



September 19, 2023

Dr. Charles Kemp, Board President
Scioto County Public Library, Scioto County
1220 Gallia Street
Portsmouth, Ohio 45662

CERTIFICATE OF TRANSITION
FROM OUTGOING FISCAL OFFICER

In accordance with Ohio Revised Code (ORC) §117.171, I, Larry D. Markins, have prepared this certificate of transition before leaving office as Fiscal Officer for The Board of Trustees, Scioto County Public Library, Scioto County on September 22, 2023. This certificate contains an inventory of items and other information which is my responsibility to provide to my successor/successor's office.

Due to security concerns and internal control measures, any passwords or pins to accounts are **not** included in the information listed below. Upon assuming the position, you should follow the policies and guidelines of the Board and contact the financial institutions to transition accounts.

Before leaving office, I have provided the following items, documents or access, which are under my purview as Fiscal Officer:

- Keys or other physical access to all offices, vehicles, and other property including access to parking and/or other restricted access credentials as well as any other public assets in my possession and under my purview.
- List of all credit, debit, purchasing/procurement cards as well as a list of any other authorized users.
- List of all systems utilized, including accounting and inventory systems, and directions to access them.
- List of all bank and investment accounts, including bank reconciliations and accompanying support as well as the related signatories associated with these accounts, and any other related external systems.
- List of any cash, checks, and any other monies including any petty cash accounts and change funds (cash on hand).
- Current operations and/or policy manual.
- List of statutory filings, notifications and any other statutorily required responsibilities
- Current governing documents and strategic plans (e.g. constitution, bylaws, union and other agreements, meeting minutes, etc.)



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- Organizational chart & position descriptions/responsibilities for all personnel of the official's office
 - List of all current leases, contracts, outstanding loans and advances, lines of credit, debt schedules, continuing disclosure obligations, State and Federal grant agreements, and any other agreements.
 - All budgetary documents including budgets, certificates or amended certificates of estimated resources and appropriations, past audits and management letters, and copies of budget commission filings.
 - List of any pending correspondence or other matters requiring immediate attention.
 - Any other records pertaining to the operation of the office such as payroll, insurance policies, bonds of elected officials or employees, levy language for all levies currently being collected, etc.
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My signature below represents my certification the information provided is complete and accurate.

Larry D. Markins, Outgoing Fiscal Officer, Scioto County

9/19/2023

Date

My signature below acknowledges receipt of the items and other information identified in this letter of representation.

Dr. Charles Kemp, Board President, Scioto County

9/19/2023

Date

Per ORC § 117.171, the outgoing officeholder and incoming officeholder/office are each mandated to retain a copy of the letter in the event the Auditor of State determines it is necessary to test the accuracy of this letter.