



**Auditor**  
**Charles E. Walder**  
*Chief Fiscal Officer*

**Return Voucher Form**

Date: 06/29/2023

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00001563**

**Ohio Bailiffs & Court Officers \$600.00**

<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 or invoice. Remit address does not match New World.  
Travel Expense Request form not signed or approved.

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
	07/05/23	\$ 600.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
05/09/2023	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2023-00002497

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

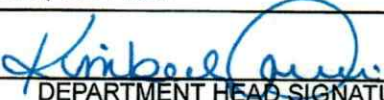
VENDOR I.D. NO. 999999 46358

**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	2,004.0000	\$2,004.00
			Registrations		
				TOTAL DUE	\$2,004.00

**RECEIVED**  
JUN 28 2023  
Gauga 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  
2023 JUN 27 PM 4:53 ✓

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT  
EXPENDITURES

OHIO BAILIFFS & COURT OFFICERS

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-176

Pursuant to R.C. 2303.201(E)(1), Administrative Order 2010-02 of this Court issued by Judge Henry (copy attached), and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$600.00 (Six Hundred Dollars and No Cents) from 2080-008-00-902 payable to OHIO BAILIFFS & COURT OFFICERS, for 2023 OBACOA Spring Conference registration, 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

2010 JUN 29 11:10:01  
PROBATE DIVISION  
GEAUGA COUNTY, OHIO

**In Re:**  
**Establishment of Probate Court Special Projects Fund**

**ADMINISTRATIVE ORDER 2010-02**

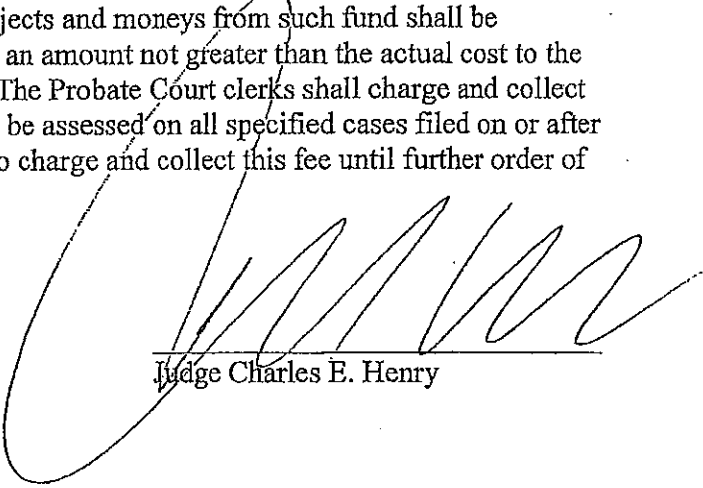
**WHEREAS**, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

**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(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





## Serving the Judicial Branch

Home > Anonymous profile > Invoice # 00475

Payments can be made electronically using the "Pay Online" button below, or can be mailed to OBACOA  
President Freddie Latella at: **184 Hawthorn Road SW, Etna, OH 43062**

[Back](#)

# Invoice #00475

**Balance due: \$300.00**

[Pay online](#)

## Invoice details

**Balance due** \$300.00

**Amount** \$300.00 ✓

**Invoice #** 00475 ✓

**Date** April 25, 2023

**Origin** Event registration  
OBACOA Spring Conference 2023 (Newark, Ohio)

**Invoiced to** John Ralph, Geauga County Probate/Juvenile Court  
jaralph@geaugacourts.org

### Item

### Amount

Registration for "OBACOA Spring Conference 2023" (May 17, 2023 8:00 AM - May 19, 2023 4:00 PM, Newark, Ohio), 3 Day Registration

\$300.00

Invoice total

\$300.00



## Serving the Judicial Branch

Home > Anonymous profile > Invoice # 00460

Payments can be made electronically using the "Pay Online" button below, or can be mailed to OBACOA  
President Freddie Latella at: **184 Hawthorn Road SW, Etna, OH 43062**

[Back](#)

# Invoice #00460

**Balance due: \$300.00**

[Pay online](#)

## Invoice details

**Balance due** \$300.00

**Amount** \$300.00 /

**Invoice #** 00460 /

**Date** April 18, 2023

**Origin** Event registration  
OBACOA Spring Conference 2023 (Newark, Ohio)

**Invoiced to** Samuel Matthews  
smatthews@geaugacourts.org

### Item

### Amount

Registration for "OBACOA Spring Conference 2023" (May 17, 2023 8:00 AM - May 19, 2023 4:00 PM, Newark, Ohio), 3 Day Registration

\$300.00

Invoice total

\$300.00

# 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	Departure Time
Mileage	am / pm
Registration	Return Date
Other	Return Time
<b>Total</b>	<b>\$ 600.00</b>
	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: Court Administrator

Approved by: \_\_\_\_\_

Partial Payment



Final Payment



Revised 08/20/08

Original and 2 copies required