



**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**

**Swift Information Technologies \$2800.00**

<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: Missing ADP approval. 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 February 14, 2023  
I HEREBY CERTIFY that the money required to meet the foregoing  
contract, agreement, or obligation in the sum of  
\$10,000.00

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
	08/07/2023	\$ 3,800.00
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
02/14/2023	dr.	
1099 AMT.	cr.	2023-00001373

Probate: 2080-008-00-901 = \$2,800. ✓  
PURCHASE ORDER NO. 2023-00001885 = \$1,000. ✓

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION \_\_\_\_\_

RESOLUTION \_\_\_\_\_

JOURNAL \_\_\_\_\_

PAGE \_\_\_\_\_

BUDGET APPROVAL - ENCUMB \_\_\_\_\_ VOUCHER \_\_\_\_\_

VENDOR I.D. NO.

14551

PURCHASED FROM:

SWIFT INFORMATION TECHNOLOGY CONSI

INVOICE TO:

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

Kimberly Ann  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	4005	Other Expenses - Other 4005-007-00-901 - Other 10,000.00	10,000.0000	\$10,000.00
			1033		
			RECEIVED		
			AUG 02 2023		
			Geauga County Auditor		
TOTAL DUE					\$10,000.00

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 2:42

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

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

IN RE:

PROBATE COURT  
EXPENDITURES  
SWIFT INFORMATION  
TECHNOLOGY CONSULTING, INC.

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-185

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 \$2800.00 (Two Thousand Eight Hundred Dollars and No Cents) from 2080-008-00-901 payable to SWIFT INFORMATION TECHNOLOGY CONSULTING, INC., for materials and supplies, 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  
IN COMMON PLEAS COURT  
2023 AUG -1 PM 2:42

FILED  
IN COMMON PLEAS COURT  
2010 JUN 29 AM 11:01

PROBATE-JUVENILE  
DIVISION  
CLERK'S OFFICE  
GEAUGA COUNTY, OHIO

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

PROBATE-JUVENILE  
DIVISION  
CLERK'S OFFICE  
GEAUGA COUNTY, OHIO

In Re: Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

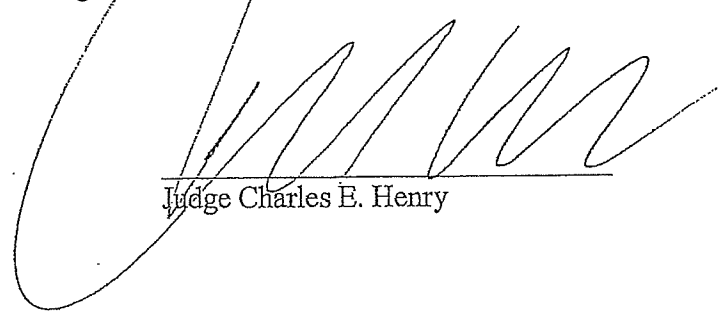
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

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

Swift Information Technology Consulting, Inc

277 Hickory Ln ✓  
Salem, OH 44460 US  
(234) 320-3003  
tod@swiftitc.com  
https://swiftitc.com

INVOICE

BILL TO  
Kimberly Laurie  
Geauga County Probate/Juvenile Court  
231 Main Street, Suite 200  
Chardon, Ohio 44024  
United States

INVOICE 1033  
DATE 07/17/2023 ✓  
TERMS Net 30  
DUE DATE 08/16/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Software	Microsoft Office 2021 professional plus (Word, Excel, Outlook, PowerPoint, Access	38	100.00	3,800.00

Contact Swift Information Technology Consulting, Inc to pay.

SUBTOTAL	3,800.00
TAX	0.00
TOTAL	3,800.00
BALANCE DUE	<b>\$3,800.00</b>

✓  
\$2800