

**Resolution 2024- 203**

**A Resolution Accepting Engagement Letter #31 between  
Jeff Wilcheck, CPA (retired) and Franklin Township Board of Trustees**

The Board of Trustees of Franklin Township, Franklin County, Ohio, met in person in a Regular Meeting at 12:00 p.m. on Thursday, December 12, 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, the Board approves to accept engagement letter #31 between Jeff Wilcheck, CPA (retired) and Franklin Township Board of Trustees for fifty (50) hours at \$60.00 an hour for a total not to exceed \$3,000.00. (See Exhibit)

**SECTION 1**, that all formal actions of the Board concerning and relating to this Resolution were passed in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were in a meeting 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 declared an emergency and be in full force, effective 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

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

3125 Summerwood Ct.

Galena, Ohio 43021

740-815-4750

JGWilcheck@Gmail.com

December 09, 2024

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

Dear Board of Trustees:

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. Open and setup UAN for 2025.
2. Post year-end transactions in UAN necessary to close 2024 and reconcile the bank to UAN for December 2024.
3. Prepare 2024 W-2s and 1099s for distribution and filing.
4. Prepare year-end reports to be filed with the county budget commission.
5. Prepare UAN for the submission of year-end reports and notes to the annual report to the Auditor of State.
6. Continue to address issues with audit for the period of 2020 through 2024 within the limits of this engagement letter.

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 150 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 \$60 per hour, and the total cost is not anticipated to exceed \$9,000. 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 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 management.

Franklin Township  
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Exhibit A  
Res# 2024-203

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

Sincerely,



Jeffrey G. Wilcheck

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.

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

Date: 12/12/2024

FRANKLIN TOWNSHIP

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

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

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

Resolution: 2024-203

It is hereby certified that the amount of \$9,000 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: 12/12/2024