



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **11/18/22**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2022-0003180

Ohio Association of Probate Judges \$375.00

<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. Registrations were made 10/14/22; however, the Travel Expense Request was opened 10/18/22. The Travel Expense Request form is missing the '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

Purchase Order

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

Geauga County, Chardon, Ohio October 18, 2022
I HEREBY CERTIFY that the money required to meet the foregoing
contract, agreement, or obligation in the sum of
\$1,632.00

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
	11/21/2022	375.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
10/18/2022		
1099 AMT.	dr.	
	cr.	

PURCHASE ORDER NO. 2022-00003688

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION

RESOLUTION

JOURNAL

PAGE

BUDGET APPROVAL - ENCUMB _____ VOUCHER _____

VENDOR I.D. NO. _____

3195

PURCHASED FROM:

Ohio Association of Probate Judges

INVOICE TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1.0000	Each	TRAVEL - 2022 OAPJ Probate Clerks Conference	Open	1,632.0000	\$1,632.00
		Registration - KQ, HL, TB			
TOTAL DUE					\$1,632.00

Presented by Court as a
courtesy only,
NOT statutorily required

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

Geauga County Auditor

NOV 17 2022

RECEIVED

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

FILED
IN COMMON PLEAS COURT

2022 NOV 16 PM 4:23

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
OHIO ASSOCIATION OF PROBATE
JUDGES

**NOT
FOR
VETTING**

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2022-211**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$375.00 (Three Hundred Seventy Five Dollars and No Cents) from 1001-008-00-902 to OHIO ASSOCIATION OF PROBATE JUDGES, at 323 COLUMBUS AVE, SANDUSKY, OH 44870, for 2022 OAPJ Probate Clerks Conference registration fees, 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.

 KL 11/16/2022
TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

Quay, Kerri

From: Jennifer Whetstone <noreply@qemailserver.com>
Sent: Friday, October 14, 2022 3:38 PM
To: Quay, Kerri
Subject: OAPJ Court Clerks Registration 2022

This email contains a link!

This email contains a World Wide Web link. Use caution when following links as they could open malicious web sites.

Helpdesk

Heidi Landis -
Thank you for registering for the 2022 Probate Court Clerks Training, being held on Monday, October 24 at the Columbus Marriott Northwest (5605 Blazer Parkway, Dublin, Ohio 43017).

Please consider this confirmation email your invoice.

\$125 - Clerks Attendance Fee

Make checks payable to the Ohio Association of Probate Judges

Then mail to:
Ohio Association of Probate Judges
c/o OJC, Jennifer Whetstone
65 South Front Street, 4th Floor
Columbus, OH 43215

Remember, **cancellations** MUST be received by **October 14, 2022** (the OAPJ must guarantee attendance counts to the conference center by this date; "no shows" or cancellations received after this date preclude the association's ability to reduce meal counts and financial obligations.)

If you need a hotel room the evening of October 23, 2022, please use this [LINK](#) to reserve a room at the Columbus Marriott Northwest. The group rate of \$119 is available until September 23, 2022.

If you have any questions, please contact Jennifer Whetstone at 614-387-9766 or jennifer.whetstone@sc.ohio.gov.

Recipient Data:

Time Finished: 2022-10-14 15:38:07 EDT

IP: 74.219.160.9

ResponseID: R_1n0eNkPHfGXS2pW

Link to View Results: [Click Here](#)

URL to View Results: <https://scoho.iad1.qualtrics.com/apps/single-response-reports/reports/8rhK8nFjq84ILfYE5HTJLvxDbRQ1SgIhVmjPLRIVFhyi3kqRLPONXNi3QdGogjaFzncmBmn1WbHYVQPWK-OB30oftOcfphO3u%2E2QM%2E6SpaYp8wFEbZGbfRPQiPU1nCozKF0ZoWAVoTgf4L-Tjc5s9I6e7vCRrVxn020q8HRr4B8%2E7Vxb4nyhPinNKA8qOZqY2IP3A0wDTmlzn4Ok5B6->

