

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING PROGRAM

Participant Application

(Please type or print)

Section I: Government Information:

Three copies of this completed application, **three** copies of the government unit’s comprehensive annual financial report (CAFR) and the appropriate fee should be sent (postmarked) to GFOA within six months of the government unit’s fiscal year end. In addition, if the CAFR was submitted to the program in the immediate prior year, please include **three** copies of the government unit’s responses to the comments and suggestions for improvement and any other correspondence that may assist the program with the current year’s review. This information will be sent to Special Review Committee (SRC) members to assist them in their review. The official requesting the review will receive the results upon completion of the review process.

Note: The results sent to a program participant include a copy of this application that includes preprinted information for questions 1 through 6. If that application is sent with your next submission simply update the information on the preprinted application, as necessary, and complete all of the other information for Sections I through VII of the application. Alternatively, you may complete a new application for each submission to the program (visit the “Forms” section of GFOA’s website, www.gfoa.org, to download a copy). If you have any questions contact us at: cafrprogram@gfoa.org or call the Technical Services Center at (312) 977-9700.

- 1. Name of Unit _____
(as it appears on the report cover and will appear on the Certificate of Achievement plaque, if awarded)
- 2. Fiscal Year Ended (month, day, year) _____
- 3. Is the government unit a previous participant in the Certificate of Achievement Program? Yes No If yes:
 - a. What was the most recent year? _____, and
 - b. What was the four-or seven-digit report number which appeared in the upper left-hand corner of the government’s “Summary of Grading?” _____
- 4. Official Requesting Review (receives notification of results, detailed comments and suggestions for improvement, the Award for Financial Reporting Achievement (AFRA), a press release, information regarding presentation by a GFOA State Representative and the Certificate of Achievement plaque).

Name: _____
Title: _____
Street Address (**required**): _____
P.O. Box (if applicable): _____ E-mail: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____

- 5. If the government unit is awarded a Certificate of Achievement for Excellence in Financial Reporting, the Award of Financial Reporting Achievement (AFRA) will be prepared for the individual or department noted below as being primarily responsible for the unit’s success in earning the certificate.

Individual’s or Department’s Name: _____

Individual’s Title: _____

- 6. If the submission qualifies for the Certificate of Achievement for Excellence in Financial Reporting, whom (mayor, board chair, etc.) should GFOA send a formal announcement of the award and a related press release.

Name: _____
Title: _____
Street Address (**required**): _____
P.O. Box (if applicable): _____ E-mail: _____
City: _____ State: _____ Zip Code: _____

- 7. For municipalities (e.g., cities, townships, villages and counties, please provide your population figure. For school districts, please provide your total student enrollment figure. _____

For GFOA Office Use Only:

Date: _____ Check #: _____ Amount: _____

Section I: Government Information (Continued):

8. To support the GFOA’s recent recommended practice titled *Using Websites to Improve Access to Budget Documents and Financial Reports*¹, the GFOA will provide a link to CAFRs that are available on a government’s website. Does your entity follow this recommendation and publish its CAFR on its website? Yes No
 If yes, please provide the direct hyperlink address to the CAFR (rather than your government’s general home page information) below:

http://www. _____

This link will be on the list of award winners of the Certificate of Achievement for Excellence in Financial Reporting that can be found in the “Awards program” area of GFOA’s website, www.gfoa.org.

Section II: Audit Information:

Agency or Firm Name: _____
 Contact name (optional): _____
 Street Address: _____
 Phone: _____ E-mail: _____
 City: _____ State: _____ Zip Code: _____

Section III: Fee Calculation:

Please add the amounts from the following presentations, if applicable:

- **Total revenues** from the governmental funds Statement of revenues, expenditures and changes in fund balances (**exclude other financing sources**) \$ _____
 - **Total expenses** from the proprietary funds Statement of revenues, expenses and changes in net assets/fund equity \$ _____
 - **Total additions** from the fiduciary funds Statement of changes in fiduciary net assets (**if total additions are negative, use the total amount of contributions from all sources**) \$ _____
 - **Total program revenues** of discretely presented component units from the government-wide Statement of activities \$ _____
 - If applicable, **total revenues** reported for discretely presented component units and not-for-profit organizations reported on a separate operating statement(s) or statement(s) of activity \$ _____
- TOTAL** \$ _____

If you have not already paid for this review, please include a check payable to the GFOA with this application form or provide the following information if you wish to pay by credit card:

Credit card type: _____ Account number: _____ Expiration date (*mandatory*): _____

Signature (*mandatory*): _____

Use the following schedule to determine the appropriate fee based on the **TOTAL** calculated above. Member rates apply if a government joins GFOA at the time of their submission (in this case indicate below that the government is a GFOA member).

