
Non-depreciable capital assets	4,707,970	99,200	4,807,170
Depreciable assets, net	<u>13,375,591</u>	<u>6,755,212</u>	<u>20,130,803</u>
<b>Total assets</b>	<u>30,049,729</u>	<u>10,657,725</u>	<u>40,707,454</u>
<b>Liabilities:</b>			
Accounts payable	443,743	52,899	496,642
Accrued wages and benefits	558,498	63,650	622,148
Intergovernmental payable	65,766	71,289	137,055
Accrued interest payable	3,412	1,271	4,683
<b>Long term liabilities:</b>			
Due within one year	1,373,223	222,837	1,596,060
Due in more than one year	<u>2,576,814</u>	<u>531,205</u>	<u>3,108,019</u>
<b>Total liabilities</b>	<u>5,021,456</u>	<u>943,151</u>	<u>5,964,607</u>
<b>Deferred inflows of resources:</b>			
Property taxes	<u>3,813,498</u>	<u>-</u>	<u>3,813,498</u>
<b>Net position:</b>			
Net investment in capital assets	16,545,386	6,406,239	22,951,625
<b>Restricted for:</b>			
Capital projects	362,292	-	362,292
Debt service	93,818	-	93,818
Streets	123,475	-	123,475
Public safety	1,109,175	-	1,109,175
Other purposes	1,318	-	1,318
Unrestricted	<u>2,979,311</u>	<u>3,308,335</u>	<u>6,287,646</u>
<b>Total net position</b>	<u>\$ 21,214,775</u>	<u>\$ 9,714,574</u>	<u>\$ 30,929,349</u>

See Accompanying Notes to the Basic Financial Statements

# City of Bedford Heights, Ohio

## Statement of Activities

### For The Year Ended December 31, 2014

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues</u>	
			<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
Government activities:				
General government	\$ 4,002,651	\$ 473,902	\$ 79,034	\$ -
Security of persons and property	10,025,167	1,965,386	65,742	3,303,315
Public health and welfare	362,000	43,275	-	-
Leisure time activities	1,476,261	350,885	-	-
Community development	403,561	226,125	-	-
Basic utility services	704,119	-	-	-
Transportation	1,898,166	-	-	-
Interest and fiscal charges	<u>57,941</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	18,929,866	3,059,573	144,776	3,303,315
Business-type activities:				
Sewer	<u>2,761,215</u>	<u>3,314,220</u>	<u>-</u>	<u>12,760</u>
 Total	 \$ <u>21,691,081</u>	 \$ <u>6,373,793</u>	 \$ <u>144,776</u>	 \$ <u>3,316,075</u>

#### General revenues:

Property taxes and other local taxes levied for:

  General purposes

  Special revenues

  Debt service

  Capital projects

Income taxes levied for:

  General purposes

  Grants and entitlements not restricted to specific programs

  Investment income

  Miscellaneous income

Total general revenues

Change in net position

Net position at beginning of year

Net position at end of year

Net (Expense) Revenue and Changes in Net Position		
Primary Government		
Governmental Activities	Business Type Activities	Total
\$ (3,449,715)	\$ -	\$ (3,449,715)
(4,690,724)	-	(4,690,724)
(318,725)	-	(318,725)
(1,125,376)	-	(1,125,376)
(177,436)	-	(177,436)
(704,119)	-	(704,119)
(1,898,166)	-	(1,898,166)
<u>(57,941)</u>	<u>-</u>	<u>(57,941)</u>
(12,422,202)	-	(12,422,202)
-	565,765	565,765
<u>(12,422,202)</u>	<u>565,765</u>	<u>(11,856,437)</u>
1,020,742	-	1,020,742
2,302,638	-	2,302,638
353,793	-	353,793
370,024	-	370,024
8,485,462	-	8,485,462
1,481,267	-	1,481,267
233	63	296
<u>7,499</u>	<u>-</u>	<u>7,499</u>
<u>14,021,658</u>	<u>63</u>	<u>14,021,721</u>
1,599,456	565,828	2,165,284
<u>19,615,319</u>	<u>9,148,746</u>	<u>28,764,065</u>
\$ <u><u>21,214,775</u></u>	\$ <u><u>9,714,574</u></u>	\$ <u><u>30,929,349</u></u>

# City of Bedford Heights, Ohio

## Balance Sheet Governmental Funds

**December 31, 2014**

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	<u>General</u>	<u>Fire Levy</u>	<u>Joint Communications Center Project</u>
<b>Assets:</b>			
Cash and cash equivalents	\$ 1,560,437	\$ 69,752	\$ 982,678
Accounts receivable	108,109	-	-
Intergovernmental receivable	201,927	27,513	-
Supplies and materials inventory	8,988	-	-
Prepaid assets	70,967	-	-
Property taxes receivable	1,216,289	593,313	-
Income taxes receivable	<u>2,334,264</u>	<u>-</u>	<u>-</u>
 Total assets	 \$ <u>5,500,981</u>	 \$ <u>690,578</u>	 \$ <u>982,678</u>
<b>Liabilities:</b>			
Accounts payable	\$ 209,144	\$ -	\$ 184,869
Accrued wages and benefits	161,719	49,934	-
Intergovernmental payable	<u>51,241</u>	<u>3,267</u>	<u>-</u>
 Total liabilities	 <u>422,104</u>	 <u>53,201</u>	 <u>184,869</u>
<b>Deferred inflows of resources:</b>			
Property taxes	1,070,912	522,397	-
Unavailable revenue	<u>1,224,209</u>	<u>98,429</u>	<u>-</u>
 Total deferred inflows of resources	 <u>2,295,121</u>	 <u>620,826</u>	 <u>-</u>
<b>Fund balances:</b>			
Nonspendable	83,556	-	-
Restricted	65,497	16,551	797,809
Committed	53,759	-	-
Assigned	388,553	-	-
Unassigned (deficits)	<u>2,192,391</u>	<u>-</u>	<u>-</u>
 Total fund balances (deficits)	 <u>2,783,756</u>	 <u>16,551</u>	 <u>797,809</u>
 Total liabilities, deferred inflows of resources and fund balances	 \$ <u>5,500,981</u>	 \$ <u>690,578</u>	 \$ <u>982,678</u>

See Accompanying Notes to the Basic Financial Statements

<u>Issue 24 Safety Levy</u>	<u>Capital Improvements</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 51,275	\$ 503,247	\$ 647,743	\$ 3,815,132
-	21,639	169,310	299,058
85,069	34,449	357,013	705,971
-	-	65,083	74,071
-	-	-	70,967
1,760,161	395,542	365,878	4,331,183
<u>-</u>	<u>-</u>	<u>-</u>	<u>2,334,264</u>
\$ <u><u>1,896,505</u></u>	\$ <u><u>954,877</u></u>	\$ <u><u>1,605,027</u></u>	\$ <u><u>11,630,646</u></u>
\$ -	\$ 46,291	\$ 3,439	\$ 443,743
105,183	-	241,662	558,498
<u>4,617</u>	<u>-</u>	<u>6,641</u>	<u>65,766</u>
<u>109,800</u>	<u>46,291</u>	<u>251,742</u>	<u>1,068,007</u>
1,549,778	348,265	322,146	3,813,498
<u>292,006</u>	<u>81,726</u>	<u>423,165</u>	<u>2,119,535</u>
<u>1,841,784</u>	<u>429,991</u>	<u>745,311</u>	<u>5,933,033</u>
-	-	65,083	148,639
-	280,566	350,666	1,511,089
-	198,029	274,627	526,415
-	-	-	388,553
<u>(55,079)</u>	<u>-</u>	<u>(82,402)</u>	<u>2,054,910</u>
<u>(55,079)</u>	<u>478,595</u>	<u>607,974</u>	<u>4,629,606</u>
\$ <u><u>1,896,505</u></u>	\$ <u><u>954,877</u></u>	\$ <u><u>1,605,027</u></u>	\$ <u><u>11,630,646</u></u>

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# City of Bedford Heights, Ohio

## Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities

**December 31, 2014**

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Total Governmental fund balances \$ 4,629,606

*Amounts reported for governmental activities in the Statement of Net Position are different because:*

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. 18,083,561

Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds.

Property and other taxes	\$ 517,684
Municipal income taxes	944,517
Charges for services	125,088
Intergovernmental	<u>532,246</u>

Total 2,119,535

In the Statement of Activities, interest is accrued on outstanding bonds, whereas in governmental funds, an interest expenditure is reported when due. (3,412)

Internal service funds are used by management to charge the costs of certain activities, such as Worker's Compensation Insurance and Health Insurance that are not reported in the Governmental Funds. The assets and liabilities of the Internal Service Fund are reported with Governmental Activities. (140,847)

Long-term liabilities are not due and payable in the current period and are therefore not reported in the funds.

General obligation bonds	(671,850)
OPWC loans payable	(704,527)
Capital lease payable	(161,798)
Compensated absences	<u>(1,935,493)</u>

Total (3,473,668)

*Net position of governmental activities* \$ 21,214,775

# City of Bedford Heights, Ohio

## Statement of Revenues, Expenditures, and Changes in Fund Balances Governmental Funds

**For the Year Ended December 31, 2014**

	<u>General</u>	<u>Fire Levy</u>	<u>Joint Communications Center Project</u>
<b>Revenues:</b>			
Property taxes	\$ 1,028,038	\$ 559,841	\$ -
Municipal income taxes	8,439,104	-	-
Intergovernmental	417,897	59,753	3,303,315
Charges for services	1,692,440	-	-
Licenses and permits	156,621	-	-
Fines and forfeitures	220,877	-	-
Investment income	163	-	-
Miscellaneous income	<u>461,412</u>	<u>29,625</u>	<u>-</u>
 Total revenues	 <u>12,416,552</u>	 <u>649,219</u>	 <u>3,303,315</u>
<b>Expenditures:</b>			
Current operations and maintenance:			
Security of persons and property	2,590,928	2,847,207	2,505,506
Public health and welfare	363,438	-	-
Leisure time activities	1,152,717	-	-
Community development	411,933	-	-
Basic utility services	703,642	-	-
Transportation	1,242	-	-
General government	3,757,195	-	-
Capital outlay	-	-	-
Debt service:			
Principal retirement	2,036	-	-
Interest and fiscal charges	<u>-</u>	<u>-</u>	<u>-</u>
 Total expenditures	 <u>8,983,131</u>	 <u>2,847,207</u>	 <u>2,505,506</u>
Excess of revenues over (under) expenditures	<u>3,433,421</u>	<u>(2,197,988)</u>	<u>797,809</u>
<b>Other financing sources (uses):</b>			
Transfers – in	-	2,199,160	-
Transfers – out	(4,106,571)	-	-
Inception of capital leases	22,143	-	-
Insurance recoveries	<u>-</u>	<u>-</u>	<u>-</u>
 Total other financing sources (uses)	 <u>(4,084,428)</u>	 <u>2,199,160</u>	 <u>-</u>
Net change in fund balances	(651,007)	1,172	797,809
Fund balances at beginning of year	<u>3,434,763</u>	<u>15,379</u>	<u>-</u>
Fund balances (deficits) at end of year	\$ <u><u>2,783,756</u></u>	\$ <u><u>16,551</u></u>	\$ <u><u>797,809</u></u>

See Accompanying Notes to the Basic Financial Statements

<u>Issue 24 Safety Levy</u>	<u>Capital Improvements</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 1,660,857	\$ 374,729	\$ 488,193	\$ 4,111,658
-	-	-	8,439,104
221,742	68,926	855,040	4,926,673
-	-	355,253	2,047,693
-	29,315	29,700	215,636
-	-	2,325	223,202
-	39	-	202
<u>6,687</u>	<u>23,223</u>	<u>79,926</u>	<u>600,873</u>
<u>1,889,286</u>	<u>496,232</u>	<u>1,810,437</u>	<u>20,565,041</u>
3,176,008	15,884	1,360,890	12,496,423
-	-	-	363,438
-	4,553	115	1,157,385
-	-	-	411,933
-	-	-	703,642
-	745,979	864,297	1,611,518
-	61,555	30,510	3,849,260
-	430,639	-	430,639
-	44,040	809,009	855,085
-	166	61,938	62,104
<u>3,176,008</u>	<u>1,302,816</u>	<u>3,126,759</u>	<u>21,941,427</u>
<u>(1,286,722)</u>	<u>(806,584)</u>	<u>(1,316,322)</u>	<u>(1,376,386)</u>
1,202,620	-	704,791	4,106,571
-	-	-	(4,106,571)
-	-	-	22,143
-	-	103,635	103,635
<u>1,202,620</u>	<u>-</u>	<u>808,426</u>	<u>125,778</u>
(84,102)	(806,584)	(507,896)	(1,250,608)
<u>29,023</u>	<u>1,285,179</u>	<u>1,115,870</u>	<u>5,880,214</u>
\$ <u>(55,079)</u>	\$ <u>478,595</u>	\$ <u>607,974</u>	\$ <u>4,629,606</u>

# City of Bedford Heights, Ohio

## Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

### For the Year Ended December 31, 2014

Net change in fund balances - total governmental funds \$ (1,250,608)

*Amounts reported for governmental activities in the Statement of Activities are different because:*

Governmental funds report capital outlay as expenditures. However in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.

