



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, Fiscal Officer and Personnel Management Sourcebooks were updated in 2009 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. This Sourcebook was last updated in 2009.

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. This Sourcebook was last updated in 2009.

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 (\$5 shipping) | _____ | x | \$25 | = | _____ | <p>Please mail or fax this form, with payment, to the following:</p> <p>Ohio Township Association 6500 Taylor Road, Suite A Blacklick, Ohio 43004</p> |
| Township Trustee Sourcebook (\$5 shipping) | _____ | x | \$25 | = | _____ | |
| Township Personnel Management Sourcebook (\$5 shipping) | _____ | x | \$25 | = | _____ | |
| Township Zoning Sourcebook (\$5 shipping) | _____ | x | \$25 | = | _____ | |
| Two Volume Set (\$7 shipping) (Choose any two volumes) | _____ | x | \$40 | = | _____ | |
| Three Volume Set (\$8 shipping) (Choose any three volumes) | _____ | x | \$60 | = | _____ | |
| Four Volume Set (\$9 shipping) (1 Fiscal Officer, 1 Trustee, 1 Personnel and 1 Zoning) | _____ | x | \$75 | = | _____ | |
| Complete Township Set (\$12 shipping) (1 Fiscal Officer, 3 Trustee, 1 Personnel and 1 Zoning) | _____ | x | \$100 | = | _____ | |
| Shipping and Handling (please see price listed next to order) | | | | = | _____ | |
| Amount Due | | | | = | _____ | |

| | | |
|---|--|--------------------------------|
| _____ I would like to pay with a check. | _____ I would like to pay with a ___ township or ___ personal credit card. | _____ Visa _____ MasterCard |
| Card # _____ | Expiration Date _____ | Signature _____ |