

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**SPECIAL MEETING
FEBRUARY 7, 2014 11:14 AM**

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.

This Special Meeting was requested by the Trustees to hold a teleconference with Plattenburg Consulting regarding the audit they are performing.

PRESENT: Scott Miller Chairman; Amy Lewis, Trustee; Susan Spradlin, Trustee; Barbara Miller, Fiscal Officer; Alan Stock, Administrator.

Meeting was called to order at 11:14 a.m. The teleconference began with Dave at Plattenburg Consulting. He said Nancy is the one dealing with the Xenia Township audit and has looked at a lot of revenues, EMS, intergovernmental, and taxes. She spent a day at the Xenia Township office printing reports, meeting with people and getting a feel for what was to be done. She talked to Barb Miller and to Alan Stock. Mr. Miller said when the Trustees first met with Dave on January 2, 2014, they laid out a scope of work and it seemed to Dave that the work could be done within a couple of months. Dave answered he thought they were to look at the transactions not redo all of them and found it was much more work than originally thought. The original expenditure was 80 hours for scope of work provided--now Dave thinks it will take another 30 hours if redoing transactions. Dave admitted it was frustrating working with Xenia Township as they are getting two different directions to proceed. They need to have one direction. Dave has spoken to Mike Botkins, State Auditor, and will be speaking to him again. Mrs. Miller addressed the critical deadline of February 28 for the UAN system. Dave feels they need about 80 additional hours to get Xenia Township auditable and is not sure they can do it in this timeframe. He is still willing to work with the Township. If Xenia Township continues with Plattenburg, there would need to be one contact person, Dave would send an engagement letter, and Plattenburg could start on Wednesday, February 19. The Trustees said they would discuss the issue and get back to him. The phone call ended at 11:43 a.m.

It was suggested the scope of work be changed to whatever is needed to get auditable and Mrs. Miller would define the scope. The Trustees asked Mr. Stock to get involved in the scope and sequence, and to request specific outcomes at the end so they would have a paper trail as they did not receive a report on previous work from a CPA. The scope of work came from what the state auditor advised about a transactional audit; however the scope has now changed to getting auditable.

A motion was made by Mrs. Spradlin for 80 hours for Plattenburg at pre-quoted rate for CPA services, with a written e-mail progress report from Plattenburg after 40 hours, with the goal to be auditable by February 28, and a second written e-mail report after 80 hours with an estimated additional hours if needed, Barbara Miller is to be the primary contact person, and e-mails are to be copied to Trustees. Seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2014-044

An amendment to the previous resolution was requested. A motion was made by Mrs. Spradlin for 80 hours for Plattenburg at pre-quoted rate for CPA services, with a written e-mail progress report from Plattenburg after 40 hours with an estimated additional hours if needed, with the goal to be auditable by February 28, and a second written e-mail report after 80 hours, Barbara Miller is to be the primary contact person, and e-mails are to be copied to Trustees. Seconded by Mrs. Lewis. Motion PASSED by a roll call vote of 3-0.

RESOLUTION NO. 2014-045

**XENIA TOWNSHIP TRUSTEE'S
SPECIAL MEETING, FEBRUARY 7, 2014**

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Mrs. Lewis, seconded by Mrs. Spradlin. Motion PASSED by a roll call vote of 3-0. Meeting was adjourned at 12:34 p.m.

XENIA TOWNSHIP BOARD OF
TRUSTEES

Scott Miller, Chair

ATTEST:

Amy Lewis

Barbara Miller, Fiscal Officer

Susan Spradlin

Resolution # _____

Date Approved: _____