Capital outlay	\$ 3,306,111	
Depreciation	<u>(1,389,161)</u>	
Total		1,916,950

Governmental funds only report the disposal of capital assets to the extent proceeds are received from the sale. In the statement of activities, a gain or loss is reported for each disposal. (35,008)

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.

Property and other taxes	(64,461)	
Municipal income taxes	46,358	
Intergovernmental	2,685	
Charges for services	<u>(20,332)</u>	
Total		(35,750)

Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. 855,085

Other financing sources in the governmental funds increase long-term liabilities in the Statement of Net Position.

Inception of capital lease		(22,143)
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Internal service funds are used by management to charge costs of certain activities, such as worker's compensation insurance and health insurance. The net revenue (expense) of the Internal Service Funds is reported with the Governmental Activities. (135,625)

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Compensated absences	(58,335)	
Claims payable	360,727	
Accrued interest payable	<u>4,163</u>	
Total		<u>306,555</u>

Change in net position of governmental activities \$ 1,599,456

# City of Bedford Heights, Ohio

## Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP Budgetary Basis) and Actual – General Fund

**For the Year Ended December 31, 2014**

	Budget		Actual	Variance with
	Original	Final		Final Budget
				Positive
				(Negative)
<b>Revenues:</b>				
Property taxes	\$ 1,117,135	\$ 1,117,135	\$ 1,028,038	\$ (89,097)
Municipal income taxes	8,162,681	8,341,840	8,423,475	81,635
Intergovernmental	392,981	401,607	405,537	3,930
Charges for services	1,697,443	1,734,699	1,751,675	16,976
Licenses and permits	150,934	154,247	155,756	1,509
Fines and forfeitures	218,331	223,123	225,307	2,184
Miscellaneous income	426,151	435,504	439,766	4,262
Total revenues	<u>12,165,656</u>	<u>12,408,155</u>	<u>12,429,554</u>	<u>21,399</u>
<b>Expenditures:</b>				
Current operations and maintenance:				
Security of persons and property	2,621,026	2,636,355	2,617,279	19,076
Public health	358,547	362,167	361,684	483
Leisure time activities	1,225,769	1,163,629	1,196,935	(33,306)
Community development	430,627	404,032	401,878	2,154
Basic utility services	717,816	704,821	704,101	720
Transportation	5,000	1,270	1,228	42
General government	3,777,275	3,711,380	3,688,765	22,615
Debt service:				
Principal	-	-	2,036	(2,036)
Total expenditures	<u>9,136,060</u>	<u>8,983,654</u>	<u>8,973,906</u>	<u>9,748</u>
Excess of revenues over (under) expenditures	3,029,596	3,424,501	3,455,648	31,147
<b>Other financing sources (uses):</b>				
Transfers – out	<u>(3,953,200)</u>	<u>(4,148,571)</u>	<u>(4,148,571)</u>	<u>-</u>
Net change in fund balance	(923,604)	(724,070)	(692,923)	31,147
Fund balance at beginning of year	968,195	968,195	968,195	-
Encumbrances at end of year	-	-	<u>138,940</u>	<u>138,940</u>
Fund balance at end of year	\$ <u>44,591</u>	\$ <u>244,125</u>	\$ <u>414,212</u>	\$ <u>170,087</u>

See Accompanying Notes to the Basic Financial Statements

# City of Bedford Heights, Ohio

## Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP Budgetary Basis) and Actual – Fire Levy Fund

### For the Year Ended December 31, 2014

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Property taxes	\$ 620,630	\$ 620,630	\$ 559,841	\$ (60,789)
Intergovernmental	21,560	17,443	59,753	42,310
Miscellaneous income	<u>10,690</u>	<u>8,648</u>	<u>29,625</u>	<u>20,977</u>
Total revenues	652,880	646,721	649,219	2,498
Expenditures:				
Current operations and maintenance:				
Security of persons and property	<u>2,927,089</u>	<u>2,895,089</u>	<u>2,843,856</u>	<u>51,233</u>
Excess of revenues over (under) expenditures	(2,274,209)	(2,248,368)	(2,194,637)	53,731
Other financing sources (uses):				
Transfers – in	<u>2,225,000</u>	<u>2,199,160</u>	<u>2,199,160</u>	<u>-</u>
Net change in fund balance	(49,209)	(49,208)	4,523	53,731
Fund balance at beginning of year	59,995	59,995	59,995	-
Encumbrances at end of year	<u>-</u>	<u>-</u>	<u>5,234</u>	<u>5,234</u>
Fund balance at end of year	\$ <u>10,786</u>	\$ <u>10,787</u>	\$ <u>69,752</u>	\$ <u>58,965</u>

# City of Bedford Heights, Ohio

## Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP Budgetary Basis) and Actual – Joint Communications Center Project Fund

### For the Year Ended December 31, 2014

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental	\$ 2,800,000	\$ 3,248,315	\$ 3,303,315	\$ 55,000
Expenditures:				
Current operations and maintenance:				
Security of persons and property	<u>2,800,000</u>	<u>3,248,315</u>	<u>3,220,822</u>	<u>27,493</u>
Net change in fund balance	-	-	82,493	82,493
Fund balance at beginning of year	-	-	-	-
Encumbrances at end of year	<u>-</u>	<u>-</u>	<u>900,185</u>	<u>900,185</u>
Fund balance at end of year	\$ <u>-</u>	\$ <u>-</u>	\$ <u>982,678</u>	\$ <u>982,678</u>

# City of Bedford Heights, Ohio

## Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP Budgetary Basis) and Actual – Issue 24 Safety Levy Fund

### For the Year Ended December 31, 2014

	Budget		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
Revenues:				
Property taxes	\$ 1,841,203	\$ 1,841,203	\$ 1,660,857	\$ (180,346)
Intergovernmental	116,433	36,269	218,296	182,027
Miscellaneous income	<u>3,567</u>	<u>1,111</u>	<u>6,687</u>	<u>5,576</u>
Total revenues	1,961,203	1,878,583	1,885,840	7,257
Expenditures:				
Current operations and maintenance:				
Security of persons and property	<u>3,099,969</u>	<u>3,154,969</u>	<u>3,133,102</u>	<u>21,867</u>
Excess of revenues over (under) expenditures	(1,138,766)	(1,276,386)	(1,247,262)	29,124
Other financing sources (uses):				
Transfers – in	<u>1,065,000</u>	<u>1,202,620</u>	<u>1,202,620</u>	<u>-</u>
Net change in fund balance	(73,766)	(73,766)	(44,642)	29,124
Fund balance at beginning of year	87,733	87,733	87,733	-
Encumbrances at end of year	<u>-</u>	<u>-</u>	<u>8,184</u>	<u>8,184</u>
Fund balance at end of year	\$ <u>13,967</u>	\$ <u>13,967</u>	\$ <u>51,275</u>	\$ <u>37,308</u>

See Accompanying Notes to the Basic Financial Statements

# City of Bedford Heights, Ohio

## Statement of Fund Net Position Proprietary Funds

**December 31, 2014**

	<u>Business-Type Activities</u> Sewer Treatment Fund	<u>Governmental Activities</u> Internal Service Fund
<b>Assets:</b>		
Current assets		
Cash and cash equivalents	\$ 2,438,191	\$ 335,522
Accounts receivable	1,256,207	-
Supplies and materials inventory	68,959	-
Prepaid expenses	<u>39,956</u>	<u>-</u>
Total current assets	<u>3,803,313</u>	<u>335,522</u>
Noncurrent assets:		
Non-depreciable capital assets	99,200	-
Depreciable capital assets, net	<u>6,755,212</u>	<u>-</u>
Total noncurrent assets	<u>6,854,412</u>	<u>-</u>
Total assets	<u>10,657,725</u>	<u>335,522</u>
<b>Liabilities:</b>		
Current liabilities:		
Accounts payable	52,899	-
Accrued wages and benefits	63,650	-
Intergovernmental payable	71,289	-
Accrued interest payable	1,271	-
Claims payable	-	269,889
Accrued compensated absences	115,878	-
Capital lease payable	1,009	-
General obligation bond payable	<u>105,950</u>	<u>-</u>
Total current liabilities	<u>411,946</u>	<u>269,889</u>
Long-term liabilities (net of current portion):		
Claims payable	-	206,480
Accrued compensated absences	189,991	-
Capital lease payable	4,014	-
General obligation bond payable	<u>337,200</u>	<u>-</u>
Total long-term liabilities	<u>531,205</u>	<u>206,480</u>
Total liabilities	<u>943,151</u>	<u>476,369</u>
<b>Net position:</b>		
Net investment in capital assets	6,406,239	-
Unrestricted	<u>3,308,335</u>	<u>(140,847)</u>
Total net position	<u>\$ 9,714,574</u>	<u>\$ (140,847)</u>

See Accompanying Notes to the Basic Financial Statements

# City of Bedford Heights, Ohio

## Statement of Revenues, Expenses, and Changes in Fund Net Position Proprietary Funds

**For the Year Ended December 31, 2014**

	<u>Business-Type Activities</u> Sewer Treatment Fund	<u>Governmental Activities</u> Internal Service Fund
Operating revenues:		
Charges for services	\$ 3,288,257	\$ 2,182,589
Other	<u>25,963</u>	<u>-</u>
Total operating revenues	<u>3,314,220</u>	<u>2,182,589</u>
Operating expenses:		
Personal services	1,711,151	-
Travel and education	10,813	-
Contractual services	587,741	26,068
Supplies and materials	156,673	-
Claims	-	2,292,177
Depreciation	<u>276,925</u>	<u>-</u>
Total operating expenses	<u>2,743,303</u>	<u>2,318,245</u>
Operating income (loss)	<u>570,917</u>	<u>(135,656)</u>
Non-operating revenues (expenses):		
Investment income	63	31
Interest and fiscal charges	<u>(17,912)</u>	<u>-</u>
Total non-operating revenues (expenses)	<u>(17,849)</u>	<u>31</u>
Income (loss) before contributions	553,068	(135,625)
Capital contributions	<u>12,760</u>	<u>-</u>
Change in net position	565,828	(135,625)
Net position at beginning of year	<u>9,148,746</u>	<u>(5,222)</u>
Net position at end of year	<u>\$ 9,714,574</u>	<u>\$ (140,847)</u>

See Accompanying Notes to the Basic Financial Statements

# City of Bedford Heights, Ohio

## Statement of Cash Flows Proprietary Funds

**For the Year Ended December 31, 2014**

	Business-Type Activities Sewer Treatment Fund	Governmental Activities Internal Service Fund
Cash flows from operating activities		
Cash received from customers	\$ 3,457,541	\$ -
Cash received from interfund services	-	2,182,589
Cash payments for goods and services	(676,598)	(177,764)
Cash payments to employees for services and benefits	(1,628,331)	-
Cash payments for materials and supplies	(190,075)	-
Cash payments for claims	-	(2,107,281)
Cash received for other operating activities	<u>25,963</u>	<u>-</u>
Net cash provided by (used for) operating activities	<u>988,500</u>	<u>(102,456)</u>
Cash flows from capital and related financing activities		
Acquisition and construction of assets	(111,013)	-
Inception of capital lease	5,535	-
Capital contributions	12,760	-
Principal paid	(99,312)	-
Interest paid	<u>(18,170)</u>	<u>-</u>
Net cash used for capital and related financing activities	<u>(210,200)</u>	<u>-</u>
Cash flows from investing activities		
Interest received	<u>63</u>	<u>31</u>
Net increase (decrease) in cash and cash equivalents	778,363	(102,425)
Cash and cash equivalents at beginning of year	<u>1,659,828</u>	<u>437,947</u>
Cash and cash equivalents at end of year	\$ <u><u>2,438,191</u></u>	\$ <u><u>335,522</u></u>
<i>Reconciliation of operating income (loss) to net cash from operating activities:</i>		
Operating income (loss)	\$ 570,917	\$ (135,656)
Adjustments:		
Depreciation	276,925	-
Changes in assets/liabilities		
Decrease in accounts receivable	169,284	-
Increase in prepaid expenses	(2,456)	-
Decrease in supplies and materials inventory	(9,227)	-
Decrease in accounts payable	(59,321)	-
Increase in accrued wages and benefits	5,214	-
(Decrease) increase in claims payable	(40,442)	184,896
Increase in accrued compensated absences	6,317	-
Increase (decrease) in intergovernmental payable	<u>71,289</u>	<u>(151,696)</u>
Net cash provided by (used for) operating activities	\$ <u><u>988,500</u></u>	\$ <u><u>(102,456)</u></u>

See Accompanying Notes to the Basic Financial Statements

# City of Bedford Heights, Ohio

## Statement of Fiduciary Net Position Agency Funds

**December 31, 2014**

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	<u>Agency</u>
Assets:	
Cash and cash equivalents	\$ <u>49,806</u>
Liabilities:	
Accounts payable	\$ 743
Intergovernmental payable	<u>49,063</u>
Total liabilities	\$ <u>49,806</u>

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements

## **For the Year Ended December 31, 2014**

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### **Note 1: The Reporting Entity**

The City of Bedford Heights (the “City”) is a home rule municipal corporation established under the laws of the State of Ohio which operates under its own Charter. The current Charter, which provides for a mayor-council form of government, was adopted January 1, 1960.

A reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that the financial statements are not misleading. The primary government of the City consists of all funds, departments, boards and agencies that are not legally separate from the City. For the City of Bedford Heights this includes police and fire protection, parks and recreation, planning, zoning, street maintenance and repair, refuse collection and general administrative services. The City’s departments include a public safety department, a public service department, a street maintenance department, a sanitation system department, a parks and recreation department, a planning and zoning department, and a staff to provide support (i.e., payroll processing, accounts payable, and revenue collection) to the service providers. The operation of each of these activities and entities is directly controlled by the City Council through the budgetary process.

The Mayor’s Court (the “Court”), which provides judicial services, is responsible for the levying and collecting of fines and forfeitures under state and local laws, and their subsequent distribution to various government agencies. The City budgets and appropriates funds for the operation of the Court and is ultimately responsible for any operating deficits sustained by the Court. The City’s share of the fines collected by the Court, along with its share of the Court’s administrative and operating costs, is recorded in the City’s general fund. Due to this relationship, the Court is not considered a component unit of the City but rather as part of the primary government unit itself. Monies held by the Court in a fiduciary capacity are recorded as an agency fund in the accompanying financial statements.

Component units are legally separate organizations for which the City is financially accountable. The City is financially accountable for an organization if the City appoints a voting majority of the organization’s governing board and (1) the City is able to significantly influence the programs or services performed or provided by the organization; or (2) the City is legally entitled to or can otherwise access the organization’s resources; the City is legally obligated or has otherwise assumed the responsibility to finance deficits of, or provide financial support to, the organization. Component units may also include organizations that are fiscally dependent on the City in that the City approves the budget, the issuance of debt, or the levying of taxes. The City has no component units.

### **Note 2: Summary of Significant Accounting Policies**

The financial statements of the City of Bedford Heights have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The most significant of the City’s accounting policies are described below.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### **A. Basis of Presentation**

The City's basic financial statements consist of government-wide statements, including a Statement of Net Position and a Statement of Activities, and fund financial statements which provide a more detailed level of financial information.

#### *Government-Wide Financial Statements*

The Statement of Net Position and the Statement of Activities display information about the City as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statements distinguish between those activities of the City that are governmental and those that are considered business-type activities. The activity of the internal service funds are eliminated to avoid doubling up revenues and expenses.

The Statement of Net Position presents the financial condition of the governmental and business-type activities of the City at year-end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the City's governmental activities and for the business-type activities of the City. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues not classified as program revenues are presented as general revenues of the City, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function or business activity is self-financing or draws from the general revenues of the City.

#### *Fund Financial Statements*

During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. The internal service fund is presented in a single column on the face of the proprietary fund statements. Fiduciary funds are reported by type.

The City uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. There are three categories of funds: governmental, proprietary and fiduciary.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***B. Fund Accounting***

*Governmental Funds* - Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources.

Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities and deferred inflows of resources is reported as fund balance. The following are the City's major governmental funds:

*General Fund* – The general fund accounts for all financial resources except those required to be accounted for in another fund. The general fund balance is available to the City for any purpose provided it is expended or transferred according to the Charter of the City of Bedford Heights and/or the general laws of Ohio.

*Fire Levy Fund* – Accounts for three (3) mills for each one dollar of assessed valuation for the purpose of operating, equipping and housing the City's own division of fire.

*Joint Communications Center Fund* – Accounts for grants and financial commitments to create the Southeast Emergency Communications Center located in City Hall, which is a joint effort among the communities of Bedford Heights, Bedford, Garfield Heights and Maple Heights.

*Issue 24 Safety Levy Fund* – Accounts for 8.9 mills for each one dollar of assessed valuation for the purpose of operating the City's safety services.

*Capital Improvements Fund* – This fund is used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

The other governmental funds of the City account for grants and other resources whose use is restricted to a particular purpose.

*Proprietary Funds* - The proprietary fund reporting focuses on the determination of operating income, changes in net position, financial position, and cash flows. Proprietary funds are classified as either enterprise or internal service.

*Enterprise Fund* – Enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services. The City's major enterprise fund is the Sewer Treatment Fund. This fund accounts for the provision of sanitary sewer service to the residents and commercial users located within the City.

*Internal Service Funds* – Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis. The City maintains two separate internal service funds to account for its worker's compensation self-insurance activity and medical self-insurance activity.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### **B. Fund Accounting (continued)**

*Fiduciary Funds* – Fiduciary fund reporting focuses on net position and changes in net position. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds and agency funds. Trust funds are used to account for assets held by the City under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the City's own programs. The City has no trust funds. Agency funds are custodial in nature (assets equal liabilities) and thus do not involve measurement of results of operations. The City's agency funds are for the Veterans Memorial, Glenwillow sanitary sewer maintenance and repair, youth scholarship, K-9 program, mobile pantry program and the Mayor's Court.

#### **C. Measurement Focus**

##### *Government-Wide Financial Statements*

The government-wide financial statements are prepared using the flow of economic resources measurement focus. All assets and deferred outflows of resources and all liabilities and deferred inflows of resources associated with the operation of the City are included on the Statement of Net Position, except for fiduciary funds. The Statement of Activities presents increases (e.g., revenues) and decreases (e.g., expenses) in total net position.

##### *Fund Financial Statements*

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and deferred outflows of resources and current liabilities and deferred inflows of resources generally are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements, therefore, include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Like the government-wide statements, all proprietary funds are accounted for on a flow of economic resources measurement focus. All assets and deferred outflows of resources and all liabilities and deferred inflows of resources associated with the operation of these funds are included on the Statement of Net Position. The Statement of Revenues, Expenses and Changes in Fund Net Position presents increases (i.e., revenues) and decreases (i.e., expenses) in total net position. The Statement of Cash Flows provides information about how the City finances and meets the cash flow needs of its proprietary activities.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***D. Basis of Accounting***

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting; proprietary and fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred inflows/outflows of resources, and in the presentation of expenses versus expenditures.

#### *Revenues – Exchange and Non-Exchange Transactions*

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available. Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Available period for the City is 60 days after year-end.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include income taxes, property taxes, grants, entitlements and donations. On an accrual basis, revenue from income taxes is recognized in the period in which the income is earned.

Revenue from property taxes is recognized in the year for which the taxes are levied (see Note 7).

Revenue from grants, entitlements, and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year-end: income tax, state-levied locally shared taxes (including gasoline tax), fines and forfeitures, licenses and permits, interest, grants, and rentals.

#### *Unearned Revenue*

Unearned revenue represents amounts under the accrual and modified accrual basis of accounting for which asset recognition criteria have been met, but for which revenue recognition criteria have not yet been met because such amounts have not yet been earned. The City does not have any unearned revenue at December 31, 2014.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***D. Basis of Accounting (continued)***

##### *Deferred Outflows/Inflows of Resources*

In addition to assets, the Statement of Net Position may include a section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. At December 31, 2014, the City did not have any deferred outflows of resources.

In addition to liabilities, the Statement of Net Position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be a recognized as inflow of resources (revenue) until that time. For the City, deferred inflows of resources include property taxes and unavailable revenue. Property taxes represent amounts for which there is an enforceable legal claim as of December 31, 2014, but which were levied to finance fiscal year 2015 operations. These amounts have been recorded as a deferred inflow on both the government-wide Statement of Net Position and the governmental fund financial statements. Unavailable revenue is reported only on the governmental funds Balance Sheet, and represents receivables which will not be collected within the available period. For the City, unavailable revenue includes delinquent property taxes, income taxes, charges for services, and intergovernmental revenues. These amounts are deferred and recognized as an inflow of resources in the period the amounts become available.

##### *Expenses/Expenditures*

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

#### ***E. Budgetary Process***

An annual appropriated budget is legally required to be prepared for all funds of the City other than agency funds. City Council passes appropriations at the function and object level. Line item appropriations may be transferred between the accounts with the approval of the Mayor, Finance Director, and respective department head. City Council must approve any revisions in the budget that alter appropriations at the function and object level.

The following are the procedures used by the City in establishing the budgetary data reported in the basic financial statements:

##### *Tax Budget*

A tax budget of estimated revenues and expenditures for all funds is submitted to the County Fiscal Officer, as Secretary of the County Budget Commission, by July 20th of each year, for the period January 1 to December 31 of the following year.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***E. Budgetary Process (continued)***

##### *Estimated Resources*

The County Budget Commission determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews revenue estimates. The Commission certifies its actions to the City by September 1. As part of this certification, the City receives the official certificate of estimated resources, which states the projected revenues of each fund. Prior to December 31, the City must revise its budget so that the total contemplated expenditures from any fund during the ensuing fiscal year will not exceed the amount available as stated in the certificate of estimated resources. The revised budget then serves as the basis for annual appropriation measures.

On or about January 1, the certificate of estimated resources is amended to include unencumbered fund balances at December 31. Further amendments are made during the year if the Finance Director determines that revenues to be collected will be greater than or less than the prior estimates and the budget commission finds the revised estimates to be reasonable. The amounts reported in the budgetary statements as original represent the amounts in the first official certificate of estimated resources issued during 2014. The amounts reported in the budgetary as final reflect the amounts in the final amended official certificate of estimated resources issued during 2014.

##### *Annual Estimate*

The Mayor, with the assistance of the Finance Director, is required by Charter to submit to City Council, on or before December 1 of each fiscal year, an estimate of the revenues and expenditures of each fund of the City for the next succeeding fiscal year. The annual estimate serves as the basis for appropriations (the appropriated budget) in each fund.

##### *Appropriations*

An appropriation ordinance (the appropriated budget) to control the level of expenditures for all funds must be legally enacted on or about January 1. Appropriations may not exceed estimated resources as established in the official amended certificate of estimated resources. Supplemental appropriations may be adopted by City Council action. The amounts reported as the original budgeted amounts in the budgetary statements reflect the first appropriated budget for each fund that covered the entire year, including amounts automatically carried over from prior years. The amounts reported as the final budgeted amounts in the statements of budgetary comparisons represent the final appropriation amounts, including all amendments and modifications.

##### *Lapsing of Appropriations*

At the close of each year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried over for the subsequent year's expenditures and is reappropriated.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***E. Budgetary Process (continued)***

##### *Budgeted Level of Expenditure*

Administrative control is maintained through the establishment of detailed line-item budgets. Appropriated funds may not be expended for purposes other than those designated in the appropriation ordinance without authority from City Council. Expenditures plus encumbrances may not legally exceed appropriations at the level of appropriation adopted by City Council. For all funds, City Council appropriations are made to personal services, travel and education, contractual services, supplies and materials, capital outlay, debt principal and interest payments, and transfer accounts for each department. The appropriations set by City Council must remain fixed unless amended by City Council ordinance. More detailed appropriation allocations may be made by the Finance Director as long as the allocations are within City Council's appropriated amount.

