



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **11/28/22**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2022-0003248

Heidi Landis \$181.88

<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 voucher cover or on Reimbursement Voucher form. No original signature on the Travel Expense Request, nor is the Approved By line signed.

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
	11/28/2022	181.88 ✓
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.

13837

PURCHASED FROM:

Heidi Landis

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
		Mileage - HL			
TOTAL DUE					\$1,632.00

RECEIVED
NOV 28 2022
Geauga County Auditor

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
PROBATE DIVISION
GEAUGA COUNTY, OHIO

FILED
IN COMMON PLEAS COURT

2022 NOV 23 PM 2:26

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
LANDIS, HEIDI

NOT
FOR
VETTING

) JUDGE TIMOTHY J. GRENDALL

)

)

) PROPER ADMINISTRATIVE ORDER

) 2022-228

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$181.88 (One Hundred Eighty One Dollars and Eighty Eight Cents) from 1001-008-00-902 to LANDIS, HEIDI, at C/O JUVENILE/PROBATE COURT, CHARDON, OH 44024, for 2022 OAPJ Probate Clerks Conference mileage expenses, 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	B
Total Mileage Amount	(A) X .625**	\$ 181.88
Total Reimbursement	(B) + (C)	\$ 181.88

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.

✓
Adeline Landau
Employee Signature

11/8/22
Date

Department Head Signature

IRS .625 rate effective 07/01/2022

Revised 07/01/2022 RHL

Travel Expense Request

Auditor's Number:

2022-3688

Date: October 18, 2022Department: ProbateConvention, Meeting, Etc.: 2022 OAPJ Probate Clerks TrainingLocation: Dublin, OHReason: TrainingDates of Travel: October 23-24, 2022Dates of Event: October 24, 2022Employees 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 QuayDate: 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	_____		
Mileage	\$ 181.88 ✓	Departure Time	_____ am / pm
Registration	_____	Return Date	_____
Other	_____		
Total	\$ 181.88	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: Kimberly QuayTitle: Court Administrator

Approved by: _____

Partial Payment ☒Final Payment ☐