

SPRINGFIELD TOWNSHIP TRUSTEES
LUCAS COUNTY, OHIO
RESOLUTION 19-028

**AMENDMENT TO POLICY AND PROCEDURES FOR USE OF ELECTRONIC
SIGNATURES ON TOWNSHIP WARRANTS**

The Board of Trustees of Springfield Township, Lucas County, Ohio, met in Regular Session on December 16, 2019, at 7617 Angola Road, Holland, Ohio, with the following members present:

Tom Anderson Jr. Robert Bethel Andrew Glenn

Tom Anderson Jr. moved the adoption of the following Resolution:

WHEREAS, by Resolution 19-012 dated July 15, 2019 the Board of Trustees adopted that certain Policy and Procedures for use of Electronic Signatures on Township Warrants (2019); and

WHEREAS, the Board of Trustees desires to amend certain provisions of the said Policy.

NOW THEREFORE, BE IT RESOLVED by the Springfield Township Board of Trustees, Lucas County, Ohio:

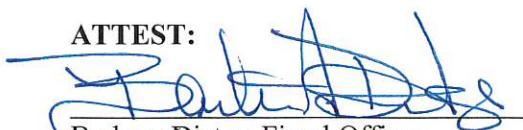
1. That the Policy and Procedures for use of Electronic Signatures on Township Warrants (2019) is amended and restated in its entirety as set forth in Exhibit A attached to this Resolution.
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

Andrew Glenn seconded the motion and roll was called on the question of its adoption.

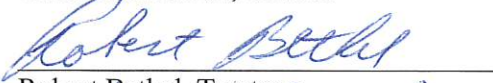
Vote was as follows:

<u>NAME</u>	<u>VOTE</u>
Tom Anderson Jr.	YES
Robert Bethel	YES
Andrew Glenn	YES

ATTEST:


Barbara Dietze, Fiscal Officer
December 16, 2019


Tom Anderson Jr., Trustee


Robert Bethel, Trustee



Andrew Glenn

EXHIBIT A
SPRINGFIELD TOWNSHIP
LUCAS COUNTY, OHIO

**POLICY AND PROCEDURES FOR USE OF
ELECTRONIC SIGNATURES ON TOWNSHIP WARRANTS
(AMENDED ELECTRONIC SIGNATURE POLICY)**

DATE APPROVED:	<u>July 15, 2019</u>
DATE EFFECTIVE:	<u>July 15, 2019</u>
RESOLUTION NUMBER:	<u>19-012</u>
AS AMENDED:	<u>December 16, 2019</u>
RESOLUTION NUMBER:	<u>19-028</u>

I. SCOPE

This policy governs the use of electronic signatures on Township warrants.

II. PURPOSE

The purpose of this policy is to establish a procedure regarding the use of electronic signatures on Township warrants in conformance with *Ohio Revised Code* 1306.20 and *Ohio Administrative Code* 123.3-1-01.

III. RESPONSIBILITY

The Fiscal Officer is responsible for the effective oversight, management, access and control of electronic signatures on Township warrants in accordance with this policy.

IV. USE OF ELECTRONIC SIGNATURES

- A. Electronic signatures shall only be used in accordance with this policy.
- B. This policy shall be updated as necessary to remain consistent with applicable electronic signature requirements in the *Ohio Revised Code*.
- C. The Township recognizes an electronic signature utilized in accordance with this policy as legally binding to the fullest extent permitted by applicable law.
- D. The use of electronic signatures in accordance with this policy is in addition to any existing policies or practices for hand-written signatures.

V. PROCEDURES

- A. The Fiscal Assistant will process invoices for Township expenditures and input them into the financial software utilized by the Township.

- B. The Fiscal Assistant will print out a Payment Listing Report of all of the Accounting Warrants requested to be paid by warrant (in "batch" status).
- C. The Payment Listing Report will be given to the Administration Department, by their internal deadlines, to be included in the next Trustee packet at which the expenditures listed thereon are to be considered. The supporting documentation for the expenditures listed on the Payment Listing Report will be available for review between the Friday preceding the next Trustee meeting and the Trustee meeting.
- D. If the expenditures listed on the Payment Listing Report are approved for payment by the Trustees, the Fiscal Officer is authorized to use electronic signatures on the warrants to be issued in payment of such approved expenditures.
- E. The Fiscal Assistant will print electronically signed warrants for approved expenditures using the steps/procedures designed into the accounting software. Any Trustee who did not approve the Payment Listing Report at the open Trustee meeting may request that such Trustee's electronic signature not be affixed to the Accounting Warrant, if such request is received prior to the start of the Trustee meeting.
- F. The Fiscal Assistant will print a Payment Listing Report for the electronically signed warrants and present it to the Fiscal Officer.
- G. The Fiscal Officer will verify that the vendors and payments set forth on the Payment Listing Report coincide with the approved Payment Listing Report, including the requirements of Section E, above.
- H. The Fiscal Assistant shall cause the warrants to be delivered to the vendors.

VI. ADDITIONAL PROVISIONS

- A. The Fiscal Officer shall maintain control over access to the accounting software, including electronic signature setup, new users, and authorizations.
- B. The Fiscal Assistant will process all electronic signature transactions. The Fiscal Officer will process electronic signature transactions only under unusual situations.
- C. The Fiscal Officer shall ensure that all sequentially numbered physical checks are properly accounted for and secured.
- D. Electronic signature documentation shall be maintained in accordance with the Township record retention policy and schedule.
- E. If fraudulent use of electronic signatures is suspected, observed or otherwise made known to an individual, the individual must immediately report the fraudulent activity to the Fraud Hotline at 1-866-372-8364, in accordance with state policy.
- F. Persons who falsify or misuse electronic signatures or otherwise violate this policy may be subject to disciplinary action, including and not limited to termination of employment and/or criminal prosecution.