##### *Encumbrances*

As part of formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of monies are encumbered and recorded as the equivalent of expenditures on the non-GAAP budgetary basis in order to reserve that portion of the applicable appropriation and determine and maintain legal compliance. The Ohio Revised Code prohibits expenditures plus encumbrances from exceeding appropriations.

#### ***F. Cash and Cash Equivalents***

To improve cash management, cash received by the City is pooled. Monies for all funds, including proprietary funds, are maintained in this pool. Individual fund integrity is maintained through the City's records. Each fund's interest in the pool is presented as "Cash and cash equivalents" in the financial statements.

During fiscal year 2014, the City invested in STAR Ohio, money market accounts and municipal savings accounts.

Except for nonparticipating investment contracts, investments are reported at fair value which is based on quoted market prices. Nonparticipating investment contracts and nonnegotiable certificates of deposit are reported at cost.

The City has invested funds in the State Treasury Asset Reserve of Ohio (STAR Ohio) during fiscal year 2014. STAR Ohio is an investment pool managed by the State Treasurer's Office which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price which is the price the investment could be sold for on December 31, 2014.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***F. Cash and Cash Equivalents (continued)***

Following Ohio statutes, City Council has, by resolution, specified the funds to receive an allocation of interest earnings. Individual investments are specifically identified as to which fund or funds the investment relates, and which funds are to be credited with the related interest earnings. During 2014, interest revenue credited to the general fund amounted to \$163, of which \$59 was assigned from other funds.

For purposes of the Statement of Cash Flows and for presentation on the Statement of Net Position, investments of the cash management pool and investments with original maturities of three months or less at the time they are purchased by the City are considered to be cash equivalents. Investments with an initial maturity of more than three months are reported as investments.

#### ***G. Inventory***

Inventories for all governmental funds are valued using the first-in/first-out method. The purchase method is used to account for inventories. Under the purchase method, inventories are recorded as expenditures when purchased; however, material amounts of inventories at period-end are reported as assets of the respective fund.

Inventories of proprietary funds are valued using the first-in/first-out method and expensed when used rather than when purchased.

#### ***H. Prepaid Items***

Payments made to vendors for services that will benefit periods beyond December 31, 2014, are recorded as prepaid items using the allocation method by recording a current asset for the prepaid amount and reflecting the expenditure/expense in the year in which it was consumed.

#### ***I. Capital Assets***

General capital assets are those assets not specifically related to activities reported in the proprietary funds. These assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide Statement of Net Position but are not reported in the fund financial statements. Capital assets utilized by the proprietary funds are reported both in the business-type activities column of the government-wide Statement of Net Position and in the respective funds.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The City's capitalization threshold is five thousand dollars. The City's infrastructure consists of streets and sanitary and storm sewer lines. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Interest incurred during the construction of capital assets is also capitalized.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***I. Capital Assets (continued)***

In the case of the initial capitalization of general infrastructure the City chose to include all such items regardless of their acquisition date or amount. The City was able to estimate the historical cost for the initial reporting of these assets by estimating the current replacement cost of the infrastructure to be capitalized and using an appropriate price-level index to deflate the cost to the acquisition year or estimated acquisition year. As the City constructs or acquires additional capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost.

All capital assets are depreciated except for land and construction in progress. Improvements are depreciated over the remaining useful lives of the related capital assets. Useful lives for infrastructure were estimated based on the City's historical records of necessary improvements and replacement. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and improvements	6 to 50 years
Furniture, fixtures, and equipment	3 to 40 years
Vehicles	5 to 15 years
Infrastructure:	
Streets	15 to 20 years
Sewer lines	50 to 75 years

#### ***J. Interfund Balances***

On the fund financial statements, receivables and payables resulting from transactions between funds for services provided or goods received and from short-term interfund loans are classified as "interfund receivables/payables." Interfund balance amounts are eliminated in the Statement of Net Position, except for any net residual amounts due between governmental and business-type activities, which are presented as internal balances.

#### ***K. Compensated Absences***

The City reports compensated absences in accordance with the provisions of GASB No. 16, "Accounting for Compensated Absences." Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the employer will compensate the employees for the benefits through paid time off or some other means.

Sick leave benefits are accrued as a liability using the vesting method. The liability includes the employees who are currently eligible to receive termination benefits and those that the City has identified as probable of receiving payment in the future. The amount is based on accumulated sick leave and employee wage rates at fiscal year-end taking into consideration any limits specified in the City's termination policy. Additionally, certain salary related payments associated with the payment of compensated absences have been accrued.

The entire compensated absence liability is reported on the government-wide financial statements.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***L. Accrued Liabilities and Long-Term Obligations***

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements, and all payables, accrued liabilities and long-term obligations payable from proprietary funds are reported on the proprietary fund financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds. However, claims and judgments and compensated absences that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Bonds, capital leases and long-term loans are recognized as a liability on the fund financial statements when due.

#### ***M. Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

***Nonspendable:*** The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

***Restricted:*** Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation (City ordinances).

Enabling legislation authorizes the City to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the City can be compelled by an external party-such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purposes specified by the legislation.

***Committed:*** The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by a formal action (ordinance) of City Council. Those committed amounts cannot be used for any other purpose unless City Council removes or changes the specified use by taking the same type of action (ordinance) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by City Council, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints are not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### **M. Fund Balance (continued)**

**Assigned:** Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the general fund, assigned amounts represent intended uses established by City Council or a City official delegated that authority by City Charter or ordinance.

**Unassigned:** Unassigned fund balance is the residual classification for the general fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The City applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

#### **N. Net Position**

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The government-wide Statement of Net Position reports \$1,690,078 of restricted net position, none of which is restricted by enabling legislation.

The City applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

#### **O. Operating Revenues and Expenses**

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary funds. For the City, these revenues are reimbursements for the sewer treatment plant. Operating expenses are necessary costs incurred to provide the service that is the primary activity of the fund. All revenues and expenses not meeting this definition are reported as non-operating.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 2: Summary of Significant Accounting Policies (continued)**

#### ***P. Interfund Activity***

Transfers between governmental and business-type activities on the government-wide statements are reported in the same manner as general revenues. Transfers between governmental activities are eliminated on the government-wide financial statements. Internal allocations of overhead expenses from one function to another or within the same function are eliminated on the Statement of Activities. Interfund payments for services provided and used are not eliminated.

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after non-operating revenues/expenses in proprietary funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements.

#### ***Q. Extraordinary and Special Items***

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events that are within the control of the City Administration and that are either unusual in nature or infrequent in occurrence. Neither item occurred in 2014.

#### ***R. Estimates***

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

#### ***S. Comparative Data/Reclassifications***

Prior year data presented in Management's Discussion and Analysis have been reclassified in order to be comparative and provide an understanding of the changes in financial position and operations. Certain reclassifications have been made to the 2013 financial statements in order to conform to the 2014 presentation.

#### ***T. Contributions of Capital***

Contributions of capital in proprietary fund financial statements arise from outside contributions of capital assets, tap-in fees to the extent they exceed the cost of the connection to the system, or from grants or outside contributions of resources restricted to capital acquisition and construction. The City had capital contributions related to tap-in fees during 2014.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 3: Change in Accounting Principles**

For 2014, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 69, *Government Combinations and Disposals of Government Operations* and GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*.

GASB Statement No. 69 establishes accounting and financial reporting standards for mergers, acquisitions, and transfers of operations (i.e., government combinations). The Statement also provides guidance on how to determine the gain or loss on a disposal of government operations. The implementation of this Statement did not result in any change in the City's financial statements.

GASB Statement No. 70 establishes accounting and financial reporting standards for situations where a state or local government, as a guarantor, agrees to indemnify a third-party obligation holder under specified conditions (i.e. nonexchange financial guarantees). The issuer of the guaranteed obligation can be a legally separate entity or individual, including a blended or discretely presented component unit. Guidance is provided for situations where a state or local government extends or receives a nonexchange financial guarantee. The implementation of this Statement did not result in any change in the City's financial statements.

In June 2012, the GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions*. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2014. The City has not determined the impact, if any, that this Statement will have on its financial statements or disclosures.

In September 2013, the GASB issued Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2014. The City has not determined the impact, if any, that this Statement will have on its financial statements or disclosures.

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# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

### Note 4: Fund Balances

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the City is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for the major governmental funds and all other governmental funds are presented below:

<u>Fund Balances</u>	<u>General</u>	<u>Fire Levy</u>	<u>Joint Communications Center</u>	<u>Issue 24 Levy</u>	<u>Capital Improvements</u>	<u>Nonmajor Governmental</u>	<u>Total Governmental</u>
<b>Nonspendable:</b>							
Prepays	\$ 70,967	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,967
Inventory	8,988	-	-	-	-	65,083	74,071
Unclaimed monies	<u>3,601</u>	-	-	-	-	-	<u>3,601</u>
Total nonspendable	<u>83,556</u>	-	-	-	-	<u>65,083</u>	<u>148,639</u>
<b>Restricted:</b>							
Fire levy	-	16,551	-	-	-	-	16,551
Joint communications center	-	-	797,809	-	-	-	797,809
Debt service payments	-	-	-	-	-	1	1
State highway	-	-	-	-	-	48,842	48,842
Street construction	-	-	-	-	-	121,332	121,332
Law enforcement trust	-	-	-	-	-	2,744	2,744
DUI enforcement	-	-	-	-	-	3,970	3,970
JAG Byrne grant	-	-	-	-	-	948	948
COPS grant	-	-	-	-	-	20,933	20,933
Commissary	-	-	-	-	-	132,197	132,197
Mayor's court computer	-	-	-	-	-	15,457	15,457
Local law enforcement block grant	-	-	-	-	-	829	829
Juvenile community diversion	-	-	-	-	-	2,027	2,027
Sobriety checkpoint	-	-	-	-	-	68	68
Garden club	-	-	-	-	-	1,318	1,318
Capital improvements	-	-	-	-	280,566	-	280,566
Tax incentive review	19,992	-	-	-	-	-	19,992
Other purposes	<u>45,505</u>	-	-	-	-	-	<u>45,505</u>
Total restricted	<u>65,497</u>	<u>16,551</u>	<u>797,809</u>	-	<u>280,566</u>	<u>350,666</u>	<u>1,511,089</u>
<b>Committed:</b>							
Capital improvements	-	-	-	-	198,029	-	198,029
Safety department equipment	-	-	-	-	-	5,803	5,803
Ambulance billing	-	-	-	-	-	207,610	207,610
Cable TV program	-	-	-	-	-	61,214	61,214
Termination benefits	<u>53,759</u>	-	-	-	-	-	<u>53,759</u>
Total committed	<u>53,759</u>	-	-	-	<u>198,029</u>	<u>274,627</u>	<u>526,415</u>
<b>Assigned:</b>							
Year 2015 appropriations	298,566	-	-	-	-	-	298,566
Purchases on order	<u>89,987</u>	-	-	-	-	-	<u>89,987</u>
Total assigned	<u>388,553</u>	-	-	-	-	-	<u>388,553</u>
Unassigned (deficit)	<u>2,192,391</u>	-	-	<u>(55,079)</u>	-	<u>(82,402)</u>	<u>2,054,910</u>
Total fund balance	\$ <u>2,783,756</u>	\$ <u>16,551</u>	\$ <u>797,809</u>	\$ <u>(55,079)</u>	\$ <u>478,595</u>	\$ <u>607,974</u>	\$ <u>4,629,606</u>

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

### **Note 5: Budgetary Basis of Accounting**

While reporting financial position, results of operations, and changes in fund balance on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts and disbursements.

The Statements of Revenues, Expenditures, and Changes in Fund Balances – Budget (Non-GAAP Budgetary Basis) and Actual presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and the GAAP basis are identified as follows:

- (a) Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis);
- (b) Expenditures/expenses are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis);
- (c) Encumbrances are treated as expenditures (budget basis) rather than assigned fund balance (GAAP basis).

The following table summarizes the adjustments necessary to reconcile the GAAP basis statements to the budgetary basis statements for the general fund, fire levy fund, joint communications center fund, and Issue 24 levy fund.

	<u>Net Change in Fund Balances</u>			
	<u>General</u>	<u>Fire Levy</u>	<u>Joint Communications Center</u>	<u>Issue 24 Levy</u>
GAAP basis	\$ (651,007)	\$ 1,172	\$ 797,809	\$ (84,102)
<u>Increase (Decrease) due to:</u>				
Revenue accruals	63,185	-	-	(3,446)
Expenditure accruals	15,449	8,585	184,869	51,090
Encumbrances	(138,940)	(5,234)	(900,185)	(8,184)
To reclassify the net change in fund balance for funds combined with the general fund for GASB 54	<u>18,390</u>	<u>-</u>	<u>-</u>	<u>-</u>
Budget basis	\$ <u>(692,923)</u>	\$ <u>4,523</u>	\$ <u>82,493</u>	\$ <u>(44,642)</u>

### **Note 6: Deposits and Investments**

State statutes classify monies held by the City into three categories.

