

**Resolution 2022-060**  
**Engagement Letter #14 between Jeff Wilcheck, CPA and**  
**Franklin Township Board of Trustees**

The Board of Trustees of Franklin Township, Franklin County, Ohio met in person in a regular session at 6:00 p.m. on Thursday, May 19, 2022, and the following resolution was adopted:

**BE IT RESOLVED** by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to accept engagement letter #14 between Franklin Township Board of Trustees and Jeff Wilcheck, CPA for 200 hours at \$47.50 an hour for a total of \$9,500.00. (See Exhibit A 2022-060)

**Adopted on: May 19, 2022**

\_\_\_\_\_  
James Leezer, 2022 Chairman

\_\_\_\_\_  
Ralph Horn, 2022 Vice Chair

\_\_\_\_\_  
John Fleshman, Trustee

*Attested:*

\_\_\_\_\_  
Fiscal Officer Nick Dunn/  
Assistant Fiscal Officer, Robyn Watkins

***Jeffrey G. Wilcheck, CPA(Retired)***

3125 Summerwood Ct.

Galena, Ohio 43021

740-815-4750

JGWilcheck@Gmail.Com

May 18, 2022

Nick Dunn, Fiscal Officer  
2193 Frank Road  
Columbus, OH 43223

Dear Mr. Dunn:

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. Continue the work on reconciling 2022 financial records with the bank on a monthly basis and resolve the reconciling issues of 2020.
2. Monitor budgetary compliance issues effecting 2022.
3. Prepare and complete adjusted revenues and expenditures by fund for 2017 through 2020 based on all fund balance adjustments.
4. Train and assist the fiscal officer with the completion of current payroll reports and other current year accounting and budgetary issues.
5. Meet weekly with Nick Dunn, Township Fiscal Officer, to review the engagement progress.
6. Assist with the preparation of the tax budget for 2023.
7. Assist with other issues that arise for the current and past years.

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 200 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 \$47.50 per hour, and the total cost is not anticipated to exceed \$9,500. 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

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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

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

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

FRANKLIN TOWNSHIP

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

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

It is hereby certified that the amount of \$9,500 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 General Fund, free from any obligation or certification now outstanding.

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

\_\_\_\_\_  
Nick Dunn, Fiscal Officer