



**CITY OF BROADVIEW HEIGHTS
RESOLUTION NO. 2025-129**

INTRODUCED BY: MAYOR ALAI AND THE ENTIRE COUNCIL

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN
AGREEMENT BETWEEN THE CITY OF BROADVIEW HEIGHTS AND JAMES G.
ZUPKA, C.P.A., INC. FOR PROFESSIONAL ACCOUNTING SERVICES FOR
ACCOUNTING YEARS 2025-2029 IN THE CITY OF BROADVIEW HEIGHTS
AND DECLARING AN EMERGENCY**

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into an agreement between the City of Broadview Heights and James G. Zupka, C.P.A., Inc., for professional accounting services for accounting years 2025-2029.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROADVIEW HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO:

SECTION 1. The Mayor is hereby and herein authorized to enter into an agreement between the City of Broadview Heights and James G. Zupka, C.P.A., Inc., for professional accounting services for accounting years 2025-2029 as delineated in Exhibit "A" attached hereto and made a part of as if fully rewritten.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, peace, safety and welfare for the reason stated in the Preamble hereof, and provided it receives the affirmative vote of five (5) or more of the members of Council and signature of the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed and Adopted by the Council on this 15th day of September, 2025

Robert Boldt, President of Council

Samuel J. Alai, Mayor

September 15, 2025

Date

Robin Parsons

Attest: Robin Parsons, Clerk of Council

September 15, 2025

Date

**City of Broadview Heights
Interoffice Memorandum**

To: Members of Council
From: David A. Pfaff, Finance Director
Date: September 4, 2025
Re: GAAP Conversion Services 2025-29

Zupka and Associates has provided GAAP conversion services to the City since the conversion year 2013. Attached is a proposal to continue to provide these services for accounting years 2025 through 2029. The cost of these services is \$14,250 for 2025, \$15,200 for 2026, \$14,400 for 2027, \$14,400 for 2028, and \$14,400 for 2029. The total cost of the 5-year agreement is \$72,650. The increase for these services in 2026 and subsequent drop in 2027 is due to new reporting requirements in 2026 that will require additional setup work.

I have been working with Zupka and Associates since 2019 and have been pleased with their work and recommend that we continue our relationship with them.

Please let me know if you have any questions.

cc: Sam Alai, Mayor

September 2, 2025

Mr. David Pfaff
Finance Director
City of Broadview Heights
9543 Broadview Road
Broadview Heights, Ohio 44177

Dear Mr. Pfaff:

You have requested that we prepare the annual financial statements of the City of Broadview Heights, which will comprise the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information and cash flows, for the years ended December 31, 2025, December 31, 2026, December 31, 2027, December 31, 2028, and December 31, 2029, and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements.

Our Responsibilities

The objective of our engagement is to –

1. prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you, and
2. apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our compilation engagement in accordance with the Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care when preparing the financial statements and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statements misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuring management responsibilities since performing those procedures or taking such action would impair our independence.

Mr. David Pfaff, Finance Director
City of Broadview Heights
September 2, 2025
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We will prepare the basic financial statements, which include the government-wide statements and fund financial statements. In relation to these statements, the following areas will be addressed:

Assets/Receivables/Revenues

- a. Review of client prepared capital assets, including infrastructure assets.
- b. Preparation of the construction in progress summary – with client assistance.
- c. Preparation of all receivables – with client assistance.
- d. Identification and reporting of revenues as program revenues and general revenues.

Liabilities/Expenditures

- a. Review of client prepared accounts payable by fund/function.
- b. Preparation of all other payables and accruals by fund/function - with client assistance.
- c. Preparation of all long-term obligations – with client assistance.
- d. Identification and reporting of expenditures/expenses by function/program.

Net Position and Fund Balance

We will prepare the following components:

- a. Distinction between government-wide and fund financial statements.
- b. Conversion of fund balances to the three components of net position required for government-wide reporting:
 1. Net Investment in Capital Assets
 2. Restricted
 3. Unrestricted

Budgetary Comparison Schedules

Preparation of budgetary comparison statements to include both the original and final budgets for the general and major special revenue funds, and all other funds, if required.

Fund Financial Statements

- a. Identification and reporting of major and nonmajor funds for financial statement presentation.
- b. Reconciliation of governmental fund financial statements to governmental entity-wide statements.

