

Resolution 2023-063

A Resolution Accepting Engagement Letter #20 between Jeffrey Wilcheck, CPA (retired) 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, May 5, 2023.

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

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

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to accept engagement letter #19 between the Franklin Township Board of Trustees and Jeff Wilcheck, CPA (retired) for 200 hours at \$55.00 an hour for a total of 11,000.00. (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)

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

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

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

Trustee John Fleshman

Trustee James Leezer

Trustee Ralph Horn

Adopted: May 4, 2023

Attested to on this 4th day of May 2023

Fiscal Officer

Jeffrey G. Wilcheck, CPA (Retired)

3125 Summerwood Ct.

Galena, Ohio 43021

740-815-4750

JGWilcheck@Gmail.Com

May 4, 2023

Board of Trustees
Franklin Township
2193 Frank Road
Columbus, OH 43223

Dear Ms. Watkins:

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

1. Finish the adjusted for the unrecorded transactions and those transactions recorded that did not occur that are identified in the 2020 reconciliation
2. Calculated the revised revenues, expenditures and fund balances for the year ended December 31, 2020.
3. Post to the accounting system the fund balance adjustments.
4. Assist the fiscal officer and staff with providing information required by the auditors.
5. Assist and/or reconcile the financial records with the bank for 2023.
6. Assist with the prepare and filing of the pension reports for OPERS and OP-F for 2023 and the bi-weekly and monthly withholding reports.
7. Assist staff with the preparation of the 2024 Tax Budget.
8. Provide training and assistance to the new fiscal officer.

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 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 \$11,000. 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

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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 \$11,000 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 General Fund, free from any obligation or certification now outstanding.

Date: _____

Fiscal Officer