LE2sZiSnjPHVF9B1ZTHelZ63749kpTXj%2EDKPyfdeVt%2EQUsfscidsS7mpDSSbOEckIw3KdXl4NFetyJke
ZHdxPrc

Response Summary:

Please choose one (you may only register one person at a time):

\$125 - Clerks Attendance Fee

Please provide the following (registration will not be accepted if any fields are blank):

Last Name Landis

First Name Heidi

County Geauga

Email (please type carefully as all seminar information will be sent to this email) KQuay@geaugacourts.org

Work Phone 4402791844

Please list any questions or issues you would like addressed during the Clerks Roundtable/Group N...

Filing requirements for accounts/inventories

Please list any food allergies or dietary restrictions:

None

Quay, Kerri

From: Jennifer Whetstone <noreply@qemailserver.com>
Sent: Friday, October 14, 2022 4:11 PM
To: Quay, Kerri
Subject: OAPJ Court Clerks Registration 2022

This email contains a link!

This email contains a World Wide Web link. Use caution when following links as they could open malicious web sites.

Helpdesk

TODD BILLER -

Thank you for registering for the 2022 Probate Court Clerks Training, being held on Monday, October 24 at the Columbus Marriott Northwest (5605 Blazer Parkway, Dublin, Ohio 43017).

Please consider this confirmation email your invoice.

\$125 - Clerks Attendance Fee

Make checks payable to the Ohio Association of Probate Judges

Then mail to:

Ohio Association of Probate Judges
c/o OJC, Jennifer Whetstone
65 South Front Street, 4th Floor
Columbus, OH 43215

Remember, **cancellations** MUST be received by **October 14, 2022** (the OAPJ must guarantee attendance counts to the conference center by this date; "no shows" or cancellations received after this date preclude the association's ability to reduce meal counts and financial obligations.)

If you need a hotel room the evening of October 23, 2022, please use this LINK to reserve a room at the Columbus Marriott Northwest. The group rate of \$119 is available until September 23, 2022.

If you have any questions, please contact Jennifer Whetstone at 614-387-9766 or jennifer.whetstone@sc.ohio.gov.

Recipient Data:

Time Finished: 2022-10-14 16:11:17 EDT

IP: 74.219.160.9

ResponseID: R_86BJuVG9YAlnSRX

Link to View Results: Click Here

URL to View Results: <https://scoho.iad1.qualtrics.com/apps/single-response-reports/reports/SgvBZPhiebzV745TtMufCUmhiAPbw-cnWbmsw2d6X5ImoST5F1kmqd-Qgp7rkGMA8UQARa0ySfFUa9f96%2E%2Er96A%2E%2Exz36-2LQ1%2Eb7SveSnrt%2Etlz6kTGMWJDhMh4OfTBq7ja4h9JhGZGg7D87GmB-LRnA8cdM3p3vtajuOmLrFysMixGC->

EfNe1mSkeRXVJnWqrZHFk4qTnkfxRIPfLxLLk9CWeftEtzsa4pN%2EBGzl3WEsF4eX97SVnUbrZqytvjfTwI
0msn0DLfRfhnil0U15a%2EQTmD78I9YeGvKgi%2ENV8

Response Summary:

Please choose one (you may only register one person at a time):

\$125 - Clerks Attendance Fee

Please provide the following (registration will not be accepted if any fields are blank):

Last Name BILLER

First Name TODD

County GEAUGA

Email (please type carefully as all seminar information will be sent to this
email) KQUAY@GEAUGACOURTS.ORG

Work Phone 440-279-1830

Quay, Kerri

From: Jennifer Whetstone <noreply@qemailserver.com>
Sent: Friday, October 14, 2022 12:41 PM
To: Quay, Kerri
Subject: OAPJ Court Clerks Registration 2022

This email contains a link!

