



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **11/15/2023**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00002775

Samuel Matthews \$231.00

<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.

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
	11/20/2023	\$ 231.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
09/20/ 2023		
1099 AMT.	dr.	
	cr.	

PURCHASE ORDER NO. 2023-00003435 ✓

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

VENDOR I.D. NO. 11766

PURCHASED FROM:

Samuel Matthews

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 Fall Conference 2080-008-00-901 - Other 2,019.00	2,019.0000	\$2,019.00
			Meals & Miles		
TOTAL DUE					\$2,019.00

RECEIVED

NOV 15 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 14 2023

GEAUGA COUNTY
PROBATE/JUVENILE COURT

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2023-239**

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 \$231.00 (Two Hundred Thirty One Dollars and No Cents) from 2080-008-00-901 payable to MATTHEWS, SAMUEL R, for 2023 Ohio Baliffs and Court Officers Association 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, JUDGE

✓ 11/14/2023

CC: Fiscal Director

FILED
COMMON PLEAS COURT
IN THE COURT OF COMMON PLEAS
PROBATE DIVISION 2010 JUN 29 11:10:01
GEAUGA COUNTY, OHIO
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 B. Henry

Print Form

Reset Form

Probate

TRAVELER'S CERTIFICATE

Column Totals A

Total Reimbursement

IR 3.056 rate effective 01/01/2023
Commissioners Approved 01/05/2023

Revised 01/05/2023 RHL

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)

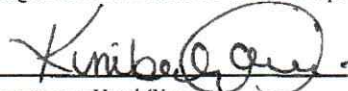
Account: 2080-008-00-901 Other

Lute

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.


Department Head SignatureSeptember 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

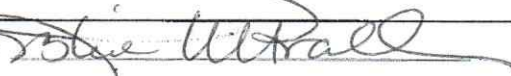
Copy: Commissioner

Christine Blum
Clerk, Geauga Co. Bd. of Commissioners**Actual Expenses:**

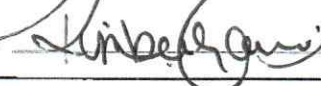
Hotel		Departure Date
Food	\$ 32.86 ✓	
Mileage	\$ 198.14 ✓	Departure Time am / pm
Registration		Return Date
Other		
Total	\$ 231.00 ✓	Return Time am / pm

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: 

Title: Office Manager

Approved by: 

Partial Payment



Final Payment



Revised 08/20/08

Original and 2 copies required

\$500 Cash Giveaway
See Back of Receipt
Survey Code 3100-0116-1167-3526
Taco Bell 030650
2300 Interstate Circle
Mansfield, OH 44903
419-756-7050

10/27/2023 01:52 PM
Order: 790909 Cashier JESSIE
1 CM #6 Chicken Chalupas 8 12.75
1 LG Ftn Drink
2 Chicken Chalupa Sup
2 Soft Taco
1 Chicken Quesadilla 5.75
Subtotal 18.50
Tax 1.38
Total 19.88
MasterCard 19.88
Acct: *****1753
Approval: 027194
Entry Mode: CHIP
CVM: NONE
APL: Debit Mastercard
AID: A0000000041010
TVR: 0000001000
TSI: E800
IAD: 0110A040002A3000000000300000000000

Order Number 161
Total Items In Order: 5

GIVEAWAY ON BACK | \$500 CASH GIVEAWAY ON BACK | \$500 CASH GIVEAWAY ON BACK

Urban Craft
Embassy Suites, Columbus Dublin

5100 Upper Metro Pl.
Dublin, OH 43017
(614) 790-9000

90017 Neil S

Chk 4793 MATTHEWS/SAMUEL Gst 1
Oct25'23 06:29PM

Bar
1 WINGS

13.00

ORIGINAL TTL 19.75
Tax 1.49
06:59PM Total ~~21.24~~

GRATUITY: _____

TOTAL: _____

ROOM: _____

X _____
PRINT NAME

X _____
SIGNATURE