Footnote Disclosures and Required Supplementary information (RSI)

- a. We will modify and update footnote disclosures as deemed necessary.
- b. We will assist with the preparation and review of the Management's Discussion and Analysis, which will include all required components.
- c. We will prepare and update any additional RSI statements, schedules, and disclosures.

GASB Statements

Implementation of all existing and new GASB statements – with client assistance

We will send a detailed schedule of requests to City of Broadview Heights at the start of the engagement.

Mr. David Pfaff, Finance Director
City of Broadview Heights
September 2, 2025
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Your Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
4. The prevention and detection of fraud.
5. To ensure that the City of Broadview Heights complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with –
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the compilation engagement.
 - unrestricted access to persons within the City of Broadview Heights of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skill, knowledge, and experience to oversee the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Mr. David Pfaff, Finance Director
City of Broadview Heights
September 2, 2025
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Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Further, our services are not specifically designed and cannot be relied upon to disclose defalcations or other irregularities although, if present, their discovery may result.

Other Relevant Information

Our proposed fees are based on the level of services we provide to the City of Broadview Heights. The following estimate was prepared based on our recent conversation and assumes information and documents we discussed will be provided by your staff and that unexpected circumstances will not be encountered during the work performed. We have listed detailed information regarding hours and fees in the attached Schedule of Fees. Should we encounter circumstances that would increase the estimated hours, we will advise you, and the increased hours would be agreed to by both parties prior to any changes and would be billed at the hourly rate shown in the Schedule of Fees section on the last page of this document.

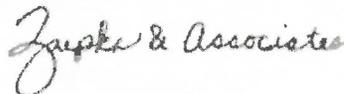
We will complete the basic financial statements by May 30th of the year following the GAAP year.

Should services other than those covered by this letter be required or requested, their extent and the additional fees will be discussed before we perform the work.

We shall be pleased to discuss this letter with you at any time and to explain the reasons for any item. We appreciate this opportunity to respond to your request for accounting services and we are looking forward to continuing our professional relationship.

If the terms above are acceptable to the City of Broadview Heights and the services outlined are in accordance with the requirements of the City, please sign and date this letter in the space provided and return it to us.

Sincerely,



Zupka & Associates
Certified Public Accountants

Accepted by the City of Broadview Heights:

By 
Title Mayor

Date September 15, 2025

SCHEDULE OF FEES

The following lists the anticipated hours and hourly rates to accomplish the proposed accounting services and preparation of the basic financial statements for the City of Broadview Heights for the years ended December 31, 2025, December 31, 2026, December 31, 2027, December 31, 2028, and December 31, 2029.

<u>Staff</u>	<u>2025</u>	<u>2026 *</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Partner	10	20	10	10	10
Senior/Staff Accountant	140	140	140	140	140
Total Hours	150	160	150	150	150
Hourly Rate	\$ 95	\$ 95	\$ 96	\$ 96	\$ 96
Project Total	<u>\$ 14,250</u>	<u>\$ 15,200</u>	<u>\$ 14,400</u>	<u>\$ 14,400</u>	<u>\$ 14,400</u>

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The above fees include the following services:

- * Implementation of new GASB Statements, including GASB Statement No. 103, *Financial Reporting Model Improvements*
- Annual filing of the GAAP financial statements into the Auditor of State's Hinkle System

Request for Council Authorization to Purchase Form

Description of Item or Service	GAAP Conversion Services 2025-29
Vendor	Zupka & Associates
Dates of Contract	Accounting Years 2025-2029
Contract or Purchase Price	\$ 72,650.00
If over \$77,250 - Was purchase competitively bid	n/a
If under \$77,250 Were Multiple Quotes Obtained	No
If no, state reason	Professional Services, has been providing services since 2013 with no issues. Average cost is \$14,530/year
State Contract or Other Purchasing Consordium Contract Number	n/a
If yes, list other pricing or attach separate sheet:	

I hereby certify, that to the best of my knowledge the above information is true, accurate, and complete.

David A. Pfaff

9/4/2025

Signature:

Date:

For Finance Department Usage:	
Account Number	Amount
100.7730.52339 - Outside Services	\$ -
I hereby certify there are sufficient funds lawfully appropriated for the proposed expenditure and the funds are in the treasury or in the proper fund, free from any previous encumbrances.	
<i>David A. Pfaff</i>	
9/4/2025	
Finance Director:	Date:
Notes:	
No amount certified for 2025, no cost will be incurred until 2026. PO's will be issued each year after appropriations are approved to certify the availability of funds.	