

## RESOLUTION 2015- 09

### A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH JULIAN AND GRUBE, INC. FOR ACCOUNTING SERVICES WITH THE MAYOR'S COURT AND DECLARING AN EMERGENCY

WHEREAS, Village of Minerva Park Mayor's Court is in need of the accounting services of Julian and Grube, Inc. to ensure that all transactions are properly recorded and the accounting records are properly reconciled; and

WHEREAS, the Council of the Village of Minerva Park recognizes the need for timely financial data to comply with the requirement of State law, to close out the financial activity for 2014, and remit the proper funds to the Village and various State agencies and others.

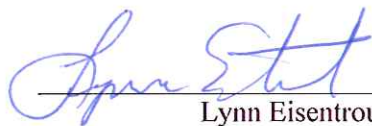
NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

Section 1. The Mayor and Fiscal Officer are hereby authorized and directed to enter into the contract with Julian and Grube, Inc. attached hereto as Exhibit A and incorporated herein by reference for accounting services for the Mayor's Court.

Section 2. The cost of the accounting services shall not exceed \$3,000.


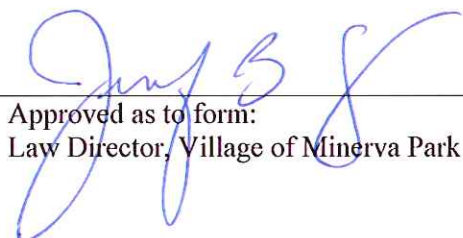
Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 4. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the immediate need to close 2014 and remit all appropriate funds to the Village, the State of Ohio, and others. WHEREFORE, this Resolution shall take effect and shall be in force immediately upon passage by Council.



Lynn Eisentrout, Mayor,  
Village of Minerva Park

First Reading: February 23, 2015  
Second Reading: Waived  
Third Reading: Waived  
Passed: February 23, 2015 as an emergency

  
Attest: Jeffrey Wilcheck  
Fiscal Officer, Village of Minerva Park  
Approved as to form:  
Law Director, Village of Minerva Park



## **Julian & Grube, Inc.**

*Serving Ohio Local Governments*

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

February 18, 2015

Mr. Jeffrey Wilcheck, Finance Director  
Village of Minerva Park  
2829 Minerva Lake Road  
Columbus, OH 43231

Dear Mr. Wilcheck:

We greatly appreciate the opportunity to submit our proposal to assist the Village of Minerva Park Mayors Court (the "Court") in reviewing its month end bank reconciliations for July 2014, August 2014, and September 2014 and performing its month end bank reconciliations for October 2014, November 2014, and December 2014.

Julian & Grube, Inc. (J&G) takes pride in its commitment to providing quality accounting and advisory services to the public sector. Your request represents a significant opportunity for us and a cost effective means for the Court to reconcile its cash balances. We have enclosed for your information a complete list of our public sector clients; please feel free to contact any of them. The following proposal outlines the scope of our assistance based on our understanding of your needs and the proposed fee schedule. Our proposal to review its month end bank reconciliations for July 2014, August 2014, and September 2014 and perform its month end bank reconciliations for October 2014, November 2014, and December 2014 for the Court is based upon the performance of the following responsibilities by our firm and the Court:

**Our responsibilities:**

- Review the bank reconciliations for July 2014, August 2014, and September 2014.
- Reconcile the bank to books for October 2014, November 2014, and December 2014.
- Prepare necessary spreadsheets to detail reconciling items for the periods under reconciliation and any adjustments noted during the periods under review.

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Village of Minerva Park  
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- Meet with Court personnel upon completion to review and provide training on the reconciliation process.

**The Court's responsibilities:**

- Provide J&G with all accounting records in order to review the bank reconciliations for July 2014, August 2014 and September 2014 and to reconcile the bank to book balances for each month-end October 2014, November 2014, and December 2014. This will include a copy of all bank statements, citations issued, check registers, filing reports and payments, previous reconciliations performed and any data requested by J&G in order to review the month end reconciliations for July 2014, August 2014 and September 2014 and to prepare the cash reconciliations for the months ended October 2014, November 2014, and December 2014.

TIMING

We anticipate a start date for this assistance to begin February 23, 2015 with an estimated completion date by March 11, 2015.

PROFESSIONAL FEES

Our professional fees to perform the review of its month end bank reconciliations for July 2014, August 2014, and September 2014 and to perform the cash reconciliations for each month-end for the months ended October 2014, November 2014, and December 2014 will be at an hourly rate of \$75. This hourly rate includes all expenses: i.e., you **will not** be billed additional amounts for any out-of-pocket charges we incur. You will be billed upon completion of the project. We anticipate the project will take approximately 30 hours, however, regardless of the hours incurred, we guarantee that the total cost will not exceed \$2,250.

We greatly appreciate the opportunity to be of assistance to the Court. Upon completion of our project, the Court will have reconciled cash balances for the period July 2014, August 2014, September 2014, October 2014, November 2014 and December 2014. The terms as stated in this proposal will remain open for a period of sixty (60) days. Should you have any questions please contact me at 614.846.1899. Thank you again.


Very truly yours,



Steven C. Julian, CPA  
Julian & Grube, Inc.

Mr. Jeffrey Wilcheck, Fiscal Officer  
Village of Minerva Park  
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I accept your proposal to provide consulting services to the Village of Minerva Park Mayors' Court in reviewing bank reconciliations for July 2014, August 2014, September 2014 and reconciling its cash balances for October 2014, November 2014 and December 2014.

  
\_\_\_\_\_  
Mayor, Village of Minerva Park

2/23/15  
\_\_\_\_\_  
Date

Fiscal Officer Certification

It is hereby certified that the amount of \$2,250 required to meet the contract, agreement, obligation, or expenditure for the about, has been lawfully appropriated, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the General fund(s) free from any obligation or certificate now outstanding.

  
\_\_\_\_\_  
Jeffrey Wilcheck, Fiscal Officer

2/23/2015  
\_\_\_\_\_  
Date