



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

**Return Voucher Form**

Date: **8/3/23**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch #2023-1846      Geauga Credit Union \$788.64**

<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: Travel Expense Form missing signature "Approved By." No original signature on voucher cover or invoice.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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
	08/07/23	\$ 788.64 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
05/09/2023		
1099 AMT.	dr.	
	cr.	

PURCHASE ORDER NO. 2023-00002497 ✓

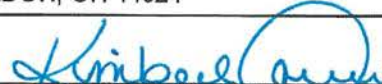
GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
--

VENDOR I.D. NO. 1704

**PURCHASED FROM:**

**Geauga Credit Union**

**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
			Hotel		
			<b>RECEIVED</b> AUG 02 2023 Geauga County Auditor		
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

FILED  
IN COMMON PLEAS COURT

2023 AUG -1 PM 2:44

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

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

IN RE:

PROBATE COURT  
EXPENDITURES  
GEAUGA CREDIT UNION

) JUDGE TIMOTHY J. GRENDELL  
)  
)  
) **PROPER ADMINISTRATIVE ORDER**  
) **2023-186**

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 \$788.64 (Seven Hundred Eighty Eight Dollars and Sixty Four Cents) from 2080-008-00-902 payable to GEAUGA CREDIT UNION, for 2023 OBACOA Conference travel expenses, 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. GRENDELL, JUDGE

CC: Fiscal Director

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

FILED  
IN THE COURT OF COMMON PLEAS  
GEAUGA COUNTY, OHIO

AUG 29 11:12:42

PROBATE - JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

In Re:  
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

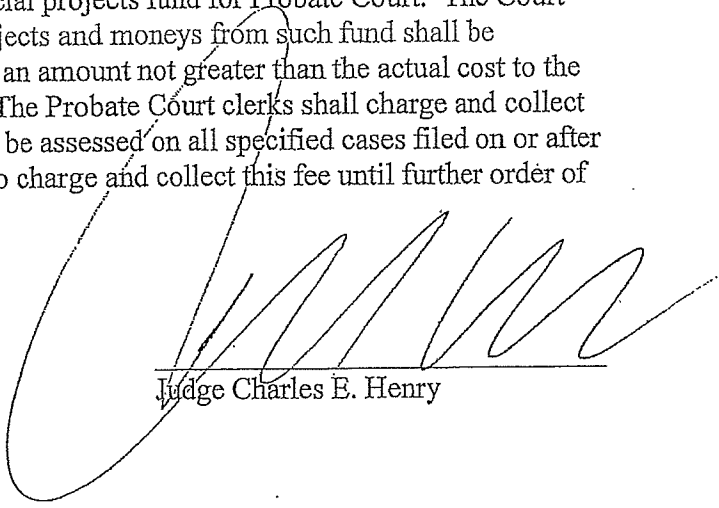
**WHEREAS**, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

**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(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)

Account: 2080-008-00-902 Travel \* LIVE \*

**Estimated Expenses:**

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

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

Kimberly Gue  
Department Head Signature5/9/2023  
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: [Signature]  
Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 5/16/2023 23097, Journal No. 95

Original: Above Department

Copy: Auditor

Copy: Commissioner

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

Hotel	\$ 788.64	Departure Date
Food		
Mileage		Departure Time am / pm
Registration		Return Date
Other		
Total	\$ 788.64	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: [Signature]

Title: Court Administrator

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

Partial Payment



Final Payment



Revised 08/20/08

Original and 2 copies required



# GEAUGA PROBATE JUVIE COURT

Page 1 of 2

**VISA**

Account Number: ##### 0162  
Closing Date: 06/18/23  
Credit Limit: \$6,000.00 Available Credit: \$4,649.00

## Account Inquiries



Customer Service:  
(800) 322-8472

To Report a Card Lost or Stolen:  
(727) 570-4881 LOCAL  
(866) 604-0381 TOLL-FREE



