



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

**Return Voucher Form**

Date: **11/14/23**

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

From: Auditor's Office Fiscal Department

SUBJECT: **Batch #2023-2766**      **Geauga Credit Union \$275.14**

<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. . Missing substantiating documentation to support credit card charge of \$275.14.

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 August 1, 2023  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of

\$958.00

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
	11/13/2023	\$ 275.14
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
08/01/2023		
1099 AMT.		
	dr.	
	cr.	

PURCHASE ORDER NO. 2023-00003022

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 OAM Fall Conference 2080-008-00-902 - Travel 958.00	958.0000	\$958.00
			Hotel		
				TOTAL DUE	\$958.00

RECEIVED

NOV 09 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

NOV 08 2023

GEAUGA COUNTY  
PROBATE/JUVENILE COURT

IN RE:

PROBATE COURT  
EXPENDITURES  
GEAUGA CREDIT UNION

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-234

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 \$275.14 (Two Hundred Seventy Five Dollars and Fourteen Cents) from 2080-008-00-902 payable to GEAUGA CREDIT UNION, for 2023 OAM Fall 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. Grendall*

*me 11/8/2023*

TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

FILED  
COMMON PLEAS COURT  
IN THE COURT OF COMMON PLEAS  
PROBATE DIVISION  
JAN 29 2010  
GEAUGA COUNTY, OHIO  
PROBATE DIVISION  
JAN 29 2010  
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 B. Henry

# Travel Expense Request

Auditor's Number:

2023-3022

Date: 08/01/2023

Department: Probate

Convention, Meeting, Etc.: 2023 OAM Fall Conference

Location: Columbus, OH

Reason: conference

Dates of Travel: September 5-7, 2023

Dates of Event: September 6-7, 2023

Employees Attending: Magistrate Abbey L. King

(List Names)

**Estimated Expenses:**

Hotel	\$238.00	✓
Food	\$30.00	✓
Mileage	\$200.00	✓
Registration	\$450.00	✓
Other	\$40.00	✓
Total	\$958.00	

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 \$ 958.00 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 8/2/2023 23-135, Journal No. 95.

Original: Above Department

Copy: Auditor

Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

**Actual Expenses:**

Hotel	\$ 275.14	Departure Date
Food		
Mileage		Departure Time am / pm
Registration		Return Date
Other		
Total	\$ 275.14	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:

Office Manager

Approved by:

Partial Payment

Final Payment

Revised 08/20/08

Original and 2 copies required





# GEAUGA PROBATE JUVENILE COURT

Page 1 of 2

Account Number: ##### 0162  
Closing Date: 09/17/23  
Credit Limit: \$6,000.00 Available Credit: \$3,810.00

**VISA**

## 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



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

## Account Summary

Previous Balance	\$	63.24
Purchases	+	2,126.36
Cash	+	0.00
Balance Transfer	-	0.00
Credits	-	0.00
Payments	-	0.00
Insurance	+	0.00
Other Debits	+	0.00
Finance Charges	+	0.00
<b>NEW BALANCE</b>	<b>\$</b>	<b>2,189.60</b>

-37.14 credited  
back on 9/17/2023  
-42.41 refunded 10/2  
-20.83 to be refunded

## Payment Information



**Total Minimum Payment Due \$91.00**

**Payment Due Date 10/12/2023**

Minimum Payment	\$	66.00
Past Due Amount	\$	25.00
Over Limit / Fees	\$	0.00

**\$2089.22**

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](http://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
09/05	09/06	3501	24943003249970580272747	HOLIDAY INN EXPRESS LOND 7408522700 OH	\$ 101.76
09/05	09/06	3501	24943003249970580390275	HOLIDAY INN EXPRESS LOND 7408522700 OH	101.76
09/06	09/07	3501	24943003250970707641036	HOLIDAY INN EXPRESS LOND 7408522700 OH	101.76
09/06	09/07	3501	24943003250970707705641	HOLIDAY INN EXPRESS LOND 7408522700 OH	101.76
09/07	09/08	3501	24943003251970856242536	HOLIDAY INN EXPRESS LOND 7408522700 OH	101.76
09/07	09/08	3501	24943003251970856271667	HOLIDAY INN EXPRESS LOND 7408522700 OH	101.76
09/07	09/10	3000	24692163251103201723639	UNITED 0162325145645 800-932-2732 TX	315.05
09/07	09/10	3000	24692163251103201723647	UNITED 0162325145646 800-932-2732 TX	315.05

610.56  
OPOTA Train  
#2023-3261  
KCPs Fall  
Conference  
#2023-3310  
630.10

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: 09/17/23  
New Balance: \$2,189.60  
Total Minimum Payment Due: \$91.00  
Payment Due Date: 10/12/2023

\$

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



MAKE CHECK PAYABLE TO:  
GEAUGA CU - VISA  
PO BOX 4521  
CAROL STREAM IL 60197 - 4521