TOTAL	GFOA Member	Nonmember
Under \$1 million	\$275	\$550
\$1-10 million	\$350	\$700
\$10-50 million	\$415	\$830
\$50-100 million	\$480	\$960
\$100-250 million	\$550	\$1,100
\$250-500 million	\$690	\$1,380
\$500-750 million	\$825	\$1,650
\$750 million - \$1 billion	\$965	\$1,930
Over \$1 billion	\$1,045	\$2,090

GFOA Member? Yes No If yes, please provide the exact name of the government as it is used for membership purposes: _____

What is your government’s GFOA membership number (please note that this is not your state GFOA membership number)? _____

¹ Please refer to the recommended practices area of the GFOA’s website, www.gfoa.org for the full text of the recommendation including the suggested guidelines a government should follow when it presents its budget document on its website.

Name of unit: _____
 (as a reference for SRC reviewers)

Section IV: Fund Information:

Indicate below how many individual funds of each generic fund type for which the primary government reports operations and/or balances (including the funds of blended component units and component units that are fiduciary in nature) and how many discretely presented component units the government-wide statements report at year end (if GASB 34 has not been implemented include the total number of discretely presented component units from all general purpose financial statements). Also, indicate the number of individual funds of each generic fund type with legally adopted **annual** budgets.

<u>Fund Type</u>	<u>Number of Funds and Discretely Presented Component Units</u>	<u>Number of Funds with Legally Adopted Annual Budgets</u>
Primary Government:		
General	_____	_____
Special Revenue	_____	_____
Debt Service	_____	_____
Capital Project	_____	_____
Permanent	_____	_____
Enterprise	_____	_____
Internal Service	_____	_____
Pension Trust	_____	_____
Investment Trust	_____	_____
Private-purpose Trust	_____	_____
Agency	_____	_____
Other (apply only if GASB 34 has not been implemented):		
Expendable Trust	_____	_____
Nonexpendable Trust	_____	_____

Discretely Presented Component Units:		
Governmental entities	_____	N/A
Other (e.g., nongovernmental entities following the commercial or not-for-profit model)	_____	N/A

Section V: Pension Information:

Indicate below the individual pension plans in which the government unit participates or with which it is otherwise connected (e.g., contributions made on behalf of employees by another government) and indicate the type of plan (see GASB Statement 27, Para. 8, 19, 28, and 39 for guidance). Also, indicate whether the government unit includes a pension trust fund in its CAFR to report the individual pension plan. For the separate report of a Public Employee Retirement System (PERS) list the individual pension plans reported by the PERS.

<u>Pension Plan</u>	<u>Multiple Employer Defined Benefit Plans</u>		<u>Single Employer Defined Benefit Plans</u>	<u>Defined Contribution</u>	<u>Special Funding Situations (GASBS 27, Paragraph 28)</u>	<u>Reported as a Pension Trust Fund? Yes or No</u>
	<u>Cost Sharing</u>	<u>Agent</u>				
a) _____	_____	_____	_____	_____	_____	_____
b) _____	_____	_____	_____	_____	_____	_____
c) _____	_____	_____	_____	_____	_____	_____
d) _____	_____	_____	_____	_____	_____	_____
e) _____	_____	_____	_____	_____	_____	_____
f) _____	_____	_____	_____	_____	_____	_____
g) _____	_____	_____	_____	_____	_____	_____

Section VI: Display and Disclosure Questions:

Please answer each of the following questions. Your answers will assist the SRC in determining whether the item addressed by the question is properly displayed or disclosed in the CAFR. Comments and suggestions for improvement will be issued to your government unit if discrepancies are noted between the information presented in the CAFR and the answers to these questions. **(Note:** The following questions are in order by when a question relating to the topic first appears on the *General Purpose Checklist*).

All Questions are Applicable to Material Items Only

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Does the government unit have any debt that is being repaid by special assessments? If yes:	_____	_____	_____
a. Is the government unit obligated in some manner for all or a portion of the debt?	_____	_____	_____
b. Is the government unit not obligated in any manner for the debt?	_____	_____	_____
2. Has the government unit given or received a capital contribution in connection with a public entity risk pool? If yes:	_____	_____	_____
a. Does the pool actually pool or transfer the risks of participants?	_____	_____	_____
b. Is the return of the contribution probable?	_____	_____	_____
3. Did the government unit engage in securities lending transactions during the year?	_____	_____	_____
4. Did the government unit engage in any reverse repurchase agreements during the year?	_____	_____	_____
5. During the year, has the government unit or its component units engaged in any refunding(s) of debt that resulted in the defeasance or redemption of debt? If yes,	_____	_____	_____
a. Did the transaction(s) take place in a fund that uses governmental fund accounting?	_____	_____	_____
b. Did the transaction(s) take place in a fund that uses proprietary fund accounting?	_____	_____	_____
c. Did the transaction(s) take place in a discretely presented component unit?	_____	_____	_____
6. Is the government retaining risk (i.e., “self-insurance”)? If yes:	_____	_____	_____
a. Please identify the fund(s) used to report this activity:			