Please Direct Written Inquiries to:  
CUSTOMER SERVICE  
PO BOX 30495  
TAMPA, FL 33630

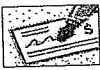
## Account Summary

Previous Balance	\$	6,069.22
Purchases	+	1,287.51
Cash	+	0.00
Balance Transfer	-	0.00
Credits	-	1,996.48
Payments	-	4,009.50
Insurance	+	0.00
Other Debits	+	0.00
Finance Charges	+	0.00
<b>NEW BALANCE</b>	<b>\$</b>	<b>1,350.75</b>



To view or pay your account on-line:  
www.eZCardInfo.com

## Payment Information



**Total Minimum Payment Due \$41.00**  
**Payment Due Date 07/12/2023**

Minimum Payment	\$	41.00
Past Due Amount	\$	0.00
Over Limit / Fees	\$	0.00

Mail Payments to: GEAUGA CU - VISA PO BOX 4521 CAROL STREAM IL 60197-4521

## Important News

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY!  
SIMPLY GO TO WWW.EZCARDINFO.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN  
REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS,  
DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE, AND  
EASY WITH EZCARDINFO. ENROLL TODAY!

## Account Activity Since Your Last Statement

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
05/18	05/23	3654	74755423142171393073568	CREDIT VOUCHER LOEWS HOTELS 520-2992020 AZ	\$ 1,996.48 -
05/19	05/28	7011	24906043146041600023133	CHERRY VALLEY HOTEL NEWARK OH	394.32
05/19	05/28	7011	24906043146041600023141	CHERRY VALLEY HOTEL NEWARK OH	394.32
06/13	06/15	3640	24943003165722071914620	HYATT REGENCY ST. LOUIS 8885874589 MO	498.87
05/30	06/01	0000	74457043151001205903790	PAYMENT - THANK YOU	0.14 -
06/08	06/09	0000	74457043160001207400414	PAYMENT - THANK YOU	238.00 -
06/09	06/12	0000	74457043163001203801398	PAYMENT - THANK YOU	3,649.36 -
06/09	06/12	0000	74457043163001203801653	PAYMENT - THANK YOU	122.00 -

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY

GEAUGA CU  
PO BOX 839  
BURTON OH 44021 - 0839



## Account Number

##### 0162

Check box to indicate  
name/address change  
on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

**Closing Date**

06/18/23

**New Balance**

\$1,350.75

**Total Minimum  
Payment Due**

\$41.00

**Payment Due Date**

07/12/2023

\$

MAKE CHECK PAYABLE TO:

GEAUGA PROBATE JUVIE COURT  
231 MAIN ST.  
2ND FLOOR  
CHARDON OH 44024



GEAUGA CU - VISA  
PO BOX 4521  
CAROL STREAM IL 60197 - 4521

Cherry Valley Hotel  
2299 Cherry Valley Road SE  
Newark, Ohio 43055

Fax: 740-788-8800  
Email: frontdesk@cherryvalleyhotel.com

Phone: 740-788-1200

Web: www.cherryvalleyhotel.com



## Guest Charges

Folio #:	103564	<b>Guest : Matthews, Samuel</b>	Conf #:	102797
Room #:	169		CRS #:	BW 413495382-01
Payment Method :	Credit Card	Billing Reference :	Arrival: ✓	5/16/2023
Rate :	5/16/2023	Company :	Departure: 5/19/2023 ✓	
	\$124.00			
		Novelty, OH 44072		5/18/2023
Next Payment Due:				
Estimated Next Payment Amount:				