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the City treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 6: Deposits and Investments (continued)**

Inactive deposits are monies identified as not required for use within the current five-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim monies may be deposited or invested in the following securities:

1. United States Treasury notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily;
4. Investment grade obligations of state and local governments, and public authorities;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions; and,
6. The State Treasurer's investment pool (STAR Ohio).

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the City, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the treasurer or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

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### Note 6: Deposits and Investments (continued)

#### A. Deposits

*Custodial credit risk* is the risk that in the event of bank failure, the City's deposits may not be returned to it. Protection of the City's deposits is provided by the Federal Deposit Insurance Corporation, by eligible securities pledged by the financial institution, by surety company bonds or by a single collateral pool established by the financial institution. In accordance with Chapter 135 of the Ohio Revised Code, any public depository receiving deposits pursuant to an award of City funds shall be required to pledge as security for repayment of all public moneys.

At year-end, the carrying amount of the City's deposits was \$5,823,627 and the bank balance was \$6,426,714. Of the bank balance, \$500,000 was covered by the Federal Depository Insurance Corporation and \$5,926,714 was uninsured and collateralized with securities held by the pledging institution's trust department, not in the City's name. The City also has \$250 in petty cash on hand.

#### B. Investments

The City has a formal investment policy. The City follows GASB Statement No. 31, "Accounting and Financial Reporting for Certain Investments and for External Investments Pools", and reports all its investments at fair value. As of December 31, 2014, the City had the following investments:

	<u>Fair Value</u>	<u>Weighted Average Maturity (Days)</u>
STAR Ohio	\$ <u>814,774</u>	<u>50.1</u>

*Interest Rate Risk* arises because potential purchasers of debt securities will not agree to pay face value for those securities if interest rates subsequently increase. The City's investment policy addresses interest rate risk requiring that the City's investment portfolio be structured so that securities mature to meet cash requirements for ongoing operations and/or long-term debt payments, thereby avoiding that need to sell securities on the open market prior to maturity and by investing operating funds primarily in short-term investments. The City's investment policy also limits security purchases to those that mature within five years unless specifically matched to a specific cash flow. To date, no investments have been purchased with a life greater than one year.

*Custodial Risk* for investments is the risk that, in the event of the failure of the counterparty to a transaction, the City will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. All financial institutions and broker/dealers who desire to become qualified for investment transactions with the City must meet a set of prescribed standards and be periodically reviewed.

*Credit Risk* is addressed by the City's investment policy by the requirements that all investments are authorized by Ohio Revised Code and that the portfolio be diversified both by types of investment and issuer. All investments of the City are registered and carry a "AAAm" money market rating by Standard & Poor's.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 6: Deposits and Investments (continued)**

#### **B. Investments (continued)**

*Concentration of Credit Risk* is defined by the Governmental Accounting Standards Board as five percent or more in the securities of a single issuer. The City's investment policy requires diversification of the portfolio but does not indicate specific percentage allocations. The following is the City's allocation as of December 31, 2014:

<u>Investment Issuer</u>	<u>Percentage of Investments</u>
STAR Ohio	100%

### **Note 7: Receivables**

Receivables at December 31, 2014 consisted primarily of taxes, accounts, special assessments and intergovernmental receivables arising from shared revenues. All receivables are considered fully collectible.

#### **A. Property Taxes**

Property taxes include amounts levied against all real property and public utility tangible personal property located in the City. Property tax revenue received during 2014 for real and public utility property taxes represents collections for 2013 taxes. Property tax payments received during 2014 for tangible personal property, except for public utility property, are for prior year unpaid tangible personal property taxes.

Real property taxes (other than public utility property) are levied after October 1 on the assessed value listed as of the prior January 1, the lien date. Assessed values are established by the Cuyahoga County Fiscal Officer at 35 percent of the appraised market value, and reappraisal of all property is required every six years with a triennial update. The last reappraisal was completed for tax year 2012 affecting collections beginning in 2013.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due January 20; if paid semi-annually, the first payment is due mid-January with the remainder payable by mid-July. Taxes not paid become delinquent after December 31 of the year in which payable. Under certain circumstances, state statute permits earlier or later payment dates to be established.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 7: Receivables (continued)**

#### **A. Property Taxes (continued)**

Public utility tangible personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. Public utility real and tangible personal property taxes collected during the calendar year were levied in the preceding calendar year based on assessed values as of January 1 of that preceding year, the lien date.

Tangible personal property used in business (except for public utilities) was phased out – the assessment percentage for all property including inventory is zero. Amounts for prior year unpaid tangible personal property taxes may still be collected. Under Ohio law, personal property taxes do not attach as a lien on the personal property.

While property tax rates are levied by the City, the Cuyahoga County Fiscal Officer is statutorily responsible for administering and collecting real property taxes on the behalf of all taxing authorities in the county, including the City.

The assessed values per category applicable to the 2014 tax collections are as follows:

#### Assessed Value

Category	
Real estate	\$ 218,970,430
Public utility	<u>6,066,730</u>
Total	\$ <u>225,037,160</u>

The tax rate levied to finance the City's services for the years ended December 31, 2014 and December 31, 2013 was \$21.90 per \$1,000 of real estate and personal property valuation.

#### **B. Income Tax**

The City levies and collects an income tax of two percent on all income earned within the City as well as on income of residents earned outside the City. In the latter case, the City allows a credit of 100 percent of the tax paid to another municipality, not to exceed the amount owed. Employers within the City are required to withhold income tax on employee earnings and remit the tax to the City at least monthly. Corporations and other individual taxpayers are also required to pay their estimated tax at least quarterly and file a final return annually. The City, by ordinance, allocates income tax revenues and expenditures for collecting, administering, and enforcing the tax to the general fund.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 7: Receivables (continued)**

#### ***C. Intergovernmental***

A summary of intergovernmental receivables is as follows:

	<u>Amounts</u>
Governmental activities:	
Local governmental	\$ 145,524
Homestead and rollback	200,847
Gasoline tax	183,251
Motor vehicle license	89,501
CAT tax	75,701
Permissive auto registration	7,700
Other	<u>3,447</u>
Total	<u>\$ 705,971</u>

### **Note 8: Interfund Transactions**

Interfund transfers for the year ended December 31, 2014, consisted of the following:

	<u>Transfer from</u>
<u>Transfer to</u>	<u>General Fund</u>
Fire levy fund	\$ 2,199,160
Issue 24 levy fund	1,202,620
Non-major governmental funds	<u>704,791</u>
Total	<u>\$ 4,106,571</u>

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations; to segregate money for anticipated capital projects; to provide additional resources for current operations or debt service; and to return money to the fund from which it was originally provided once a project is completed. The City had no transfers that were inconsistent with the purpose of the fund making the transfer.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

### Note 9: Capital Assets

A summary of changes in capital assets during 2014 follows:

	<u>Balance</u> 12/31/13	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> 12/31/14
<b>Governmental activities:</b>				
Non-depreciable assets:				
Land	\$ 1,786,987	\$ -	\$ -	\$ 1,786,987
Construction in progress	<u>227,218</u>	<u>2,920,983</u>	<u>(227,218)</u>	<u>2,920,983</u>
Total non-depreciable assets	<u>2,014,205</u>	<u>2,920,983</u>	<u>(227,218)</u>	<u>4,707,970</u>
Depreciable assets:				
Buildings and improvements	18,957,474	34,046	-	18,991,520
Furniture, fixtures and equipment	3,342,751	126,520	-	3,469,271
Vehicles	3,237,589	314,917	(350,078)	3,202,428
Infrastructure:				
Streets	<u>15,204,419</u>	<u>136,863</u>	<u>-</u>	<u>15,341,282</u>
Total depreciable assets	<u>40,742,233</u>	<u>612,346</u>	<u>(350,078)</u>	<u>41,004,501</u>
Less accumulated depreciation:				
Buildings and improvements	(11,624,012)	(503,708)	-	(12,127,720)
Furniture, fixtures and equipment	(2,363,273)	(141,988)	-	(2,505,261)
Vehicles	(2,446,590)	(156,377)	315,070	(2,287,897)
Infrastructure:				
Streets	<u>(10,120,944)</u>	<u>(587,088)</u>	<u>-</u>	<u>(10,708,032)</u>
Total accumulated depreciation	<u>(26,554,819)</u>	<u>(1,389,161)</u>	<u>315,070</u>	<u>(27,628,910)</u>
Total depreciable assets, net	<u>14,187,414</u>	<u>(776,815)</u>	<u>(35,008)</u>	<u>13,375,591</u>
Governmental activities capital assets, net	\$ <u>16,201,619</u>	\$ <u>2,144,168</u>	\$ <u>(262,226)</u>	\$ <u>18,083,561</u>

Depreciation expense was charged to governmental activities as follows:

General government	\$ 184,183
Security of persons and property	236,852
Public health and welfare	2,925
Leisure time activities	340,556
Community development	377
Basic utility services	4,483
Transportation	<u>619,785</u>
Total	\$ <u>1,389,161</u>

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

### Note 9: Capital Assets (continued)

	<u>Balance</u> <u>12/31/13</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>12/31/14</u>
<b>Business-type activities:</b>				
Non-depreciable assets:				
Land	\$ <u>99,200</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>99,200</u>
Depreciable assets:				
Buildings and improvements	4,216,251	89,441	-	4,305,692
Furniture, fixtures and equipment	7,590,418	21,572	-	7,611,990
Vehicles	382,799	-	-	382,799
Infrastructure:				
Sewers	<u>6,851,320</u>	<u>-</u>	<u>-</u>	<u>6,851,320</u>
Total depreciable assets	<u>19,040,788</u>	<u>111,013</u>	<u>-</u>	<u>19,151,801</u>
Less accumulated depreciation:				
Buildings and improvements	(3,068,534)	(95,445)	-	(3,163,979)
Furniture, fixtures and equipment	(6,595,139)	(40,430)	-	(6,635,569)
Vehicles	(320,734)	(6,263)	-	(326,997)
Infrastructure:				
Sewers	<u>(2,135,257)</u>	<u>(134,787)</u>	<u>-</u>	<u>(2,270,044)</u>
Total accumulated depreciation	<u>(12,119,664)</u>	<u>(276,925)</u>	<u>-</u>	<u>(12,396,589)</u>
Total depreciable assets, net	<u>6,921,124</u>	<u>(165,912)</u>	<u>-</u>	<u>6,755,212</u>
Business-type capital assets, net	\$ <u><u>7,020,324</u></u>	\$ <u><u>(165,912)</u></u>	\$ <u><u>-</u></u>	\$ <u><u>6,854,412</u></u>

### Note 10: Long-Term Debt

#### A. Original Issues

The original issue date, interest rates and original issuance amount for each of the City's bonds and loans notes follows:

<u>Debt Issue</u>	<u>Original</u> <u>Issue Date</u>	<u>Interest Rate</u>	<u>Original</u> <u>Issue Amount</u>
General Obligation Bonds:			
Community Center Expansion	1994	4.90% - 6.00%	\$ 3,700,000
Jail Facilities	2004	2.00% - 4.00%	3,300,000
Various Purpose Bonds	2008	3.00% - 3.63%	1,352,800
Various Purpose Bonds	2008	3.00% - 3.63%	982,200
OPWC Loan:			
Sunset Drive Improvements	2009	0.00%	248,727
Columbia Drive Improvements	2012	0.00%	538,699

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

### Note 10: Long-Term Debt (continued)

#### *B. Bonded Debt and Other Long-Term Obligations*

Bonded debt and other long-term obligations payable activity for the year ended December 31, 2014 was as follows:

