



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 06/23/2023

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00001521 Geauga County Blanket Order / Samuel Matthews \$66.86

<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 (Encumbrance 2023-00002497) does not have an approval signature and does not contain an original signature of the Court Administrator. Reimbursement form missing approval initials.

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 May 9, 2023
I HEREBY CERTIFY that the money required to meet the foregoing
contract, agreement, or obligation in the sum of
\$2,004.00

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
	06/27/23	\$ 66.86 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
05/09/2023		
1099 AMT.		dr.
		cr.

PURCHASE ORDER NO. 2023-00002497 ✓

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
--

VENDOR I.D. NO. 999999

PURCHASED FROM:
GEAUGA COUNTY BLANKET ORDER
231 MAIN STREET
CHARDON, OH 44024

INVOICE TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

Kimberly Quinn
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	2080	TRAVEL - 2023 OBACOA Spring Conference 2080-008-00-902 - Travel 2,004.00	2,004.0000	\$2,004.00
			Samuel Matthews 11766		
TOTAL DUE					\$2,004.00

RECEIVED
JUN 22 2023
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

Travel Expense Request

Auditor's Number:

2023-2497

Date: 5/9/2023 Department: ProbateConvention, Meeting, Etc.: 2023 OBACOA Spring ConferenceLocation: Newark, OH Reason: trainingDates of Travel: May 16-19, 2023 Dates of Event: May 17-19, 2023 ✓Employees Attending: Sam Matthews and John Ralph (List Names)Account: 2080-008-00-902 Travel * LIVE *

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

Kimberly Ann
Department Head Signature5/9/2023
DateAUDITOR'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 \$ 2,004.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 2080-008-00-902 fund, free from any previous encumbrances.By: [Signature]
Deputy AuditorThe Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 5/16/2023 23097 Journal No. 95.

Original: Above Department

Copy: Auditor

Copy: Commissioner

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

Hotel	_____	Departure Date	_____
Food	<u>\$ 66.86</u> ✓	Departure Time	_____
Mileage	_____	am / pm	_____
Registration	_____	Return Date	_____
Other	_____	Return Time	_____
Total	<u>\$ 66.86</u> ✓	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 AnnTitle: Court Administrator

Approved by: _____

Partial Payment Final Payment

Revised 08/20/08

Original and 2 copies required

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

FILED
IN COMMON PLEAS COURT
2023 JUN 21 PM 2:48

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2023-170**

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

Pursuant to R.C. , this order hereby directs timely payment by the Geauga County Auditor in the amount of \$66.86 (Sixty Six Dollars and Eighty Six Cents) from 2080-008-00-902 payable to MATTHEWS, SAMUEL R, for 2023 OBACOA Spring Conf meals, which the Probate Court has determined to be an expenditure for a proper public purpose. **Kindly provide this Court with the original check which it will mail to the vendor.**

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”.

IT IS SO ORDERED.


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

FILED
COMMON PLEAS COURT

IN THE COURT OF COMMON PLEAS
PROBATE DIVISION JUN 29 2010 2:48 PM
GEAUGA COUNTY, OHIO

PROBATE JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

In Re:
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

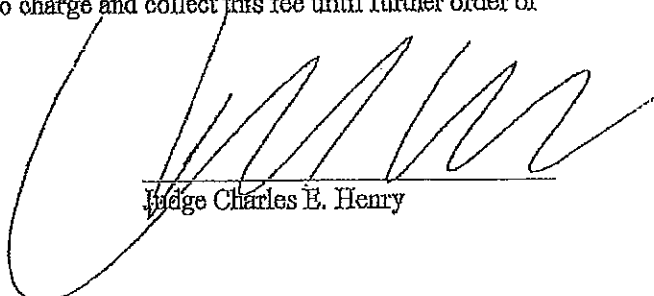
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

WHEREAS, the special projects shall include, but not be limited to, the acquisition of additional facilities or the rehabilitation of existing facilities, the acquisition of equipment, the hiring and training of staff, community service programs, mediation or alternative dispute resolution services, the employment of magistrates, the training and education of judges and magistrates, and other related services.

THEREFORE, pursuant to the authority granted in Ohio Revised Code Section 2303.201(B)(1), the Court hereby amends Rule 4 of the Local Rules of the Geauga County Court of Common Pleas, Probate Division, to encompass a new special projects fee in the sum of Fifteen Dollars (\$ 15.00) to be assessed on the filing of each estate, guardianship, trust, miscellaneous civil case, adoption, minor settlement, wrongful death case, name change, and marriage license.

All fees collected pursuant to this order shall be paid to the Geauga County Treasurer for deposit into a general special projects fund for Probate Court. The Court will allocate the funds to individual projects and moneys from such fund shall be disbursed upon an order of the Court in an amount not greater than the actual cost to the Court of any such determined project. The Probate Court clerks shall charge and collect this fee beginning on March 1, 2010, to be assessed on all specified cases filed on or after said date and the clerks shall continue to charge and collect this fee until further order of this Court.

IT IS SO ORDERED.



Judge Charles B. Henry



Red Oak Pub
250 Goosepond Rd.
Newark, OH 43055

TROUT CLUB
2250 Horns Hill Road
Newark, Ohio 43055
theclub.com

Check 156-3 Table Bentley
Server: Kalee G 5/17/2023
Guests 12 9:23 PM

Server: Kalee G
Check #232
Guest Count: 4
Ordered: 5/16/23 7:35 PM
Table 35

1 Water	\$0.00
1 Shroom'n	\$14.99
Brioche Bun	
Fries	
Sd Spicy Gar	
Subtotal	\$14.99
Tax	\$1.08
Total	\$16.07

McManis Cabernet	8.00
Black Garlic Ribeye	40.00
McManis Cabernet	8.00
Subtotal	56.00
Tax	2.90
TOTAL	58.90

BALANCE DUE 58.90

If split among 12 guests
each pay \$4.91

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