



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **10/27/22**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2022-0002988

Jennifer Moore-Mallinos \$89.38

<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 missing 'approved by' signature.

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

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
\$1,055.00

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

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

FILED
IN COMMON PLEAS COURT

2022 OCT 26 AM 11:25

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES

MOORE MALLINOS, JENNIFER D

**NOT
FOR
VETTING**

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2022-208**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$89.38 (Eighty Nine Dollars and Thirty Eight Cents) from 1001-008-00-902 to MOORE MALLINOS, JENNIFER D, at C/O PROBATE/JUVENILE COURT, CHARDON, OH 44024, for employee travel reimbursement, which the Probate 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

Reset Form

Probate

Column Totals	A	208.00	B
Total Mileage Amount	(A) X .625**	\$ 130.00	C
Total Reimbursement	(B) + (C)	\$ 130.00	/

I certify that the statements made hereon are true, that the mileage was actually driven on County Business, and that the expenses incurred were in accordance with state and county regulations. I also certify that I have liability insurance as required in ORC 4509.51.

Lincoln * IRS 625 rate

IRS .625 rate effective 07/01/2022

Revised 07/01/2022 RHL

Travel Expense Request

Auditor's Number:

2022-3282

Date: August 30, 2022

Department: Probate

Convention, Meeting, Etc.: 2022 OAPJ Court Investigators CE Program

Location: Dublin, OH

Reason: Training

Dates of Travel: September 18-19, 2022

Dates of Event: September 19, 2022

Employees Attending: Jennifer Moore-Mallinos and Sam Matthews (List Names)

Account: 1001-008-00-902 Travel

Estimated Expenses:

Hotel	\$275.00	✓
Food	\$130.00	✓
Mileage	\$200.00	✓
Registration	\$250.00	✓
Other	\$200.00	
Total	\$1,055.00	✓

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



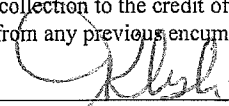
Department Head Signature

8/23/2022

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 \$ 1055.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-008-00-902 fund, free from any previous encumbrances.

By:



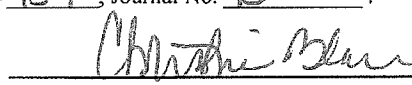
Deputy Auditor

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 12:167, Journal No. 93.

Original: Above Department

Copy: Auditor

Copy: Commissioner

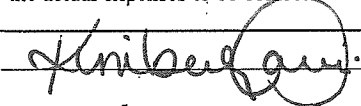

Clerk, Geauga Co. Bd. of Commissioners**Actual Expenses:**

Hotel	Departure Date
Food	
Mileage \$ 89.38	Departure Time am / pm
Registration	Return Date
Other	
Total \$ 89.38	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