	Balance 12/31/13	Additions	Deletions	Balance 12/31/14	Due Within One Year
<b>Governmental activities:</b>					
General obligation bonds:					
Community center expansion, due through 2014	\$ 295,000	\$ -	\$ (295,000)	\$ -	\$ -
Refunded jail facilities improvement, due through 2018	260,000	-	(195,000)	65,000	15,000
Various purpose bonds, due through 2018	<u>743,050</u>	<u>-</u>	<u>(136,200)</u>	<u>606,850</u>	<u>144,050</u>
Total general obligation bonds	<u>1,298,050</u>	<u>-</u>	<u>(626,200)</u>	<u>671,850</u>	<u>159,050</u>
Ohio Public Works Commission loans:					
Sunset Drive improvements, due through 2030	205,199	-	(12,436)	192,763	12,436
Columbia Drive improvements, due through 2031	<u>538,699</u>	<u>-</u>	<u>(26,935)</u>	<u>511,764</u>	<u>26,935</u>
Total Ohio Public Works Commission loans	<u>743,898</u>	<u>-</u>	<u>(39,371)</u>	<u>704,527</u>	<u>39,371</u>
Other long-term obligations:					
Claims payable	652,200	1,861,572	(2,037,403)	476,369	269,889
Capital leases payable	329,169	22,143	(189,514)	161,798	145,726
Accrued compensated absences	<u>1,877,158</u>	<u>850,171</u>	<u>(791,836)</u>	<u>1,935,493</u>	<u>759,187</u>
Total other long-term obligations	<u>2,858,527</u>	<u>2,733,886</u>	<u>(3,018,753)</u>	<u>2,573,660</u>	<u>1,174,802</u>
Total governmental activities long-term liabilities	<u>\$ 4,900,475</u>	<u>\$ 2,733,886</u>	<u>\$ (3,684,324)</u>	<u>\$ 3,950,037</u>	<u>\$ 1,373,223</u>
<b>Business-type activities:</b>					
General obligation bonds:					
Various purpose bonds, due through 2018	\$ 541,950	\$ -	\$ (98,800)	\$ 443,150	\$ 105,950
Other long-term obligations:					
Claims payable	40,442	-	(40,442)	-	-
Capital leases payable	-	5,535	(512)	5,023	1,009
Accrued compensated absences	<u>299,552</u>	<u>120,231</u>	<u>(113,914)</u>	<u>305,869</u>	<u>115,878</u>
Total business-type activities long-term liabilities	<u>\$ 881,944</u>	<u>\$ 125,766</u>	<u>\$ (253,668)</u>	<u>\$ 754,042</u>	<u>\$ 222,837</u>

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

### Note 10: Long-Term Debt (continued)

#### B. Bonded Debt and Other Long-Term Obligations (continued)

Principal and interest requirements to retire the long-term debt obligations outstanding at December 31, 2014 are as follows:

Year	General Obligation Bonds				OPWC Loans
	Governmental		Business-Type		Governmental
	Principal	Interest	Principal	Interest	Principal
2015	\$ 159,050	\$ 23,500	\$ 105,950	\$ 15,256	\$ 39,371
2016	161,900	18,219	108,100	11,813	39,371
2017	167,600	12,661	112,400	8,164	39,371
2018	183,300	6,720	116,700	4,230	39,371
2019	-	-	-	-	39,371
2020-2024	-	-	-	-	196,855
2025-2029	-	-	-	-	196,855
2030-2033	-	-	-	-	113,962
Totals	\$ <u>671,850</u>	\$ <u>61,100</u>	\$ <u>443,150</u>	\$ <u>39,463</u>	\$ <u>704,527</u>

General obligation bonds and notes are direct obligations of the City for which its full faith and credit are pledged for repayment.

In the event that revenues are not sufficient to meet annual principal and interest requirements, the City has reserved the right to levy property tax millage in an amount necessary to retire principal and interest.

Compensated absences will be paid from the general fund, street maintenance and repair fund, fire levy fund, Issue 24 levy fund and sewer treatment fund. Claims payable will be paid from the workers compensation fund.

The City's overall legal debt margin was \$22,513,903 at December 31, 2014.

In 2008, the City issued a par amount of \$2,335,000 of Various Improvement bonds with a variable coupon rate ranging from 3.00 to 3.63 percent. The bonds were issued for the purposes of improving buildings and wastewater treatment systems, including, but not limited to upgrades to lighting fixtures, HVAC modifications and various additional building improvements to conserve energy.

In 2004, the City issued a par amount of \$3,300,000 of Jail Facilities bonds with an average coupon rate of 2.518 percent to advance refund the portion of the 1995 Prior Issue stated to mature on December 1, 2018 in the aggregate principal amount of \$1,340,000 with an interest rate of 2.9 percent. The net proceeds from the issuances of the general obligation bonds and cash payment of \$49,496 were used to purchase U.S Government Securities in the amount of \$1,442,145 and those securities were deposited into an irrevocable trust with an escrow agent to provide debt service payments until the Jail Facilities bonds are called on December 1, 2014. The advance refunding met the requirements of an in-substance debt defeasance and the Jail Facilities bonds were removed from the City's government-wide financial statements. As of December 31, 2014, there was no defeased debt outstanding but removed from the financial statements.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## For the Year Ended December 31, 2014

### Note 11: Capital Leases

The City has entered into lease agreements as lessee for financing which relate to various equipment and vehicles. These leases are long-term agreements which meet the criteria of a capital lease and have been recorded on the government-wide financial statements. These amounts represent the present value of the minimum lease payments at the inception of the lease.

	<u>Governmental Activities</u>	<u>Business-type Activities</u>
Assets:		
Vehicles	\$ 878,845	\$ -
Equipment	62,946	5,535
Less: accumulated depreciation	<u>(624,254)</u>	<u>(277)</u>
Total	<u>\$ 317,537</u>	<u>\$ 5,258</u>

The following is a schedule of the future long-term minimum lease payments required under the capital leases and the present value of the minimum lease payments.

<u>Year</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>
2015	\$ 150,663	\$ 1,272
2016	5,064	1,272
2017	5,064	1,272
2018	5,064	1,272
2019	<u>2,532</u>	<u>636</u>
Total minimum lease payments	168,387	5,724
Less: Amount representing interest	<u>(6,589)</u>	<u>(701)</u>
Present value of minimum lease payments	<u>\$ 161,798</u>	<u>\$ 5,023</u>

Lease payments are made from the street construction, maintenance and repair fund, safety department equipment fund, ambulance billing fund, capital improvements fund and sewer treatment fund. The lease payments will be paid with current, available resources that have accumulated in the fund.

### Note 12: Compensated Absences

The City accrues vacation and compensatory time benefits as earned by its employees if the leave is attributable to past service and it is probable that the City will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement. Likewise, the City accrues for sick pay benefits as earned by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future. These compensated absences are measured using the pay rates in effect at December 31, 2014. Additionally, certain salary related payments associated with the payment of compensated absences have been accrued.

Vacation leave is earned at rates that vary depending upon length of service and standard workweek. The City's current vacation policy specifies that accumulated vacation leave must be used prior to December 31 of the year following the year in which it is earned unless approved by City Council.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 12: Compensated Absences (continued)**

Each department earns sick leave at a negotiated rate per month. Each employee with the City is paid a portion of the employee's earned unused sick leave, with a maximum number of hours per department specifications, upon retirement from the City with 10 years of service. The Police and Fire Departments are able to accumulate compensatory time in lieu of being paid overtime, to be taken anytime or paid at the time of separation.

### **Note 13: Pension Plans**

#### **A. *Ohio Public Employees Retirement System***

The City participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The Traditional Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan. The Member-Directed Plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20 percent per year). Under the Member-Directed Plan, members accumulate retirement assets equal to the value of the member and (vested) employer contributions plus any investment earnings. The Combined Plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the Combined Plan, OPERS invests employer contributions to provide a formula retirement benefit similar in nature to, but less than, the Traditional Pension Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the Member-Directed Plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost-of-living adjustments to members of the Traditional Pension and Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by visiting <https://www.opers.org/investments/cafr.shtml>, writing to OPERS, 277 E. Town St., Columbus, OH 43215-4642 or by calling 614-222-5601 or 1-800-222-7377.

The Ohio Revised Code provides statutory authority for member and employer contributions. For 2014, member and employer contribution rates were consistent across all three plans. While members in the state and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the Traditional Pension Plan. For the year ended December 31, 2014, the members in state and local classifications of all three plans were required to contribute 10.0 percent of their earnable salary. Public safety and law enforcement members contributed 12.0 percent and 13.0 percent, respectively. The employer contribution rate for state and local employers for 2014 was 14.0 percent of earnable salary. The law enforcement and public safety division employer contribution rate was 18.1 percent of earnable salary.

The City's required contributions for pension obligations to the traditional and combined plans for the years ended December 31, 2014, 2013, and 2012 were \$616,876, \$676,978, and \$517,173, respectively. The full amount has been contributed for 2013 and 2012. For 2014, 92.6 percent has been contributed, with the remainder being reported as a liability within the accrued wages and benefits.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 13: Pension Plans (continued)**

#### ***B. Ohio Police and Fire Pension Fund***

The City contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing, multiple-employer defined benefit pension plan. OP&F provides retirement and disability pension benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OP&F issues a publicly available financial report that includes financial information and required supplementary information for the plan. That report may be obtained by writing to OP&F, 140 East Town Street, Columbus, Ohio 43215-5164. The report is also available on OP&F's website at [www.op-f.org](http://www.op-f.org).

From January 1, 2014 through July 1, 2014, plan members were required to contribute 10.75 percent of their annual covered salary. From July 2, 2014 through December 31, 2014, plan members were required to contribute 11.5 percent of their annual covered salary. Throughout 2014, employers were required to contribute 19.5 percent for police officers and 24.0 percent for firefighters. Contributions are authorized by State statute. The City's contributions to the OP&F for police and firefighters were \$431,211 and \$517,126, respectively, for the year ended December 31, 2014, \$350,941 and \$448,680, respectively, for the year ended December 31, 2013, and \$281,903 and \$364,423, respectively, for the year ended December 31, 2012. The full amount has been contributed for 2013 and 2012. For 2014, 91.6 percent for police and 92.1 percent for firefighters has been contributed, with the remainder being reported as a liability within the accrued wages and benefits.

### **Note 14: Post-Employment Benefits**

#### ***A. Ohio Public Employees Retirement System***

OPERS administers three separate pension plans: the Traditional Pension Plan – a cost-sharing, multiple-employer defined benefit pension plan; the Member-Directed Plan – a defined contribution plan; and the Combined Plan – a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing, multiple-employer defined benefit post-employment health care plan, which includes a medical plan, prescription drug program and Medicare Part B premium reimbursement, to qualifying members of both the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including post-employment health care coverage.

In order to qualify for post-employment health care coverage, age-and-service retirees under the Traditional Pension and Combined Plans must have 10 or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post-Employment Benefit (OPEB) as described in GASB Statement 45. OPERS' eligibility requirements for post-employment health care coverage changed for those retiring on and after January 1, 2015. Please see the Plan Statement in the OPERS 2013 CAFR for details.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 14: Post-Employment Benefits (continued)**

#### **A. Ohio Public Employees Retirement System (continued)**

The Ohio Revised Code permits, but does not mandate, OPERS to provide OPEB benefits to its eligible benefit recipients. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

OPERS issues a stand-alone financial report. Interested parties may obtain a copy by visiting <https://www.opers.org/investments/cafr.shtml>, writing to OPERS, 277 E. Town St., Columbus, OH, 43215-4642, or by calling 614-222-5601 or 1-800-222-7377.

The Ohio Revised Code provides the statutory authority requiring public employers to fund post-retirement health care through their contributions to OPERS. A portion of each employer's contribution to OPERS is set aside for the funding of post-retirement health care coverage.

Employer contribution rates are expressed as a percentage of the earnable salary of active members. In 2014, state and local employers contributed at a rate of 14.0 percent of earnable salary and public safety and law enforcement employers contributed at 18.1 percent. These are the maximum employer contribution rates permitted by the Ohio Revised Code. Active members do not make contributions to the OPEB Plan.

OPERS' Post-Employment Health Care plan was established under, and is administered in accordance with, Internal Revenue Code 401(h). Each year, the OPERS Board of Trustees determines the portion of the employer contribution rate that will be set aside for funding of the post-employment health care. The portion of employer contributions allocated to health care for members in the Traditional Pension Plan and Combined Plan was 2.0 percent during calendar year 2014. Effective January 1, 2015, the portion of employer contributions allocated to health care remains at 2.0 percent for both plans, as recommended by OPERS' actuary. The OPERS Board of Trustees is also authorized to establish rules for the retiree or their surviving beneficiaries to pay a portion of the health care benefits provided. Payment amounts vary depending on the number of covered dependents and the coverage selected.

