

Duties by Statute

- **ORC 507.04**
 - Keep an accurate record of proceedings of Trustees at all their meetings, and of the township's accounts & transactions, including the bonds of township officers.
 - Must attend at least one meeting of the Board during each quarter of the year.
- **ORC 507.05**
 - Must be provided books
 - Notify the Board of Elections of vacancies in Office and boundary changes of the township.
- **ORC 507.06**
 - May administer oaths and certify affidavits

Duties by Statute continued

- **ORC 503.25**
 - After an election or appointment of township officials prepare a notice advising them they are required to take the oath of office and give bond. The notice with date & time of delivery should be filed in the office of the Fiscal Officer.
- **ORC 505.31**
 - Collect the service charge for waste disposal services and administer them.
- **OAG 86-057**
 - Oversee and maintain in proper order the township financial records.
 - Issue checks
 - Prepare payrolls and all associate functions e.g. tax reporting and deposits.

Fiscal Officer Assistant

- The township fiscal officer may hire and appoint one or more persons as the fiscal officer finds necessary to provide assistance to the township fiscal officer or deputy fiscal officer. (ORC 507-21)
- The township fiscal officer may set the compensation of those persons subject to the prior approval of the board of township trustees. Those persons serve at the pleasure of the fiscal officer or in their absence.
- The township fiscal officer may delegate to an assistant any of the duties the fiscal officer is otherwise required to perform. It does not relieve the twp. fiscal officer of their responsibilities.
- Fiscal Officer Assistants are required to give bond.



Minutes

- Fiscal Officers are responsible for the Minutes, but not all fiscal officers take their own minutes. They are however, responsible that all the content needed is included.
- Minutes at the very least need to include all the Motions and Resolutions, along with the reasons for making them. They should be complete enough that anyone reading them would know what happened at the meeting and why an action was taken or not taken.

Minutes.....


- Minutes should be factual; not inflammatory or slanted either for or against any individual
- They do not have to be word for word. Words like discussed, noted, advised, summarized can be used as long as all the important information is included.
- Minutes can be written many different ways.
- The UAN System has a Minute's template that can be used.




Records & Reports

- **Fiscal Officers are responsible for the care and maintenance of the records of the township.**
 - Required to take the Public Record's Training once each term
 - Should have a Record's Retention Schedule
(For more information check the Ohio Historical Society for forms.)
- **Provide Trustees with reports monthly**
 - In UAN the Management Reports: Appropriation, Revenue and Fund reports; Investment Journal and Fund Status.
 - Provide trustees an explanation of all reports
 - Bank Reconciliation – (Have Trustees sign it.)
 - Payroll Summary
 - Warrants Summary
 - Anything else they would like to see.






- W-4 for Federal Withholding
- State IT-4 Form for State and School District Tax
- I-9 Form with identification (I-9 Central@dhs.gov)
- Ethics
- Any policies your township requires
- NOTE: employee files and information need to be kept secure



- Federal Tax Withheld
- Social Security
- Medicare
 - REPORTING
 - (Based on check date NOT pay period)
- Online or by telephone
- Online: www.eftps.gov/eftps/direct/eft
- Telephone: (1-800-555-3453)



- FEDERAL TAXES WITHHELD
- If amount withheld is in excess of \$2,500 but less than \$100,000 in a month you must send in the taxes bi-weekly.
- If amount withheld is less than \$2,500 you may send in taxes monthly.
- If amount withheld is less than \$2,500 per year you may file and send check with Form 944

• 941

- This form is filed **QUARTERLY**
- Check and re-check
- Create W-2's and W-3's before last quarter is filed
- Year-end W-2's and W-3's **MUST** equal all 4 quarters

• STATE IT-501

- If you withheld \$2,000 or less you are required to remit your tax withheld **QUARTERLY**
- If you withheld more than \$2,000 but less than \$84,000 you are required to remit your tax withheld **MONTHLY**
- Options:
Must be filed Online at www.businessgateway.gov

OPERS

- This is Ohio Public Employees Retirement System
- Reports, employee and employer contributions withheld are due each month
- Online at www.opers.org

OP & F

- This is Ohio Police and Fire Pension Fund
- Report monthly
- Send employee and employer contributions monthly
- www.op-f.org

WORKERS COMP

- WORKERS COMPENSATION
- Payment must be made per BWC schedule unless changed by you on line.
- If paid annually, you can receive 2% refund.
- Must complete an adjustment report at the beginning of each year using actual figures.
- If you had injuries or BWC claims during the year you are required to complete forms by Feb. 1st online or by mail.
- Online www.bwc.com go to PERRP

Employee Files

- Employee files need to be secure
- Have a listing of items required to be filled out by new employees.
 - Application/Information Sheet
 - Withholding Forms; Direct Deposit Form
 - Employment Eligibility Form with identification
 - Beneficiary info. for insurance company (if offered)
 - Ethics Law & Bulletins
 - Pertinent Policies
 - Signature sheet they have read and received everything listed.

