



**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 / John Ralph \$306.17**

<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.

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](mailto: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	\$ 306.17 ✓
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

  
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  John Ralph 46716	2,004.0000	\$2,004.00
TOTAL DUE					\$2,004.00

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

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

RECEIVED

JUN 22 2023

Gaugu County Auditor

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:

PROBATE COURT  
EXPENDITURES  
RALPH, JOHN A.

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-169

Pursuant to R.C. , this order hereby directs timely payment by the Geauga County Auditor in the amount of \$306.17 (Three Hundred Six Dollars and Seventeen Cents) from 2080-008-00-902 payable to RALPH, JOHN A., for 2023 OBACOA Spring Conf meals & mileage, 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  
GEAUGA COUNTY, OHIO

In Re:  
Establishment of Probate Court Special Projects Fund

FILED  
IN COMMON PLEAS COURT  
2023 JUN 21 PM 2:48  
PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

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(E)(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 E. Henry



# Travel Expense Request

Auditor's Number:

2023-2497 ✓

Date: 5/9/2023

Department: Probate

Convention, Meeting, Etc.: 2023 OBACOA Spring Conference

Location: Newark, OH

Reason: training

Dates of Travel: May 16-19, 2023

Dates of Event: May 17-19, 2023 ✓

Employees Attending: Sam Matthews and John Ralph (List Names)

**Estimated Expenses:**

Hotel	\$744.00	✓
Food	\$360.00	✓
Mileage	\$220.00	✓
Registration	\$600.00	✓
Other	\$80.00	✓
<b>Total</b>	<b>\$2,004.00</b>	✓

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.

Department Head Signature

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 \$ 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:

Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 5/6/2023 23097, Journal No. 95.

Original: Above Department

Copy: Auditor

Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

**Actual Expenses:**

Hotel		Departure Date
Food	\$ 54.79	✓
Mileage	\$ 251.38	✓
Registration		Return Date
Other		
<b>Total</b>	<b>\$ 306.17</b>	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:

Approved by:

Partial Payment

Final Payment

Revised 08/20/08

Original and 2 copies required

## Reset Form

2000

# TRAVELER'S CERTIFICATE

Department Head Signature

**\*\* IRS 655 rate effective 01/01/2023**  
**Commissioners Approved 01/05/2023**



DINNER



Red Oak Pub  
24, Moosepond Rd.  
rk, OH 43055

Server: [unclear]  
Check #231  
Guest Count: 4  
Ordered:  
Table 35  
5/16/23 7:35 PM

1 Coke \$2.89  
1 French Onion Soup \$8.99  
1 8 Go No Bones \$13.99  
As Entree  
Hot

Sauce on Side  
Celery  
Plain

Subtotal  
Tax  
Total

\$25.87  
\$1.87  
\$27.74

Powered by Toast

DINNER

The Trout Club  
Customer Copy

Current Batch: 05172023  
Wed 5/17/2023 9:31:38 PM  
Check 156-8 Table Bentley  
Sam  
Station Station 4

Cardholder acknowledges receipt of goods and/or services in the amount of the TOTAL shown hereon and agrees to perform the obligations set forth in the Cardholder agreement with the Issuer

Visa XXXXXXXXXX9340  
Approval AP837706

BASE \$23.60  
TIP  
TOTAL

3.45  
27.05

Customer Copy

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

Check 156-8 Table Bentley  
Sam 5/17/2023  
Guests 12 9:23 PM

Cash STUFFED 22.00  
Subtotal 22.00  
Tax 1.60  
TOTAL 23.60

BALANCE DUE 23.60

If split among 12 guests  
each pay \$1.97

Like us on Facebook and Instagram!  
@TroutClubPublicResort  
thetroutclubpublicresort

Same