The City's contributions for health care for the years ended December 31, 2014, 2013, and 2012 were \$102,765, \$52,053, and \$206,855, respectively. The full amount has been contributed for 2013 and 2012. For 2014, 92.6 percent has been contributed, with the remainder being reported as a liability within the accrued wages and benefits.

Changes to the health care plan were adopted by the OPERS Board of Trustees on September 19, 2012, with a transition plan commencing January 1, 2014. With the recent passage of pension legislation under SB 343 and the approved health care changes, OPERS expects to be able to consistently allocate 4.0 percent of the employer contributions toward the health care fund after the end of the transition period.

#### **B. Ohio Police and Fire Pension Fund**

The City contributes to the Ohio Police and Fire Pension Fund (OP&F) sponsored health care program, a cost-sharing, multiple-employer defined post-employment health care plan administered by OP&F. OP&F provides health care benefits including coverage for medical, prescription drugs, dental, vision, Medicare Part B Premium and long-term care to retirees, qualifying benefit recipients and their eligible dependents.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 14: Post-Employment Benefits (continued)**

#### ***B. Ohio Police and Fire Pension Fund (continued)***

OP&F provides access to post-retirement health care coverage for any person who receives or is eligible to receive a monthly service, disability, or statutory survivor benefit or is a spouse or eligible dependent child of such person. The health care coverage provided by OP&F meets the definition of an Other Post-Employment Benefit (OPEB) as described in GASB Statement 45.

The Ohio Revised Code allows, but does not mandate OP&F to provide OPEB benefits. Authority for the OP&F Board of Trustees to provide health care coverage to eligible participants and to establish and amend benefits is codified in Chapter 742 of the Ohio Revised Code.

OP&F issues a publicly available financial report that includes financial information and required supplementary information for the Plan. That report may be obtained by writing to OP&F, 140 E. Town St., Columbus, Ohio 43215-5164. That report is also available on OP&F's website at [www.op-f.org](http://www.op-f.org).

The Ohio Revised Code provides for contribution requirements of the participating employers and of plan members to the OP&F (defined benefit pension plan). Participating employers are required to contribute to the pension plan at rates expressed as percentages of the payroll of active pension plan members, currently, 19.5 percent and 24.0 percent of covered payroll for police and fire employers, respectively. The Ohio Revised Code states that the employer contribution may not exceed 19.5 percent of the covered payroll for police employer units and 24.0 percent of covered payroll for fire employer units. Active members do not make contributions to the OPEB Plan.

OP&F maintains funds for health care in two separate accounts. One for health care benefits under an IRS Code Section 115 trust and one for Medicare Part B reimbursements administered as an Internal Revenue Code 401(h) account, both of which are within the defined benefit pension plan, under the authority granted by the Ohio Revised Code to the OP&F Board of Trustees.

The Board of Trustees is authorized to allocate a portion of the total employer contributions made into the pension plan to the Section 115 trust and the Section 401(h) account as the employer contribution for retiree health care benefits. The portion of employer contributions allocated to health care was 0.5 percent of covered payroll from January 1, 2014 through December 31, 2014. The amount of employer contributions allocated to the health care plan each year is subject to the Trustees' primary responsibility to ensure that pension benefits are adequately funded and is limited by the provisions of Sections 1150 and 401(h).

The OP&F Board of Trustees also is authorized to establish requirements for contributions to the health care plan by retirees and their eligible dependents, or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

The City's contributions to OP&F for police and fire for the years ending December 31, 2014, 2013, and 2012 were \$442,722 and \$528,219, \$430,851 and \$528,290, and \$431,146 and \$507,024, respectively, of which \$11,511 and \$11,093, \$79,910 and \$79,610, and \$149,243 and \$142,601, respectively, was allocated to the healthcare plan. The full amount has been contributed for 2013 and 2012. For 2014, 91.6 percent for police and 92.1 percent for firefighters has been contributed, with the remainder being reported as a liability within the accrued wages and benefits.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 15: Risk Management**

#### **A. *Property and Liability***

The Northern Ohio Risk Management Association (NORMA) is a shared risk pool comprised of the Cities of Bedford Heights, Eastlake, Highland Heights, Hudson, Maple Heights, Mayfield Heights, Richmond Heights, Solon and South Euclid and the Village of Chagrin Falls. NORMA was formed to enable its members to obtain property and liability insurance, including vehicles, and provide for a formalized, jointly administered self-insurance fund. The members formed a not-for-profit corporation known as NORMA, Inc. to administer the pool. NORMA is governed by a board of trustees that consists of the Mayor from each of the participating members.

Each entity must remain a member for at least three years from the commencement date of October 1, 1987, with the exception of the Cities of Eastlake and Solon whose commencement date is October 1, 1989, the City of Maple Heights, whose commencement date is October 1, 1993, and the City of University Heights, whose commencement date is October 1, 2008. After the initial three years, each City may extend its term in three-year increments.

Each member provides operating resources to NORMA based on actuarially determined rates. In the event of losses, the first \$2,500 of any valid claim will be paid by the member. The next payment, a maximum of \$100,000 per occurrence, will come from the self-insurance pool with any excess paid from the specific stop-loss coverage carried by the pool. The self-insurance pool will pay up to \$750,000 per policy year before the aggregate stop-loss coverage takes over. If the aggregate claims paid by the pool exceed the available resources, the pool may require the members to make additional supplementary payments up to a maximum of the regular annual payment.

In 2014, the City paid a total of \$147,897 in premiums from the general and sewer treatment funds. Financial information can be obtained by contacting the fiscal agent, the Finance Director of the City of South Euclid, 1349 South Green Road, South Euclid, Ohio, 44121.

#### **B. *Workers' Compensation Program***

Historically, under the Ohio Bureau of Workers' Compensation System (the "Bureau") for public employer taxing districts, a city could be fully insured against worker compensation claims. The City paid a premium determined by the "base rate" as modified by the "experience factor". Prior to 2008, the City was a part of the fully insured program.

Ohio law was amended to permit a plan based on a so called "Retrospective Rating." Ohio employers that meet the eligibility requirements and standards are able to participate in this plan which transfers a certain portion of the claim risk to the employer. Under the terms of the Retrospective Rating Plan, an employer is required to make three forms of payment.

- First a minimum premium payment, which is a fraction of the premium it would have been under the fully insured plan.
- Second, the employer is responsible for all selection year claims paid by the Bureau within the next ten years upon leaving the Retrospective Rating Plan.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 15: Risk Management (continued)**

#### ***B. Workers' Compensation Program (continued)***

- Third, at the end of the ten-year period, the Bureau will compute a final premium liability for all remaining, unresolved claims.

The City applied for and was accepted into the Retrospective Rating Plan in 2008. The City's workers' compensation self-insurance fund (an internal service fund) is used to account for and pay workers' compensation claims from the accumulated assets of the fund. The City's Retrospective Rating Plan provided for a \$200,000 catastrophic limit per claim and an aggregate claim limit of 200% fully insured premium that would have been payable by the City for the year in which the injury occurred.

The claims liability of \$275,130 reported in the sewer treatment fund on the fund financial statements and in the government activities on the government-wide basis is based on the requirements of Governmental Standards Board No. 30, which requires a liability for the unpaid claims costs, including estimates of costs relating to incurred but not reported claims, be reported.

Changes in the fund's claims liability amount in 2014 were as follows:

	<u>2014</u>	<u>2013</u>
Unpaid claims, beginning of year	\$ 401,169	\$ 351,621
Incurred claims and changes in estimate	(29,032)	103,165
Claims payments	<u>(97,007)</u>	<u>(53,617)</u>
Unpaid claims, end of year	<u>\$ 275,130</u>	<u>\$ 401,169</u>

#### ***C. Health Insurance Benefits***

On March 1, 2009 the City began providing health, dental and vision insurance to its employees through a self-insurance plan. The City pays a monthly administrative premium, including a stop-loss fee, for the self-insurance plan. The City contracts with a third party administrator to direct this program. During 2014, self-insurance was in effect for claims up to \$100,000 per covered individual. Any claims exceeding this threshold are covered by stop-loss.

The claims liability of \$201,239 as estimated by the third party administrator and reported in the hospitalization reserve fund (an internal service fund) at December 31, 2014, is based on the requirements of GASB Statement No. 30 which requires a liability for unpaid claims costs, including estimates of costs relating to incurred but not reported claims, be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The estimate was not affected by incremental claims adjustment expenses and does not include other allocated or unallocated claim adjustment expenses.

Changes in the fund's claims liability amount in 2014 were as follows:

	<u>2014</u>	<u>2013</u>
Unpaid claims, beginning of year	\$ 291,473	\$ 174,646
Incurred claims and changes in estimate	1,890,604	1,732,902
Claims payments	<u>(1,980,838)</u>	<u>(1,616,075)</u>
Unpaid claims, end of year	<u>\$ 201,239</u>	<u>\$ 291,473</u>

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 16: Contingencies/Pending Litigation**

The City is currently involved in a variety of litigation. It is the opinion of the City's management that the ultimate settlement of such litigation will not result in a material adverse effect on the City's financial position and results of operations.

### **Note 17: Accountability**

Fund balances at December 31, 2014 included the following individual funds deficits:

<u>Funds</u>	<u>Deficit Fund Balance</u>
Issue 24 levy fund	\$ 55,079
Nonmajor special revenue funds:	
Police pension fund	77,248
Fire pension fund	5,154
Internal service funds:	
Workers compensation fund	84,536
Hospitalization reserve fund	56,311

These fund deficits are the result of the recognition of liabilities in accordance with general accepted accounting principles. The general fund is liable for any deficits in these funds and provides operating transfers when cash is required, not when accruals occur.

### **Note 18: Jointly Governed Organizations**

#### **A. *Northeast Ohio Public Energy Council***

The City is a member of the Northeast Ohio Public Energy Council (NOPEC). NOPEC is a regional council of governments formed under Chapter 167 of the Ohio Revised Code. NOPEC was formed to serve as a vehicle for communities wishing to proceed jointly with an aggregation program for the purchase of energy. NOPEC is currently comprised of 168 communities who have been authorized by ballot to purchase energy on behalf of their citizens. The intent of NOPEC is to provide energy at the lowest possible rates while at the same time ensuring stability in prices by entering into long-term contracts with suppliers to provide energy to the citizens of its member communities.

NOPEC is governed by a General Assembly made up of one representative from each member community. The representatives from each county then elect one person to serve on the nine-member NOPEC Board of Directors. The Board oversees and manages the operation of the aggregation program. The degree of control exercised by any participating government is limited to its representation in the General Assembly and on the Board. The City of Bedford Heights did not make any payments to NOPEC during 2014. Financial information can be obtained by contacting NOPEC, 31320 Solon Rd, Suite 20, Solon, Ohio 44139.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 18: Jointly Governed Organizations (continued)**

#### ***B. Chagrin/Southeast Council of Governments***

The Chagrin/Southeast Council of Governments (Council) operates the Chagrin/Southeast HazMat Response Team (Team). The Team was formed in 1990 to assist local fire departments in responding to incidents involving industrial chemicals. In 2014, the City contributed \$3,500 to the organization. The Chagrin/Southeast Council of Governments financial statements may be obtained by contacting the Finance Director of the Village of Glenwillow, Ohio.

#### ***C. Southeast Regional Council of Governments***

The City has been a member of a Southeast Regional Council of Governments (SRCG). The SRCG was formed in 2002 to foster cooperation between area municipalities relative to exchanging information, pooling manpower and dealing with reciprocal services, including mutual aid, parallel action, and the exchange of ideas.

##### ***1. Southeast Emergency Communication Center***

Near the end of 2012, along with the City of Bedford, City of Garfield Heights, and City of Maple Heights, the City of Bedford Heights entered into a cooperative agreement through the SRCG to establish a sub-group of the SRCG for the purpose of constructing and operating a central safety forces dispatch facility to be known as the Southeast Emergency Communication Center (SECC). The joint dispatch center will allow participating members to maintain state-of-the-art technologies and improve the overall efficiencies for the region's residents in a comparatively higher cost-effective manner. The City of Bedford Heights was awarded various grants for this facility, but there had been no financial activity relative to the SECC during 2014. During the fiscal year ended December 31, 2014, the City of Bedford Heights received total grant revenues in the amount of \$3,303,315 and incurred total grant-related disbursements in the amount of \$2,320,637. The Construction of the new shared facility was completed in early 2015 and is now in operation. In subsequent years, financial statements of the SECC may be obtained by contacting the SECC Fiscal Officer, who presently is the Director of Finance for the City of Bedford Heights, 5661 Perkins Road, Bedford Heights, Ohio 44146.

