

**Resolution 2024-021**  
**Accepting Engagement Letter #25 between**  
**Jeff Wilcheck, CPA (retired) and Franklin Township**

The Board of Trustees of Franklin Township, Franklin County, Ohio, met in person in a Regular Meeting at 12:00 p.m. on Thursday, February 22, 2024. The trustee marked below made a motion for the adoption of the following Resolution:

**Leezer**                       **Fleshman**                       **Blevins**

**BE IT RESOLVED** by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to accept engagement letter #25 between Franklin Township and Jeff Wilcheck, CPA (retired) for two hundred (100) hours at \$55.00 an hour for a total of \$5,500.00. (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.

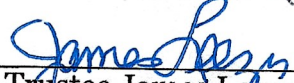
**SECTION 2**, that this Resolution shall be in full force and effect immediately upon its adoption.

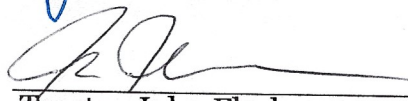
*The following trustee marked below seconded the motion:*

**Leezer**                       **Fleshman**                       **Blevins**

*Roll was called for the adoption of the Resolution, and the vote was as follows:*

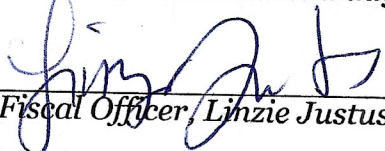
**Leezer:**  YES/  NO      **Fleshman:**  YES/  NO      **Blevins:**  YES/  NO

  
\_\_\_\_\_  
Trustee James Leezer

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

  
\_\_\_\_\_  
Trustee Mike Blevins

*Adopted on February 22, 2024*  
*Attested to on this 22nd day of February 2024*

  
\_\_\_\_\_  
Fiscal Officer, Linzie Justus

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

3125 Summerwood Ct.

Galena, Ohio 43021

RES # 2024-021

740-815-4750

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

February 20, 2024

Board of Trustees and Ms. Justus  
Franklin Township  
2193 Frank Road  
Columbus, OH 43223

Dear Ms. Board of Trustees and Ms. Justus:

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 include:

1. Review and work with the Auditor of State staff to address the audit adjustments for 2017, 2018, and 2019 and post the adjustment to the accounting system. These will be reviewed with management.
2. Review and post the unrecorded and mis-recorded transaction from 2020 through 2022. These also will be reviewed with management.
3. Calculated the revised revenues, expenditures and fund balances for the years ended December 31, 2020, 2021, 2022, and 2023 based on the adjustments in item 1 above, the unrecorded and mis-posted transactions in item 2 above and prepare reports for management to submit to the audit firm and update the Auditor of State's annual reporting system if appropriate.
4. Assist the fiscal officer and staff with providing information required by the audit firm for 2020, 2021, 2022 and 2023.
5. Assist and/or reconcile the financial records with the bank for January and February 2024.
6. Assist with the preparation of the pension reports for OPERS and OP-F for February 2024 and the bi-weekly and monthly withholding reports.
7. Provide assistance with year-end reporting functions for 2023, including but not limited to closing the accounting system for 2023 and submitting a draft annual financial report and financial statement notes and other data required for 2023.
8. Other tasks necessary to be completed on a timely basis excluding preparation and filing of the 1095 C's for 2023.

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 100 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 \$5,500.00. 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: 02-22-2024

FRANKLIN TOWNSHIP

By: James Leeze  
Trustee  
[Signature]  
Trustee  
Mike Blum  
Trustee

Resolution: 2024-021

It is hereby certified that the amount of \$5,500 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: 2-29-24

[Signature]  
Fiscal Officer