



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 10/20/22

To: Elected Official, Department head, or Accounting Staff of **Juvenile Court**

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2022-00002899

Susan Ebersbacher \$170.82

| | |
|--|---|
| <input type="checkbox"/> Dept. Head Signature Missing on Cover | <input type="checkbox"/> Incorrect Vendor Numbers (s) |
| <input type="checkbox"/> Incorrect Account Number | <input type="checkbox"/> Incorrect/No Encumbrance No. |
| <input type="checkbox"/> Incorrect Remit Address | <input type="checkbox"/> Incorrect Voucher Amount |
| <input type="checkbox"/> Insufficient Cash Balance Available | <input type="checkbox"/> Incorrect G/L Date |
| <input type="checkbox"/> Batch not Approved in New World | <input type="checkbox"/> Expense Precede Encumbrance |
| <input type="checkbox"/> Insufficient Balance Available on PO | <input type="checkbox"/> Remit Copy Missing |
| <input type="checkbox"/> Missing Original Invoice/Supporting Documents | <input type="checkbox"/> Due Date Deadline Missed |
| <input type="checkbox"/> Missing "OK to Pay" Initials/Signature | <input checked="" type="checkbox"/> Other |

Solution: No original signature on the voucher cover or invoice. Travel Expense Request form does not have the 'approved by' signature line completed. Wrong 2022 IRS mileage rate for reimbursement used for the period of travel.

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 * Real Estate/Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: auditor@co.geauga.oh.us

AUDITORS CERTIFICATION OF FUNDS
O.R.C. 5705.41D

Geauga County, Chardon, Ohio August 30, 2022

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of

\$9,500.00

has been lawfully approved, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund listed next to the item below, free from any previous encumbrances.

CHARLES E. WALDER
GEAUGA COUNTY AUDITOR

by _____, Deputy Auditor
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION
STATE OF OHIO

FOR AUDITORS USE ONLY

Date: _____

Then and Now Certificate: _____

Warrant Received by: _____

Date: _____

SHIP TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

| WARRANT NO. | VOUCHER DATE | VOUCHER AMOUNT |
|-------------|--------------|----------------|
| | 10/24/2022 | 170.82 ✓ |
| P.O. DATE | ADJUSTMENT | ACCOUNT NO. |
| 08/30/2022 | | |
| 1099 AMT. | dr. | |
| | cr. | |

PURCHASE ORDER NO. 2022-0003292 ✓

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION _____

RESOLUTION _____

JOURNAL _____

PAGE _____

BUDGET APPROVAL - ENCUMB _____ VOUCHER _____

VENDOR I.D. NO. _____ 5598

PURCHASED FROM:

Susan Ebersbacher

INVOICE TO:

GEAUGA COUNTY


PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

Kimberly

DEPARTMENT HEAD SIGNATURE

| QUANTITY | UNIT | FUND | DESCRIPTION | UNIT COST | TOTAL COST |
|-----------|------|------|---|------------|------------|
| 1.0000 | Each | 2051 | TRAVEL - 2022 OhioCASA Conference 2051-007-00-902 - Travel 9,500.00 | 9,500.0000 | \$9,500.00 |
| | | | Miles - SE | | |
| | | | <div style="text-align: center;">  </div> | | |
| TOTAL DUE | | | | | \$9,500.00 |

**Presented by Court as a courtesy only,
NOT statutorily required**

See State ex rel. Grendell v. Walder,
Slip Opinion No. 2022-Ohio-204

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

FILED
IN COMMON PLEAS COURT

2022 OCT 19 AM 9:58

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT
EXPENDITURES
EBERSBACHER, SUSAN

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2022-379**

Pursuant to R.C. 5705.42, 2303.201(E)(1), 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$170.82 (One Hundred Seventy Dollars and Eighty Two Cents) from 2051-007-00-902 to EBERSBACHER, SUSAN, at C/O GEAUGA COUNTY JUVENILE COURT, CHARDON, OH 44024, for employee travel expense reimbursement, which the Juvenile Court has determined to be an expenditure for a proper public purpose.

Pursuant to R.C. 319.16(D), "if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest."

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C. 307.55(A), this payment is to be processed "Live".

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

Travel Expense Request

Auditor's Number:

2022-3292

Date: August 30, 2022Department: JuvenileConvention, Meeting, Etc.: 2022 OhioCASA ConferenceLocation: Columbus, OHReason: conferenceDates of Travel: September 21-23, 2022 ✓Dates of Event: September 21-23, 2022Employees Attending: Abbey King, Michael Hurst, Charlene Wolff, Susan Ebersbacher, (List Names)
Bonnie Glavic, Mary Ruth Shumway, Scott Wayt, Jennifer Moore-Mallinos, & 15 CASA VolunteersAccount: 2051-007-00-902**Estimated Expenses:**

| | |
|--------------|---------------------------|
| Hotel | \$4,500.00 |
| Food | \$350.00 (employees only) |
| Mileage | \$850.00 (employees only) |
| Registration | \$3,450.00 |
| Other | \$350.00 |
| Total | \$9,500.00 |

Dept Head Approval: I affirm that this expense request is being submitted within the limits and provisions of the County Travel Policy.

Department Head Signature

August 29, 2022

Date

AUDITOR'S CERTIFICATE OF FUNDS (ORC 5705.41D)
I hereby certify that the money required to meet the foregoing contract, agreement or obligation, in the sum of \$ 9,500.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 2051-007-00-902 fund, free from any previous encumbrances.

By:

Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 8/30/2022 22-157, Journal No. 93

Original: Above Department

Copy: Auditor

Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:

| | |
|--------------|----------------------------|
| Hotel | Departure Date |
| Food | |
| Mileage | \$ 170.82 ✓ Departure Time |
| | am / pm |
| Registration | Return Date |
| Other | |
| Total | \$ 170.82 Return Time |
| | am / pm |

Original receipts must be attached to this statement. Any extraordinary expense must be explained on this form.

I hereby certify the actual expenses to be correct.

Signature:

Title: Court Administrator

Approved by:

Partial Payment

Final Payment

Revised 08/20/08

Original and 2 copies required