7. Does the government unit own or operate a municipal solid waste landfill where it is required by federal, state, or local law or regulation to incur closure and postclosure care costs?	_____	_____	_____
8. Does the government unit sponsor an arrangement that commingles (pools) the resources of legally separate entities that are not part of the same financial reporting entity as the sponsoring government and invests those resources on behalf of the participants in an investment portfolio? If yes:	_____	_____	_____
a. Is a separate financial report issued for the pool?	_____	_____	_____
9. Is the government unit included in the reporting entity of another governmental unit (e.g., as a department, enterprise fund, fiduciary fund, or component unit)? If yes:	_____	_____	_____
a. Is this government unit reported either 1) in one or more separate funds within the primary government, or 2) as a discretely presented component unit in that government’s CAFR?	_____	_____	_____
10. Which option does the government unit use for its enterprise funds (and business-type activities, if applicable)?			
• Option 1: Apply only FASB Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued on or before November 30, 1989, unless they conflict with or contradict GASB Pronouncements (GASBS 20, Paragraph 6). List relevant funds if both options are used.			

• Option 2: Also apply all FASB Statements and Interpretations issued after November 30, 1989, except for those that conflict with or contradict GASB pronouncements (GASBS 20, Paragraph 7). List relevant funds if both options are used.			

Section VI: Display and Disclosure Questions (Continued):

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
11. As of the end of the fiscal period, did the government have uninsured deposits that were 1) uncollateralized, 2) collateralized with securities held by the pledging financial institution, or 3) collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor-government's name?	_____	_____	_____
12. As of the end of the fiscal period, did the government have investments evidenced by securities that were neither insured nor registered and that were held by either 1) the counterparty, 2) the counterparty's trust department or agent but not in the government's name?	_____	_____	_____
13. As of the end of the fiscal period, is the government party to a derivative that is not reported at fair value on the face of the financial statements?	_____	_____	_____
14. Did any significant subsequent events occur after the balance sheet date but before the date of the auditor's report (e.g., debt issuances or settlements of litigation)?	_____	_____	_____
15. Has the government unit violated any finance-related legal or contractual provisions?	_____	_____	_____
16. Is the government unit a lessee in an operating lease? If so,	_____	_____	_____
a. Are any of the agreements noncancelable?	_____	_____	_____
b. Do any of the agreements have scheduled rent increases?	_____	_____	_____
17. Is the government unit a lessor in an operating lease? If so,	_____	_____	_____
a. Are any of the agreements noncancelable?	_____	_____	_____
b. Do any of the agreements have scheduled rent increases?	_____	_____	_____
18. Does the government unit have any construction commitments outstanding at year end?	_____	_____	_____
19. Does the government unit sponsor and include as part of its financial reporting entity a public entity risk pool that provides coverage to units outside the government unit's financial reporting entity?	_____	_____	_____
20. Did the government engage in short-term debt activity during the year (e.g., anticipation notes, use of lines of credit), even if no short-term debt was outstanding at the beginning or end of the year?	_____	_____	_____
21. Did the government unit engage in transactions with any related parties?	_____	_____	_____
22. Is the government unit a participant in one or more joint ventures? If yes:	_____	_____	_____
a. are any of these joint ventures reported as component units of this government unit? If no:	_____	_____	_____
b. does this government unit have an equity interest in the joint venture that it reports in:	_____	_____	_____
1. Governmental funds?	_____	_____	_____
2. Proprietary funds?	_____	_____	_____
23. Does the government unit pay all or a portion of the cost of postemployment benefits other than pension benefits (OPEB) for employees? If yes:	_____	_____	_____
a. Are the OPEB provided through a pension plan? If yes:	_____	_____	_____
b. Are any OPEB healthcare benefits provided through a pension plan that is reported as a pension trust fund by this government?	_____	_____	_____
24. Has another entity made on-behalf payments for fringe benefits and salaries (e.g., pension con- tributions, health and life insurance premiums, and salary supplements) to a third party recipient for the government unit's employees?	_____	_____	_____
25. Has the government issued debt in its name for which it is not liable in any manner (i.e., conduit or no commitment debt) and where the debt is not reported as a liability in the financial statements?	_____	_____	_____

