

# RECORD OF PROCEEDINGS

**MINUTES OF THE  
XENIA TOWNSHIP TRUSTEES:**

**PUBLIC HEARING  
JULY 16 , 2015**

**6:00 P.M.**

NOTE: These minutes are a summary of the discussion and are not a word for word account of the discussions. The proceedings were electronically recorded. The meeting place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Chair Susan Spradlin welcomed everyone and called the public hearing to order at 6:00 p.m.

Roll Call: Susan Spradlin, Trustee Chair; Daniel O'Callaghan, Trustee; Scott Miller, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Township Administrator.

Mr. Stock explained what he and Mrs. Miller did to get the tax budget ready. He said Mrs. Miller checked with UAN to clarify some issues. Mr. Stock said the tax budget reflects the Auditor's changes and bank reconciliations. Mr. Stock said they would like the Trustees to pass a resolution to approve the 2016 tax budget realizing they won't know for certain how much money will be in the unencumbered cash balance until the end of the year going into the appropriations. Mr. O'Callaghan asked if the unencumbered cash balances for 2014 and 2015 were actual cash carryovers or projected carryovers. Mr. Stock answered they are projected—they are a snapshot in time. Mr. O'Callaghan verified this is what was given to the Trustees in July 2014/2015, not actual numbers or what actually carried over. Mrs. Miller asked about turning in a report from UAN instead of a spreadsheet done by the Administrator. Mr. Stock said it was fine with him to turn in a report from UAN if Mrs. Miller had time to plug the numbers into UAN. The reason it was in this format was he just received the numbers from Mrs. Miller the day before. Mr. Stock said all the numbers came out of UAN and when he looked at them he realized they needed to adjust their appropriations because of adjustments from the Auditor and bank reconciliations. O'Callaghan said when appropriations were done they were projected in 2016. Mr. Stock said right now Mrs. Miller is over appropriated because the budget was approved based on numbers that have since changed with the revenue. Mrs. Miller said they are not over appropriated because the money will be dumped back in. She said regarding bank reconciliation she had checks from 2011 which had never cleared the bank and voided payroll checks in UAN that actually went through the bank. Mrs. Miller cited the problem she had when payroll checks were done by the Administrator when she went on vacation and could not remotely do payroll. She said she has spent days trying to clear up these issues. It was decided to turn in the spreadsheet they have to the Greene County Auditor to meet the deadline of July 20. Changes can be made after it is turned in. Mrs. Miller will input the numbers into UAN when she gets a chance.

## ADJOURNMENT:

A motion was made by Mrs. Spradlin to adjourn the Public Hearing, seconded by Mr. O'Callaghan. All voted Aye. Work Session adjourned at 6:49 p.m.

XENIA TOWNSHIP BOARD OF TRUSTEES

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Resolution #

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Susan Spradlin, Chair

ATTEST:

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Daniel O'Callaghan

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Barbara Miller, Fiscal Officer

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Scott Miller