Payroll

- **Responsible for payroll and related items**

- Be accurate and timely
- Insure proper deductions are being taken
- Fill out all reports as required
 - OPERS Monthly Reports - date earned
 - OP&F Monthly Reports – date earned
 - ODJDFS – Quarterly
 - Federal Taxes – date paid
 - State Taxes – date paid
 - Local and School taxes – date paid
 - W-2's – annually
 - 1099's – annually

FINANCIAL INFORMATION

- **Knowledge** – be informed so that you can inform
- **Planning**
 - Budgets
 - Certificate of Estimated Resources
 - Appropriations
- **Know when you receive your funds**
 - MONTHLY -Local Government, Gasoline Tax, MVL & MVL Permissive
 - SEMI-ANNUALLY – Property Taxes and Advances

TIMETABLE FOR EXPENSES

- **Know your timelines for major expenses**
 - ✓ Payroll (generally fixed)
 - ✓ Insurance
 - ✓ Workers' Compensation
 - ✓ Summer Road Work
 - ✓ Snow Removal, salting, and road salt
 - ✓ Capital Expenses (equipment, vehicles & buildings)

TAX REVENUE

- **Inside Millage (unvoted)** allotted by State statute
- **Outside Millage (voted)**
 - Can be put on the ballot up to 2 years ahead of time. County Auditor will hold the levy until the current levy expires.

Investments

- **Investments**
- **Must have an Investment Policy**
 - Can only invest in what we are authorized
 - By statute and the approved Investment Policy
 - Some Investments require CPIM training
 - **Examples of Investments**
 - CD's
 - Star Ohio and Star Ohio Plus
 - Treasury Notes
 - Money Market Mutual Funds

Audits

Audits - Costs

- Increasing across the board
- Audits are generally required every 2 years
- Besides the normal increases audit costs are driven by several things:
 - Budget
 - Annual payroll and number of employees
 - GASB or Regulatory
 - Prior audit problems

Audits – Items Needed

- Make sure all of your files are in order.
 - Auditors usually start with your prior audit report and the Minute Book.
 - They will generally pull about a dozen warrants and track them from the beginning to the payment to make sure they were encumbered as required. If these are in order they usually move on; if not they will go through many more.
- Other items needed:
- Resolution File in order (even if they are in your Minutes Book.)
 - Policy File (Make sure you have the following policies):
 - Investment
 - Cell Phone
 - Travel, Vehicle Use
 - Fiscal Officer's Disaster Policy
 - Public Record's
 - Purchase Orders & Blanket Certificates
 - Security of Employee's personal information

Audits – Items Needed, cont.

- Receipts and supporting paperwork
- Cancelled Checks and Bank Reconciliations.
- Warrants and supporting paperwork
- Insurance Policies
- Payroll records (W2's, 1099's, 941's etc)
- Investments
- Annual Reports
- Affidavits
- Bids and Contracts
- Printed Financial Reports
- Grants along with supporting paperwork & copies of checks (UAN cost centers helpful)
- Lawsuits
- FEMA or other Federal Awards, also along with supporting paperwork, and copies of checks (UAN cost centers helpful)
- Supplemental Appropriations
 - Motion in Minutes approving them with Trustee's signatures

Audits - Hints

- Before you roll over to the next year check your revenue ledger and make sure monies were deposited into the correct funds.
- Review the compliance manual section for townships. You can check it on-line at the Auditor of State's website.
- Review the last two years in the Minutes.
- Stay on top of new requirements and regulations to make sure you are in compliance.

Contacts & Resources

Local Contacts & State Resources

- **Local Contacts**
 - Other Fiscal Officers in your County
 - County Prosecuting Attorney
 - County Auditor
- **State Resources**
 - Auditor of State
 - State, Regional and Local Contacts
 - UAN Staff (Visiting Clerks)
 - Open Government Unit
 - Auditor of State Calendar

Other Resources

- **Other Resources**
 - Ohio Township Fiscal Officer’s Sourcebook
 - Ohio Township Handbook
 - Ohio Compliance Manual
 - IRS Publications
 - Websites
 - Ohio Township News
 - Grassroots Clippings
 - Ohio Revised Code

Where to find.....

- **Other Resources**
 - Ohio Township Fiscal Officer’s Sourcebook
 - Order from the OTA Website
 - www.ohiotownships.org under Publications, then Forms
 - Ohio Revised Code www.codes.ohio.gov
 - IRS Publications www.irs.gov
 - Websites (links to township websites on OTA Website)
 - Ohio Township Handbook – AOS Website
 - www.ohioauditor.gov under publications
 - Ohio Compliance Manual – AOS Website
 - www.ohioauditor.gov under publications

Educational Opportunities
Now Required

Educational Opportunities

- **Educational Opportunities**
 - Local Government Conference
 - UAN Training
 - OTA Conference
 - State Treasurer CPIM Training
 - Public Record's Training
- Take advantage of any training offered. Even if you only learn a couple things; that is 2 kernels of knowledge you didn't have.

Questions

- We appreciate you coming to this session and will open it now for any questions from the floor!