

AGENDA # K.4
Scio Township Board of Trustees
Authorization of Plante Moran for Transitional Support to Finance Team

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 3, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

BACKGROUND: In August 2023, the Board of Trustees approved a contract with Plante Moran GAP to serve as Interim Finance Director. Plante Moran GAP has provided needed services to the Township and has continued to build capacity of staff, and provides critical expertise to support the year round financial operations and accounting. The Township established the position of Finance Director, engaged a recruiting firm to hire a Finance Director, and onboarded a Finance Director on November 10, 2025.

Supported by a Finance Manager and Finance Assistant, the Finance team has recently had several transitions with onboarding and cross training. The Clerk, Deputy Clerk, and Plante Moran have supported operations more intensively for this period of transition. We are fortunate to have a Treasurer, Deputy Treasurer, and Deputy Clerk, and Finance team who all work well together as we build out better processes and document improved procedures.

Over the coming year, Plante Moran will work to transition their functions to the Finance Director and team who will continue to build capacity inhouse to carry out Accounts Payable, Accounts Receivable/Utility Billing, Payroll, Capital Planning and Asset Management, Budget, Forecasting, and Reporting to ensure that we have a team that has more than one person who can carry out essential services and delivers model local government services.

Currently, Plante Moran delivers reliable financial analysis and projections, a utility rate model, support in managing the General Ledger, efficient preparation of financial statements, support for the development of the Township's annual proposed budget, as well as some of the tasks that had been carried out by the former Finance Manager Rebecca Maute including reconciliation of bank statements, and month end manual journal entries. Also, Plante will support audit preparation for FYE26 audit this spring for presentation to the Board in August. Additionally, Plante Moran provides support to the Treasurer for reconciliation prior to regular tax distributions to units (budgeted through 101 Treasury Department).

The Township has already authorized services of up to \$120,000 in FYE26 with \$109,390.25 expended in first three quarters on FYE26. I estimate that outstanding invoices may total \$40,000 for the remainder of the year.

Requested budget for FYE27 is \$120,000 for transitional support by Plante Moran. With remainder of needs for FYE26 and for FYE27, I am recommending the Board authorize up to \$150,000 for

transitional support from Plante Moran. During the year, the Clerk and Finance Director will work to transition functions from Plante Moran to the Finance team so that the Township can no longer be reliant on outside consultants for core operations.

FISCAL IMPACT: additional \$150,000 in Budgeted funds in 101-191 Contracted Services.

RECOMMENDATION: Clerk recommends approval.

MODEL MOTION: To approve continued authorization for the existing agreement with Plante Moran dated July 8, 2024 to provide Transitional Support to the Finance team through March 31, 2027; payable from 101-191-823 in an amount not to exceed \$150,000.