##### ***2. Southeast Area Law Enforcement Group***

Also a part of the SRCG, the Southeast Area Law Enforcement Group (SEALE) is comprised of seven municipalities in southeastern Cuyahoga County for the purpose of providing assistance in the form of a SWAT team, Bomb Unit, Investigation Unit, Narcotics Unit, Crisis Negotiation Team, and Communication Unit. In 2014, the City contributed \$5,000 to the SEALE. The SEALE financial statements may be obtained by contacting the Finance Director of the City of Bedford, Ohio.

# City of Bedford Heights, Ohio

Notes to the Basic Financial Statements (continued)

## **For the Year Ended December 31, 2014**

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### **Note 18: Jointly Governed Organizations (continued)**

#### ***D. First Suburbs Consortium of Northeast Ohio Council of Governments***

The City is a member of the First Suburbs Consortium of Northeast Ohio Council of Government (FSC). The FSC is a regional council of governments formed under Chapter 167 of the Ohio Revised Code. The FSC is currently comprised of 16 communities. The FSC was formed to foster cooperation between municipalities in matters of mutual concern including but not limited to, initiation and support of policies and practices which protect, maintain and redevelop mature communities and other matters which affect health, safety, welfare, education, economic conditions, and regional development.

The FSC is governed by an Assembly made up on one representative from each member community. The representatives then elect the Governing Board made up of a Chair, Vice Chair, and other members elected in annual elections. The Governing Board oversees and manages the FSC. The degree of control exercised by any participating government is limited to its representation in the Assembly and on the Board. During 2014, the City did not make any contributions to the FSC. Financial information can be obtained by contacting the FSC, 40 Severance Circle, Cleveland Heights, Ohio 44118.

### **Note 19: Construction and Other Significant Commitments**

The City has an active construction project as of December 31, 2014 related to the joint communications center project. As of December 31, 2014, the City's construction commitment related to the project was \$715,316.

Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. The amount of the encumbrances expected to be honored upon performance by the vendor in the next year were as follows:

	<u>Encumbrances</u>
General	\$ 89,987
Fire levy	5,234
Joint communications center	715,316
Issue 24 levy	8,184
Capital improvements	71,015
Nonmajor governmental	<u>113,355</u>
Total other significant commitments	\$ <u>1,003,091</u>

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CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY

SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2014

FEDERAL GRANTOR <i>Pass Through Grantor</i> Program / Cluster Title	Pass Through Entity Number	Federal CFDA Number	Expenditures
<b>U.S. DEPARTMENT OF JUSTICE</b>			
<i>Direct:</i>			
ARRA - Public Safety Partnership and Community Policing Grants ("COPS" Grants)	2010-UM-WX-0239	16.710	\$188,581
Total U.S. Department of Justice			<u><b>188,581</b></u>
<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b>			
<i>Direct:</i>			
Assistance to Firefighters Grant	EMW-2011-FR-00289 / EMW-2012-FR-00243	97.044	1,392,023
Total U.S. Department of Homeland Security			<u><b>1,392,023</b></u>
<b>Total Federal Awards Expenditures</b>			<u><u><b>\$1,580,604</b></u></u>

*The accompanying notes are an integral part of this schedule.*

**CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY**

**NOTES TO THE SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
FISCAL YEAR ENDED DECEMBER 31, 2014**

**NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Schedule of Federal Awards Expenditures (the Schedule) reports the City of Bedford Heights' (the City's) federal award programs' disbursements for the fiscal year ended December 31, 2014. The schedule has been prepared on the cash basis of accounting.

**NOTE B - MATCHING REQUIREMENTS**

The Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grants awarded to the City required the City to contribute non-Federal funds (matching funds) to support the Federally-funded programs. The 2011 FEMA grant matching requirement was \$180,000. The 2012 FEMA grant matching requirement was \$237,663. The City has met its matching requirements. However, the Schedule does not include the expenditure of non-Federal matching funds.



# Dave Yost • Auditor of State

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

City of Bedford Heights  
Cuyahoga County  
5661 Perkins Road  
Bedford Heights, Ohio 44146

To the members of City Council:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bedford Heights, Cuyahoga County, (the City) as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated September 10, 2015.

### ***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the City's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the City's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

***Compliance and Other Matters***

As part of reasonably assuring whether the City's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looped "Y" at the end.

**Dave Yost**  
Auditor of State  
Columbus, Ohio

September 10, 2015



# Dave Yost • Auditor of State

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO THE MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

City of Bedford Heights  
Cuyahoga County  
5661 Perkins Road  
Bedford Heights, Ohio 44146

To the members of City Council:

### ***Report on Compliance for the Major Federal Program***

We have audited the City of Bedford Heights' (the City) compliance with the applicable requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133, Compliance Supplement* that could directly and materially affect the City of Bedford Heights' major federal program for the year ended December 31, 2014. The *Summary of Auditor's Results* in the accompanying schedule of findings identifies the City's major federal program.

### ***Management's Responsibility***

The City's Management is responsible for complying with the requirements of laws, regulations, contracts, and grants applicable to its federal program.

### ***Auditor's Responsibility***

Our responsibility is to opine on the City's compliance for the City's major federal program based on our audit of the applicable compliance requirements referred to above. Our compliance audit followed auditing standards generally accepted in the United States of America; the standards for financial audits included in the Comptroller General of the United States' *Government Auditing Standards*; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. These standards and OMB Circular A-133 require us to plan and perform the audit to reasonably assure whether noncompliance with the applicable compliance requirements referred to above that could directly and materially affect a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our compliance opinion on the City's major program. However, our audit does not provide a legal determination of the City's compliance.

***Basis for Qualified Opinion on the Assistance to Firefighters Grant Program***

As described in finding 2014-001 in the accompanying schedule of findings, the City did not comply with requirements regarding Procurement and Suspension and Debarment applicable to its Assistance to Firefighters Grant Program. Compliance with this requirement is necessary, in our opinion, for the City to comply with requirements applicable to this program.

***Qualified Opinion on the Assistance to Firefighters Grant Program***

In our opinion, except for the noncompliance described in the *Basis for Qualified Opinion on the Major Federal Program* paragraph, the City of Bedford Heights complied, in all material respects, with the requirements referred to above that could directly and materially affect its Assistance to Firefighters Grant Program for the year ended December 31, 2014.

***Other Matter***

The City's response to our noncompliance finding is described in the accompanying schedule of findings and corrective action plan. We did not audit the City's response and, accordingly, we express no opinion on it.

***Report on Internal Control Over Compliance***

The City's management is responsible for establishing and maintaining effective internal control over compliance with the applicable compliance requirements referred to above. In planning and performing our compliance audit, we considered the City's internal control over compliance with the applicable requirements that could directly and materially affect a major federal program, to determine our auditing procedures appropriate for opining on each major federal program's compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not to the extent needed to opine on the effectiveness of internal control over compliance. Accordingly, we have not opined on the effectiveness of the City's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. Therefore, we cannot assure we have identified all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. However, as discussed below, we identified a certain deficiency in internal control over compliance that we consider to be a material weakness.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, when performing their assigned functions, to prevent, or to timely detect and correct, noncompliance with a federal program's applicable compliance requirement. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a federal program's compliance requirement will not be prevented, or timely detected and corrected. *A significant deficiency in internal control over compliance* is a deficiency or a combination of deficiencies in internal control over compliance with a federal program's applicable compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings as item 2014-001 to be a material weakness.

The City's response to our internal control over compliance finding is described in the accompanying schedule of findings and corrective action plan. We did not audit the City's response and, accordingly, we express no opinion on it.

This report only describes the scope of our tests of internal control over compliance and the results of this testing based on OMB Circular A-133 requirements. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State  
Columbus, Ohio

September 10, 2015

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**CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A -133 § .505  
DECEMBER 31, 2014**

**1. SUMMARY OF AUDITOR'S RESULTS**

<i>(d)(1)(i)</i>	Type of Financial Statement Opinion	Unmodified
<i>(d)(1)(ii)</i>	Were there any material control weaknesses reported at the financial statement level (GAGAS)?	No
<i>(d)(1)(ii)</i>	Were there any significant deficiencies in internal control reported at the financial statement level (GAGAS)?	No
<i>(d)(1)(iii)</i>	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No
<i>(d)(1)(iv)</i>	Were there any material internal control weaknesses reported for major federal programs?	Yes
<i>(d)(1)(iv)</i>	Were there any significant deficiencies in internal control reported for major federal programs?	No
<i>(d)(1)(v)</i>	Type of Major Program's Compliance Opinion	Qualified
<i>(d)(1)(vi)</i>	Are there any reportable findings under § .510(a)?	Yes
<i>(d)(1)(vii)</i>	Major Program:	Assistance to Firefighters Grant, CFDA # 97.044
<i>(d)(1)(viii)</i>	Dollar Threshold: Type A/B Programs	Type A: > \$ 300,000 Type B: all others
<i>(d)(1)(ix)</i>	Low Risk Auditee?	No

**2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

None

**CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A -133 § .505  
DECEMBER 31, 2014  
(Continued)**

**3. FINDING FOR FEDERAL AWARDS**

**Excluded Parties List System Verification – Procurement and Suspension and Debarment**

<b>Finding Number</b>	2014-001
<b>CFDA Title and Number</b>	Assistance to Firefighters, CFDA #97.044
<b>Federal Award Number / Year</b>	2014
<b>Federal Agency</b>	United States Department of Homeland Security
<b>Pass-Through Agency</b>	N/A - Direct

NONCOMPLIANCE AND MATERIAL WEAKNESS

2 CFR 180.300 states that Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include those procurement contracts for goods and services awarded under a nonprocurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other specified criteria. 2 CFR section 180.220 of the government wide nonprocurement debarment and suspension guidance contains those additional limited circumstances. All nonprocurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions.

When a non-Federal entity enters into a covered transaction with an entity at a lower tier, the non-Federal entity must verify that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA), collecting a certification from the entity, or adding a clause or condition to the covered transactions with that entity.

The City had three vendors that received \$25,000 or more from its Assistance to Fire-fighters major Federal program and no evidence the City verified the vendors were not suspended or disbarred by checking the EPLS maintained by the General Services Administration (GSA), or signed certification from the entity was maintained, and the City did not add a clause or condition to the contract with the vendor.

We subsequently determined the vendors were not suspended or debarred and were eligible for federal funds. Failure to properly check the EPLS may result in the City conducting business with suspended or debarred vendors.

**CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A -133 § .505  
DECEMBER 31, 2014  
(Continued)**

**3. FINDING FOR FEDERAL AWARDS  
(Continued)**

**Excluded Parties List System Verification – Procurement and Suspension and Debarment  
(Continued)**

We recommend that prior to contracting with vendors that will be paid with federal funds the City should verify the vendor is not suspended or debarred by checking the EPLS maintained by the GSA, collecting a certification from the vendor, or adding a clause or condition to the covered transaction with the vendor.

**Official's Response:** The City was awarded two separate FEMA grants for Assistance to Firefighters for 2011 and 2012. Due to transitions in the Director of Finance position following the award of these grants, guidance relative to grant requirements was limited. Specifically, the requirement of verifying to see if contractors were suspended or debarred was not realized by individuals responsible for administration of the grants. Due to significant delays between the award of the grants and their ultimate initiation, which was authorized by grant extensions through FEMA, disbursements of these grant dollars did not take place until 2014. Neither the Fire Chief, new Director of Finance, nor the Southeast Emergency Communication Center Administrator were aware of the cited requirement. Upon learning of the requirement through the Single Audit process, City of Bedford Heights administrators are now aware of the requirement and will take measures to verify and document that vendors are not suspended or debarred by utilizing the EPLS maintained by the GSA.

**CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2014**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain</i></b>
2013-001	Financial Reporting	Yes	Corrected

**CITY OF BEDFORD HEIGHTS  
CUYAHOGA COUNTY**

**CORRECTIVE ACTION PLAN  
OMB CIRCULAR A -133 § .315 (c)  
DECEMBER 31, 2014**

Finding Number	Planned Corrective Action	Anticipated Completion Date	Responsible Contact Person
2014-001	City administrators will take measures to verify and document that vendors are not suspended or debarred by utilizing the EPLS maintained by the GSA.	Immediately	Ted Gordon, Finance Director

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# Dave Yost • Auditor of State

**CITY OF BEDFORD HEIGHTS**

**CUYAHOGA COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
SEPTEMBER 24, 2015**