



Township Sourcebooks

The Township Sourcebooks are a series of manuals that provide a detailed overview of the positions of township officials. They are a valuable resource to be used in conjunction with the Ohio Revised Code. The Trustee and Fiscal Officer Sourcebooks were updated in 2006 to stay current with changes made in the Ohio Revised Code.

Township Fiscal Officer Sourcebook

The focus of the Fiscal Officer Sourcebook echoes the Revised Code. The 'fiscal officer' of the township is responsible for keeping accurate records of all accounts, transactions and proceedings of the township. The budget responsibilities of fiscal officers are defined as well.

Township Trustee Sourcebook

The Trustee Sourcebook examines those responsibilities relevant to the office, including: streets and highways, buildings and structures, general welfare and public utilities, land, township revenues and expenditures, and planning and development.

Township Personnel Management Sourcebook

The Personnel Management Sourcebook, originally published in 1996, was updated in 2009. It is designed to provide township officials with an overview of personnel management functions, issues, and recommended personnel policies and procedures.

Township Zoning Sourcebook

The Zoning Sourcebook is the newest edition in the Township Sourcebook Series and was published in 2009. It is designed to provide township officials with an overview of township planning and zoning, related issues and recommended practices.

Name: _____	Title: _____
Township: _____	County: _____
Mailing Address: _____	
City, State, Zip: _____	
Phone: _____	

Township Fiscal Officer Sourcebook _____ x \$25 = _____ Township Trustee Sourcebook _____ x \$25 = _____ Township Personnel Management Sourcebook _____ x \$25 = _____ Township Zoning Sourcebook _____ x \$25 = _____ Two Volume Set (Choose any two volumes) _____ x \$40 = _____ Three Volume Set (Choose any three volumes) _____ x \$60 = _____ Four Volume Set (1 Fiscal Officer, 1 Trustee, 1 Personnel and 1 Zoning) _____ x \$75 = _____ Complete Township Set (1 Fiscal Officer, 3 Trustee, 1 Personnel and 1 Zoning) _____ x \$100 = _____ Shipping and Handling = <u>\$5.00</u> Amount Due = _____	<p style="text-align: center;">Please mail or fax this form, with payment, to the following:</p> <p style="text-align: center;">Ohio Township Association 6500 Taylor Road, Suite A Blacklick, Ohio 43004</p> <p style="text-align: center;">Fax: 614-863-9751</p>
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