

CLAY TOWNSHIP

Board of Trustees Special Meeting

August 29, 2018

The special meeting of Clay Township Trustees was called to order by Trustee Vice President Steve Woolf at 1:06 pm. The Pledge of Allegiance was said and a moment of silence was observed for our employees, military veterans and first responders serving our community and country.

Roll call:

Requarth, present Woolf, present Vore, absent

The meeting was turned over to Van Levier and Michael Balestra from bhm cpa group, inc. for the post-audit meeting on the Clay Township financial statements for the years ended December 31, 2016 and 2017. Mr. Levier indicated that the Township had received an unqualified opinion, or a "clean" report, for the audit. Mr. Levier then went through their procedures, what they did in the audit and their conclusions. They tested material items of the financial records utilizing statistical sampling based upon assessed risks to be in compliance with the ORC and governmental auditing standards.

Mr. Levier reported there were a couple of reclassification adjustments. In the Capital Outlay Fund (Issue II project) there were transactions recorded as Public Works Expenditures items instead as Capital Improvement Expenditures. The other item was the monthly truck payment needed to be broken down between principal payment and interest payment rather than just one "truck" payment that is required by the State for their review of debt. These items would not require a modification of the audit. The Fiscal Officer had prepared a response to the findings as to how these issues will be addressed.

There will be two reports. One will be the Audit Report, which will be unqualified, and the other will be an internal control and compliance report which will address the two reclassification items. There was also a correction of the Hinkle Report filing which filed the proper information for the regulatory basis financial statements but had the wrong title indicating "OCBOA" basis. Due to the date of when correction was made, they are required to include the item in their Management Letter that will be issued. Trustee Woolf inquired

as to the Township response to the Hinkle Report filing item. Mr. Balestra indicated that the proper name on the report is to be done on future filings.

The communication letter and a copy of the Representation Letter has been distributed to the Trustees. The Representation Letter is to be signed by the President of the Trustees and Fiscal Officer and returned to the auditors. The audit is to be completed and filed with the State of Ohio by August 31, 2018 for their review and finalization. The Township is not to release any of the audit reports before the State of Ohio's acceptance of the audit. An Acknowledgement page was circulated for signatures to document the meeting for the auditors was signed.

OTHER BUSINESS

Trustee Woolf inquired about the recent issue of the delay of the direct deposit of the last payroll. Fiscal Officer indicated that he did not post the payment request to have the payroll payments made timely. Fiscal Officer Limbert attempted to notify everyone of the error as soon it was identified that there would probably be a delay in their payroll check deposit and to contact him if there were any situations for bank changes and/or payment issues to take steps for corrective actions of reimbursement and/or communications.

There was discussion on current procedures for payroll with the pay period ending Friday and the payroll payment due the following Wednesday. There was further discussion on issues with possible delay in quick turnaround where there are holidays during a pay period and other issues that may occur that minimizes the time to have a timely deposit of payroll. There was discussion from changing the pay date to changing the date the pay week starts to changing the pay cycle to allow adequate time to process and pay payroll. Any change is difficult as it disrupts everyone's cash flow cycle. Trustee Woolf inquired if Trustees pay could be changed to be scheduled to be paid with the employees to avoid an extra pay. Fiscal Officer Limbert will check into that.

Trust Requarth indicated that he had talked to Fiscal Officer Limbert about financial reports available for expenditures and appropriations by line items to help manage the various funds. Fiscal Officer Limbert had provided a sample Appropriation Status report that Trustee Requarth felt was much more meaningful to him to help manage. Trustee Woolf inquired if the financial information was being posted to the Website. Fiscal Officer Limbert indicated that it is and it is listed under the Government tab. The Trustees will check the Website for the financial information.

Trustee Woolf inquired if Trustee Requarth had a chance to come up with a standard vacation/day off request form for the Township to use. Trustee Requarth will follow up and Fiscal Officer Limbert will check his sources so our documentation can be standardized.

Trustee Requarth moved to adjourn the meeting; Trustee Woolf seconded the motion.

Roll call:

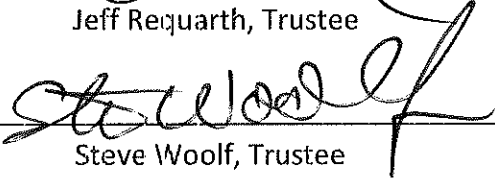
Requarth – Yes

Woolf – Yes

Meeting adjourned at 1:54pm.

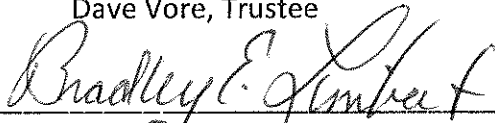


Jeff Requarth, Trustee



Steve Woolf, Trustee

Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer