

FUNDING POLICY

Township Funding for Outside Service or Support Organizations

Relations with Township Ancillary Service Organizations

Franklin Township supports organizations whose objectives are to promote and enhance the lives of Franklin Township citizens. However, the Township and an organization deriving supplemental or full funding through association with the Township share responsibility for the welfare of participating citizens, volunteers, and the protection of the reputation of the Township.

Franklin Township service or support organizations are defined as any entity, group, or other organization formed and operating for the purpose of supporting Township citizens with services and programs that are formally recognized and receive funding authorized by the Franklin Township Trustees for this purpose.

Franklin Township relies upon approved organizations to operate in a manner consistent with public expectations for the township and reserves the right to withdraw approval and funding from organizations that violate the bounds of fiscal responsibility, transparency and community taste.

The objectives of this policy are to:

- Describe and define the relationship between the Township and service or support organizations;
- Provide a mechanism for coordination among various organizations; and
- Provide mechanisms for financial transparency in organization activities to assure those who contribute labor and money that their efforts go toward the intended purpose.

The following rules and procedures shall govern the working relationships between the Township, Trustees, Administration and Township Support Organizations:

- A. Township support organizations are separate entities governed by their own by-laws, officers, and policies. Organizations are encouraged to register with the IRS under section 501(c)3 or similar section of the code. Organizations that do not achieve such status shall not be permitted to fundraise on behalf of the Township or its citizens unless all funds are managed by the Township Fiscal Officer.
- B. The Township Trustees or designee shall review the by-laws, mission, and policies of all support organizations desiring to receive funding from Franklin Township. The Township Trustees shall consult the Township Fiscal Officer to assure that an organization has financial policies in place that provide confidence in the organization's ability to accurately account for and report the funds under its management. Organizations whose mission is not for the sole benefit of citizens of the township shall not be granted the privileges afforded under this policy.
- C. Organization agrees to comply with township administrative guidelines and policies;
- D. Organization agrees to financial transparency and oversight by the township.
- E. Organization may not independently sell township assets for use by 3rd parties.
- F. Operating outside of the organization's by-laws, mission and policies is cause for the township to disassociate with an organization.

The responsibilities of Board of Township Trustees or Designee shall be as follows:

- A. Resolve conflicts between organizations
- B. Recommend policies and guidelines for coordination and oversight of organizations
- C. Review, consider and vote on applications by organizations wishing to associate/receive funding from the township.
- D. May not be a paid member of any district support organization or accept any payment or reimbursement from the organization.
- E. Creates additional guidelines or forms as necessary to facilitate compliance with this policy.
- F. May appoint a Township Designee or Liaison for each service or support organization.

The Franklin Township Board of Trustees responsibilities are as follows:

- A. Act as township representatives to the organization.
- B. Participate in collaborative goal setting with organization.
- C. May not be an officer or member of the organization.
- D. Advises organization with respect to township policy.
- E. May not accept any payment or reimbursement from the organization for anything.
- F. Avoids conflicts of interest, and appearances thereof, that would benefit officers of the organization.

A Township service or support organization has the following responsibilities and privileges:

- A. Operates organization according to its by-laws, mission statements, and financial policies.
- B. Submits changes to by-laws, mission statements, and financial policies to Franklin Township Trustees and Fiscal Officer after any change to these documents.
- C. Provides annual IRS filings to the Township Fiscal Officer at the time of filing.
- D. Avoids conflicts of interest, and appearances thereof, that would benefit officers of the organization.
- E. Provides the Fiscal Officer copies of all internal financial audit reports promptly upon completion of the audit.
- F. Maintain a true and accurate itemized accounting of funds raised and operating expenses.
- G. Publishes results of fundraisers, financial balance sheets, and P/L statements or provides those to the Township for public release.
- H. Maintains itemized statements of expenses and revenue for each fundraising activity and promptly disseminates the information within the organization. Provides copies of the statements to the Township Fiscal Officer at least three (3) times per year.
- I. Maintains and follows accounting procedures for cash operations that include counting of starting and ending cash by multiple, independent persons, and promptly deposits cash.

The Township Fiscal Officer may assume the following responsibilities:

- A. At least quarterly (4 times per year), reviews organization financial statements and documents to assure sound accounting practices are being followed and reports the findings to the Trustees.
- B. At least annually, reviews audit reports and IRS filings submitted by the organization.
- C. Publishes organization financial reports and statements promptly after receipt and review.
- D. At least annually, confirms the organization is complying with its financial policies as submitted to the district and report the finding to the Trustees.
- E. Creates additional guidelines or forms as necessary to facilitate compliance with this policy.
- F. May not be a member of any Township support organization or receive any payment or reimbursement from the Service/Support organization.

Approved this 24th day of February, 2016.

Attest: 
Scot Fromeyer, Fiscal Officer


Beth Callahan, President


Ron Ruppert, Vice President


Brian Morris, Trustee