

Resolution 2022-195

A Resolution Accepting Engagement Letter #18 between Jeffrey Wilcheck, CPA and Franklin Township

The Board of Trustee of Franklin Township, Franklin County, Ohio met in person in a Regular Session at 12:00 p.m. on Thursday, December 15, 2023.

The trustee marked below made a motion for the adoption of the following resolution: (check one)

- Leezer** **Horn** **Fleshman**

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to accept engagement letter #18 between Franklin Township Board of Trustees and Jeff Wilcheck, CPA for 175 hours at \$55.00 an hour for a total of 9,625.00. (See Exhibit A)

Section 1, That all formal actions of this Board concerning and relating to the adoption of this Resolution were passed in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 2, That this Resolution shall be in full force and effective immediately upon its adoption

The following trustee marked below seconded the motion: (check one)

- Leezer** **Horn** **Fleshman**

Roll was called for the adoption of the resolution and the vote was as follows:

Leezer: YES/ NO **Horn:** YES/ NO **Fleshman:** YES/ NO

Trustee James Leezer, 2022 Chairman

Trustee Ralph Horn, 2022, Vice -Chair

Trustee John Fleshman

Adopted: December 15, 2022

Attested to on this 15th day of December 2022

Fiscal Officer Nicholas (Nick) Dun

Jeffrey G. Wilcheck, CPA(Retired)

3125 Summerwood Ct.

Galena, Ohio 43021

740-815-4750

JGWilcheck@Gmail.Com

December 12, 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. Identify the funds to be adjusted for the unrecorded transactions and those transactions recorded that didn't occur that are identified in the 2020 reconciliation and calculated the revised revenues, expenditures and fund balances for the year ended December31, 2020.
2. Post to the accounting system the fund balance adjustments.
3. Assist and/or reconcile the financial records with the bank for the months of November and December 2022.
4. Open and setup the accounting system 2023 and post the related budget.
5. Prepare the 2022 IRS Forms W-2 and quarterly and year-end tax reports to be filed by the Township.
6. Prepare the IRS Forms 1099 MISC and 1099 NEC for 2022 and the transmittal documents to be filed by the Township.
7. Prepare for filing and payment the pension reports for OPERS and OP-F for November and December 2022.
8. Prepare in the accounting system the 2022 annual financial report for submission to the Auditor of State by the Township.

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 175 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 \$55 per hour, and the total cost is not anticipated to exceed \$9,625. 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

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 \$9,650 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