

## RESOLUTION NO. 2021-027

### ENGAGEMENT LETTER FOR FISCAL OFFICE CONSULTANT

The Board of Trustees of Franklin Township, Franklin County, Ohio met remotely via teleconference in a regular session on February 11, 2021, at 6:30 p.m., and the following Trustees were present:

√YES/□ NO: **Horn**      √YES/□ NO: **Fleshman**      √YES/□ NO: **Alex**

Trustee Alex moved for the adoption of the following Resolution:

*BE IT RESOLVED* by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves a third Engagement Letter for Jeffrey G. Wilcheck, CPA, an independent contractor, for services to include:

1. Assist in reconciling the 2020 and 2021 financial records with the bank.
2. Consult on budget issues effecting 2021.
3. Assist in reviewing the transactions identified in the reconciliation work completed by the Auditor of State Local Government Services divisions for the years 2017 through 2019.
4. Reconcile the financial records to the bank for 2020.
5. Meet weekly with Mark Potts, Township Administrator, to review the engagement progress.
- 6.

The fees are not to exceed \$6,000, for 160 hours of service billed periodically to the Township at a rate of \$37.50 per hour. Mr. Wilcheck will report his work to the Township Administrator on an at least weekly basis. The work done will be exclusive to and limited to the audit and work identified by the Auditor of State as to be in compliance.

Trustee Fleshman seconded the Motion, the roll was called for its adoption, and the vote was as follows:

√YES/□ NO: **Horn**      √YES/□ NO: **Fleshman**      √YES/□ NO: **Alex**

**RESOLUTION NO. 2021-027**

**ENGAGEMENT LETTER FOR FISCAL OFFICE CONSULTANT**

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Trustee, Chairman, Ralph Horn

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Trustee, Vice-Chairman, John Fleshman

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Trustee, Aryeh Alex

*Attested to on this 11th day of February, 2021:*

*It is hereby certified that the amount of \$7,000 required to pay this liability has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the 1000-110-311-0000 Accounting and Legal Fees account, in the general fund, free from any obligation or certification now outstanding.*

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Fiscal Officer, Mary Rhinehart

## *Jeffrey G. Wilcheck, CPA*

3125 Summerwood Ct.

Galena, Ohio 43021

740-815-4750

[JGWilcheck@Gmail.Com](mailto:JGWilcheck@Gmail.Com)

February 22, 2021

Franklin Township Trustees  
2193 Frank Road  
Columbus, OH 43223

Dear Trustees:

This letter is a request for additional hours to continue the services that I will provided to Franklin Township (the Township). The services to be provided are limited to:

1. Assist in reconciling the 2020 and 2021 financial records with the bank.
2. Consult on budget issues effecting 2021.
3. Assist in reviewing the transactions identified in the reconciliation work completed by the Auditor of State Local Government Services divisions for the years 2017 through 2019.
4. Reconcile the financial records to the bank for 2020.
5. Meet weekly with Mark Potts, Township Administrator, to review the engagement progress.

My engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist; however, I will inform the appropriate level of management of any material errors and of any evidence or information that comes to my attention during the performance of my services that fraud may have occurred. In addition, I will report to you any evidence or information that comes to my attention during the performance of my work regarding illegal acts that may have occurred, unless they are clearly inconsequential.

I will provide up to 160 additional hours of service under this engagement letter upon approval. My fees for these services will be billed periodically to the Township at a rate of \$37.50 per hour, and the total cost is not anticipated to exceed \$6,000. If additional time or services should be necessary, I will notify the Township regarding any amendment to this contract that may be required.

The Township and I acknowledge and agree that I am an independent contractor and not an agent or employee of Township, that I am classified you as independent contractor, that contributions to OPERS will not be made on my behalf for the services provided, and, that I am subject to and responsible for all applicable federal, state, and local taxes. The Township will provide me with an Internal Revenue Service Form 1099 for income tax reporting purposes. I further acknowledge that I am paid a fee for my services, that I am not eligible for workers' compensation, unemployment compensation, employee fringe benefits, and I do not appear on the Township's payroll. My work is not controlled or supervised by Township personnel as to the manner of work; however, the work completed is subject to review and acceptance by the Township Fiscal Officer.

If you are in agreement with the terms of this contract, please have this engagement letter signed and certified in the appropriate places and return it to me at your earliest convenience.

Should you have any questions concerning this letter, please do not hesitate to contact me at (740) 815-4750.

Sincerely,



Jeffrey G. Wilcheck, CPA

We desire Jeffrey G. Wilcheck, CPA to perform the services described above and agree to the terms and conditions set forth in this letter.

Date: February 23, 2021

FRANKLIN TOWNSHIP

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Resolution: \_\_\_\_\_

It is hereby certified that the amount of \$6,000 required to pay this contract has been lawfully appropriated and is in the treasury or is in the process of collection to the credit of the \_\_\_\_\_ Fund, free from any obligation or certification now outstanding.

Date: February 23, 2021

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Mary Rhinehart, Fiscal Officer