

## Walnut Township Special Trustees Meeting

April 16, 2016

The meeting was called to order at 9:00 AM. Trustees William Yates, Doug Leith and Terry Horn were present.

The sole purpose of this meeting is to discuss IRS requests & related financial matters.

There is potentially a new judgement that the IRS is placing on the checking account. Fiscal Officer Kraner had provided the documents requested the two previous times and had made a payment on December 8<sup>th</sup> based on the first request. The Trustees requested a copy of this payment.

Trustee Leith talked with IRS agent Edward Carle and he stated that the township had until April 25<sup>th</sup> to pay the new judgement amount. He also stated that he needed additional documents that were not previously requested, 941 for 12/2011, 12/2009 and 12/2015. Fiscal Officer Kraner will forward these documents.

Trustee Yates provided a document that the school district uses to document all the payments that are made for payroll taxes.

Trustee Yates made a motion to pay all the taxes and penalties that the Agent Carle has listed as being due from the township and to recoup the payments in the future. Trustee Horn seconded the motion. The motion passed with 3 yes votes.

Fiscal Officer Kraner will forward the requested 941 forms, document the taxes paid on all payrolls in 2016 and pay the taxes electronically. She will notify IRS agent Carle that the payments have been made and forward documentation to him.

Fiscal Officer Kraner will copy all the pertinent IRS documents and create a notebook that will be available for review in the office.

There is a judgement from the State of Ohio that was filed in July 2015 in the amount of \$3,097.12. Fiscal Officer Kraner will contact the Local Government Representative to see who needs to be contacted about this judgement.

All the Worker's Comp premiums for 2015 and 2016 have been paid and payroll reports filed. The next date of note is November 15<sup>th</sup>, 2016 when the township will need to decide

the frequency of payment for the next year's worker's comp payments. A true-up of the actual payroll for 2016 will be completed in January 2017. The township did qualify for the one-time grace and the 52-day lapse in coverage for 2015 was waived.

Trustee Horn presented his spreadsheet for documenting payments and when they are due. Fiscal Officer Kraner will work on filling in the blanks.

10:45 AM, Trustee Yates made a motion to adjourn. Trustee Leith seconded the motion. The motion passed with 3 yes votes.

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Lynn Kraner, Fiscal Officer

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William Yates

Terry Horn

Doug Leith, Chairman