



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **10/23/2023**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00002557

Ohio Bailiffs & Court Officers \$598.00

<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 cover or invoice. No remit address on the invoices provided does not match New World address. Travel Expense Request Form does not have an approval signature and does not contain an original signature of 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

AUDITORS CERTIFICATION OF FUNDS
O.R.C. 5705.41D

Geauga County, Chardon, Ohio September 20, 2023
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of \$2,019.00

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
	10/23/2023	\$ 598.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
09/20/2023		
1099 AMT.		

PURCHASE ORDER NO. 2023-00003435 ✓

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 46358

PURCHASED FROM:

Ohio Bailiffs & Court Officers

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

Kimberly [Signature]

DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	2080	TRAVEL - 2023 OBACOA Fall Conference 2080-008-00-901 - Other 2,019.00	2,019.0000	\$2,019.00
			Registrations		
TOTAL DUE					\$2,019.00

RECEIVED
OCT 20 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

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

FILED
COMMON PLEAS COURT

2023 OCT 19 PM 2: 54

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:) JUDGE TIMOTHY J. GRENDELL
PROBATE COURT)
EXPENDITURES)
OHIO BAILIFFS & COURT OFFICERS) PROPER ADMINISTRATIVE ORDER
2023-229

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 \$598.00 (Five Hundred Ninety Eight Dollars and No Cents) from 2080-008-00-901 payable to OHIO BAILIFFS & COURT OFFICERS, for 2023 OBACOA Fall Conference registration fees, 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

10/19/2023

CC: Fiscal Director

FILED
COMMON PLEAS COURT

IN THE COURT OF COMMON PLEAS
PROBATE DIVISION 2010 JUN 29 11:10 AM
GEAUGA COUNTY, OHIO

PROBATE DIVISION
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(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 E. Henry

Travel Expense Request

Auditor's Number:

2023-3435

Date: September 25 2023 Department: Probate
Convention, Meeting, Etc.: 2023 Ohio Bailiffs and Court Officers Association Fall Conference
Location: Dublin OH Reason: conference
Dates of Travel: October 25-27, 2023 Dates of Event: October 26-27, 2023 ✓
Employees Attending: John Ralph and Samuel Matthews (List Names)

Account: 2080-008-00-901 Other *LIFE

Estimated Expenses:	
Hotel	\$516.00 ✓
Food	\$280.00 ✓
Mileage	\$425.00 ✓
Registration	\$598.00 ✓
Other	\$200.00 ✓
Total	\$2,019.00

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 Signature

September 20, 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 \$ 2019.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 2080-008-00-901 fund, free from any previous encumbrances.

By: Evelyn Guib
Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 9/26/2023 23-159, Journal No. 95

Original: Above Department
Copy: Auditor
Copy: Commissioner

Christie Blair
Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:	
Hotel	Departure Date
Food	Departure Time
Mileage	am / pm
Registration	\$ 598.00 ✓
Other	Return Date
Total	\$ 598.00 ✓
	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: Kimberly Gue
Title: Court Administrator
Approved by: _____

Partial Payment

Final Payment

Revised 08/20/08

Original and 2 copies required



Serving the Judicial Branch

[OBACOA Home](#) > [My profile](#) > [Invoice # 00559](#)

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 #00559

Balance due: \$299.00

Thank you for registering. If your company requires an invoice, please use either the printable invoice or the email confirmation you will receive following online registration. Both will include the dates, the event you have registered for, and the conference fee. The registration fee does not include your hotel or travel expenses. All payments are due 45 days upon the completion of the conference in which you are invoiced for.

If you have any questions regarding billing please do not hesitate to contact our finance department at (740) 404-9630.

Please make checks payable to OBACOA ✓

[Pay online](#)

Invoice details

Balance due **\$299.00**

Amount \$299.00

Invoice # 00559

Date ✓ September 20, 2023

Origin Event registration (Samuel Matthews)
2023 Ohio Bailiffs and Court Officers Association Fall Conference (Embassy Suites; - Dublin, 5100 Upper Metro Place, Dublin, OH 43017.)

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

Item

Amount

Registration for "2023 Ohio Bailiffs and Court Officers Association Fall Conference" (October 26, 2023 8:00 AM - October 27, 2023 12:00 PM, Embassy Suites; - Dublin, 5100 Upper Metro Place, Dublin, OH 43017.),
Two Day Registration

\$299.00

Invoice total

\$299.00



Serving the Judicial Branch

[OBACOA Home](#) > [Anonymous profile](#) > Invoice # 00558

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 #00558

Balance due: \$299.00

Thank you for registering. If your company requires an invoice, please use either the printable invoice or the email confirmation you will receive following online registration. Both will include the dates, the event you have registered for, and the conference fee. The registration fee does not include your hotel or travel expenses. All payments are due 45 days upon the completion of the conference in which you are invoiced for.

If you have any questions regarding billing please do not hesitate to contact our finance department at (740) 404-9630.

Please make checks payable to OBACOA.

[Pay online](#)

Invoice details

Balance due \$299.00

Amount \$299.00

Invoice # 00558

Date ~~September 20, 2023~~

Origin Event registration *John Ralph*
2023 Ohio Bailiffs and Court Officers Association Fall Conference (Embassy Suites; - Dublin, 5100 Upper Metro Place, Dublin, OH 43017.)

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

Item

Amount

Registration for "2023 Ohio Bailiffs and Court Officers Association Fall Conference" (October 26, 2023 8:00 AM - October 27, 2023 12:00 PM, Embassy Suites; - Dublin, 5100 Upper Metro Place, Dublin, OH 43017.),
Two Day Registration \$299.00

Invoice total **\$299.00**

Ohio Bailiffs and Court Officers Association (OBACOA)
184 Hawthorn Rd SW
Etna, OH 43062

OBACOA@OhioBailiffs.com