

# 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

Dept. Head Signature Missing on Cover Incorrect Account Number Incorrect Remit Address Insufficient Cash Balance Available Batch not Approved in New World Insufficient Balance Available on PO Missing Original Invoice/Supporting	Incorrect Vendor Numbers (s)Incorrect/No Encumbrance NoIncorrect Voucher AmountIncorrect G/L DateExpense Precede EncumbranceRemit Copy Missing
5544	

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

#### 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

\$1,055.00 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	SESSION RESOLUTION JOURNAL PAGE		
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208 SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION STATE OF OHIO	BUDGET APPROVAL - ENCUMBVOUCHER		
	VENDOR I.D. NO. 12457		
FOR AUDITORS USE ONLY Date:  Then and Now Certficate:	PURCHASED FROM:		
Warrant Received by:	Jennifer Moore-Mallinos		
Date:			
SHIP TO:	INVOICE TO:		
GEAUGA COUNTY	GEAUGA COUNTY		
PROBATE / JUVENILE COURT -JUDGE GRENDELL	PROBATE / JUVENILE COURT -JUDGE GRENDELL		
231 MAIN STREET SUITE 2	231 MAIN STREET SUITE 2		
CHARDON, OH 44024	CHARDON, OH 44024		
	DEPARTMENT HEAD SIGNATURE		
	DEPARTIVIEN THEAD SIGNATURE		

WARRANT NO. VOUCHER DATE VOUCHER AMOUNT

dr.

Cr.

89.38

ACCOUNT NO.

10/31/2022

**ADJUSTMENT** 

PURCHASE ORDER NO. 2022-00003282

P.O. DATE

1099 AMT.

08/30/2022

FUND UNIT COST TOTAL COST QUANTITY DESCRIPTION UNIT 1,055.0000 \$1,055.00 1.0000 Each TRAVEL - 2022 OAPJ Court Investigators CE Program 1001 1001-008-00-902 - Travel 1,055.00 Miles - JMM RECEIVED OCT 2 7 2022 Geauga County Auditor TOTAL DUE \$1,055.00

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

FILED N COMMON PLEAS COURT

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

2022 OCT 25 AMII: 25

PROBATE-JUVENTE DIVISION GEAUGA COUNTY, CHIO

IN RE:	NOT	) JUDGE TIMOTHY J. GRENDELL
PROBATE COURT	FOR	)
EXPENDITURES	VETTING	) PROPER ADMINISTRATIVE ORDER
MOORE MALLINOS, JENNIF	ER D	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. GRENDELL, JUDGE

CC: Fiscal Director

Geauga County

Mileage/Miscellaneous Reimbursement Voucher for ALL that follow IRS Standard Mileage

Print Form

Reset Form

Jennifer Moore-Mallinos PRINT EMPLOYEE NAME

DEPARTMENT Probate

חעט	ORIGIN DESTINATION	MIFAGE	MISC AMOUNT	
זילט	PURPOSE OF TRAVEL			
	470 Center St., Chardon . University Hospital Geauga, RT	15 00	/	
9/14/22	22 PG 464			
7.	470 Center St., Chardon University Hospital Geauga, RT	15.00		
77/51/6	22 PG 476			
0/15/00	470 Center St., Chardon Blossom Health Care, RT	0000		
77/01/6	22 PG 476	20.02		1000 CO.
/ cc/0//0	Aurora, OH Dublin, OH	143 00		Not were
77/01/6	Probate Conference	, 00:51		S. S. S. C.
	470 Center St., Chardon University Hospital Geauga, RT	15 00		(1, COR )
77/67/6	22 PG 056	00.01		
	·			>
	TRAVELER'S CERTIFICATE	A 208.00		В
certify the	I certify that the statements made hereon are true, that the mileage Amount mileage was actually driven on County Business, and that the	unt (A) X .625**	\$ 130.00	( Ja. ( )
xpenses in	expenses incurred were in accordance with state and county  Total Reimbursement	nent (B) + (C)	\$ 130.00	(4.12)
สังเลยเจาจ.	. I also cellily lital I have hability hisurance as			\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \

required in ORC 4509.51.

Department Head Aggnature

ORIGINAL RECEIPTS MUST BE ATTACHED

S. 625 rate effective 07/01/2022

## **Travel Expense Request**

Auditor's Number: 2022-3282

Date: August 30, 2022		partment:	Probate		
Convention, Meeting, Etc.: 2022 OAPJ Court Investigators CE Program					
Location: Dublin, OH Reason: Training					
Dates of Travel: Sept	ember 18-19, 2022	Dates of Event:	September 19, 2022		
Employees Attending: Jennifer Moore-Mallinos and Sam Matthews (List Names)					
	Acc	ount: 1001-008-00-902 Tra	avei		
Estimated Expenses:					
Hotel \$275.00			affirm that this expense request is and provisions of the County Travel Policy.		
Food \$130.00		Action of the Signature	ye:		
Mileage \$200.00	Dep	8/23/2022			
Registration \$250.00	Dat	е	<del></del>		
Other\$200.00	AU		OF FUNDS (ORC 5705.41D) required to meet the foregoing contract,		
Total \$1,055.00	law pro-	fully appropriated, authorized	m of \$ 1055.00 has been or directed for such purpose and is in the of the 1001.008.00 900 mbrances.		
	Ву:		puty Auditor		
The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on Signal: Above Department Copy: Auditor  Copy: Commissioner  Clerk, Geauga Co. Bd. of Commissioners					
Actual Expenses:		Original receipts must	be attached to this statement. Any		
Hotel	Departure Date		st be explained on this form.		
Food	Departure Time	Signature:	nibergary.		
Mileage \$89.38	am / pm	Title: Court A	Administrator		
Registration	Return Date	Approved by:			
Other \$ 89.38	Return Time am / pm		Partial Payment		
	an pin		Final Payment		

Revised 08/20/08

Original and 2 copies required