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
5/16/2023	Room Charge	Auto Posted Rate: GRPASN124		169	\$124.00		\$124.00
5/16/2023	City Occupancy Tax	Auto Posted Rate: GRPASN124		169	\$3.72		\$127.72
5/16/2023	County Occupancy Tax	Auto Posted Rate: GRPASN124		169	\$3.72		\$131.44
5/17/2023	Room Charge	Auto Posted Rate: GRPASN124		169	\$124.00		\$255.44
5/17/2023	City Occupancy Tax	Auto Posted Rate: GRPASN124		169	\$3.72		\$259.16
5/17/2023	County Occupancy Tax	Auto Posted Rate: GRPASN124		169	\$3.72		\$262.88
5/18/2023	Room Charge	Auto Posted Rate: GRPASN124		169	\$124.00		\$386.88
5/18/2023	City Occupancy Tax	Auto Posted Rate: GRPASN124		169	\$3.72		\$390.60
5/18/2023	County Occupancy Tax	Auto Posted Rate: GRPASN124		169	\$3.72		\$394.32
5/19/2023	Visa	VI2318		169		\$394.32	\$0.00
5/25/2023	Visa	Adj - VI2318		169	\$394.32		\$394.32
5/25/2023	Visa	VI0162		169		\$394.32	\$0.00
<b>Balance</b>							<b>\$0.00</b>

Additional Estimated Charges (Room, Tax, Other) through 5/17/2023 \$0.00

### Credit Card Payment

Payment Type:	Credit Card	Amount Paid:	\$394.32
Account:	VI0162	Approval Code:	_001445_
Account Holder:		Approval Amount:	(\$394.32)

I agree that my liability for all charges is not waived.

Cherry Valley Hotel  
2299 Cherry Valley Road SE  
Newark, Ohio 43055

Phone: 740-788-1200

Fax: 740-788-8800  
Email: [frontdesk@cherryvalleyhotel.com](mailto:frontdesk@cherryvalleyhotel.com)

Web: [www.cherryvalleyhotel.com](http://www.cherryvalleyhotel.com)



## Guest Charges

Folio #: 103663      **Guest : Ralph, John A**      Conf #: 102896  
Room #: 166      CRS #: BW 302705084-01  
Payment Method : Credit Card      Billing Reference :  
Rate :      Company :  
5/16/2023      \$124.00      231 Main St  
Chardon, OH 44024  
Arrival: 5/16/2023  
Departure: 5/19/2023 / 5/19/2023

Next Payment Due:

Estimated Next Payment Amount:

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
5/16/2023	Room Charge	Auto Posted Rate: GRPASN124		166	\$124.00		\$124.00
5/16/2023	City Occupancy Tax	Auto Posted Rate: GRPASN124		166	\$3.72		\$127.72
5/16/2023	County Occupancy Tax	Auto Posted Rate: GRPASN124		166	\$3.72		\$131.44
5/17/2023	Room Charge	Auto Posted Rate: GRPASN124		166	\$124.00		\$255.44
5/17/2023	City Occupancy Tax	Auto Posted Rate: GRPASN124		166	\$3.72		\$259.16
5/17/2023	County Occupancy Tax	Auto Posted Rate: GRPASN124		166	\$3.72		\$262.88
5/18/2023	Room Charge	Auto Posted Rate: GRPASN124		166	\$124.00		\$386.88
5/18/2023	City Occupancy Tax	Auto Posted Rate: GRPASN124		166	\$3.72		\$390.60
5/18/2023	County Occupancy Tax	Auto Posted Rate: GRPASN124		166	\$3.72		\$394.32
5/19/2023	Mastercard	MC4381		166		\$394.32	\$0.00
5/25/2023	Mastercard	Adj - MC4381		166	\$394.32		\$394.32
5/25/2023	Visa	VI0162		166		\$394.32	\$0.00
Balance							\$0.00

Additional Estimated Charges (Room, Tax, Other) through 5/18/2023 \$0.00

### Credit Card Payment

Payment Type: Credit Card      Amount Paid: \$394.32  
Account: VI0162      Approval Code: \_003245\_  
Account Holder:      Approval Amount: (\$394.32)

I agree that my liability for all charges is not waived.