This email contains a World Wide Web link. Use caution when following links as they could open malicious web sites.

Helpdesk

Kerri Quay -

Thank you for registering for the 2022 Probate Court Clerks Training, being held on Monday, October 24 at the Columbus Marriott Northwest (5605 Blazer Parkway, Dublin, Ohio 43017).

Please consider this confirmation email your invoice.

\$125 - Clerks Attendance Fee

Make checks payable to the Ohio Association of Probate Judges

Then mail to:

Ohio Association of Probate Judges
c/o OJC, Jennifer Whetstone
65 South Front Street, 4th Floor
Columbus, OH 43215

Remember, **cancellations** MUST be received by **October 14, 2022** (the OAPJ must guarantee attendance counts to the conference center by this date; "no shows" or cancellations received after this date preclude the association's ability to reduce meal counts and financial obligations.)

If you need a hotel room the evening of October 23, 2022, please use this LINK to reserve a room at the Columbus Marriott Northwest. The group rate of \$119 is available until September 23, 2022.

If you have any questions, please contact Jennifer Whetstone at 614-387-9766 or jennifer.whetstone@sc.ohio.gov.

Recipient Data:

Time Finished: 2022-10-14 12:41:06 EDT

IP: 74.219.160.9

ResponseID: R_1Lw0x10LINcGjsh

Link to View Results: [Click Here](#)

URL to View Results: <https://scoho.iad1.qualtrics.com/apps/single-response-reports/reports/EXdKK0JieNWN7x95VMBcHmcpWmWladSNdXy-KQYvh1lmlah4uNe-Y%2EkNAKzFfoDCefMHlo4trUvE7TR3Oe5WKt%2E6HvEbJH%2EMoWBZBxw8%2Em3s8GpH8Fa9v2gfUuriPi5J6bWqxBKGGKEPVFzb8OimJwKmpv1GW6BAKTwi5gj1Uev->

88uNOy09TJkwjLO0MavToqhPtNhWifDA9K8sbaSSCCC%2EY7NCDRVJTj75tYcGZ7WGRysN-
T48gv6ecskRPPSyIImGSteuQA9ttqmBR6lphRA8lQAQMbCc2GYcUnKK%2EI

Response Summary:

Please choose one (you may only register one person at a time):
\$125 - Clerks Attendance Fee

Please provide the following (registration will not be accepted if any fields are blank):

Last Name Quay

First Name Kerri

County Geauga

Email (please type carefully as all seminar information will be sent to this email) kquay@geaugacourts.org

Work Phone 440-279-1842

Travel Expense Request

Auditor's Number:

2022-3688

Date: October 18, 2022 Department: Probate
Convention, Meeting, Etc.: 2022 OAPJ Probate Clerks Training
Location: Dublin, OH Reason: Training
Dates of Travel: October 23-24, 2022 Dates of Event: October 24, 2022
Employees Attending: Kerri Quay, Shawna Myers, Todd Biller, Heidi Landis (List Names)

Account: 1001-008-00-902**Estimated Expenses:**

Hotel	\$432.00
Food	\$160.00 ✓
Mileage	\$440.00 ✓
Registration	\$500.00 ✓
Other	\$100.00
Total	\$1,632.00 ✓

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: *Kimberly Quay*Date: 10/17/2022

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 \$ 1,632.00 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: *Heidi Landis*

Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 10/18/2022 22-172, Journal No. 94.

Original: Above Department

Copy: Auditor

Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:

Hotel	_____	Departure Date	_____
Food	_____	Departure Time	_____
Mileage	_____	am / pm	_____
Registration	\$ 375.00 ✓	Return Date	_____
Other	_____	Return Time	_____
Total	\$ 375.00	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: *Kimberly Quay*

Court Administrator

Title: _____

Approved by: _____

Partial Payment ☒Final Payment ☐