



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **11/27/2023**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00002805

Samuel Matthews \$118.95

| | |
|--|---|
| <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 January 3, 2023

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
\$2,000.00

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 |
|-------------|--------------|----------------|
| | 11/27/2023 | \$ 118.95 / |
| P.O. DATE | ADJUSTMENT | ACCOUNT NO. |
| 01/03/2023 | dr. | |
| 1099 AMT. | cr. | |

2023-1367 = \$ 63.80 ✓
PURCHASE ORDER NO. 2023-00001368 = \$ 55.15 ✓

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

VENDOR I.D. NO. 11766

PURCHASED FROM:

Sam Matthews

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 | 1001 | Travel Expenses, Other - Travel 1001-008-00-902 - Travel 2,000.00 October 2023 - Probate | 2,000.0000 | \$2,000.00 |
| TOTAL DUE | | | | | \$2,000.00 |

RECEIVED
NOV 22 2023
Gauga 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*

FILED
IN THE COURT OF COMMON PLEAS
PROBATE DIVISION
2023 NOV 21 PM 3:02
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

NOT
FOR
VETTING

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO
) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2023-245

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$55.15 (Fifty Five Dollars and Fifteen Cents) from 1001-008-00-902 payable to MATTHEWS, SAMUEL R, for employee mileage reimbursement, 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

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

FILED
IN COMMON PLEAS COURT
2023 NOV 21 PM 3:02

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

NOT
FOR
VETTING

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO
) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2023-244

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$63.80 (Sixty Three Dollars and Eighty Cents) from 1001-008-00-901 payable to MATTHEWS, SAMUEL R, for employee mileage reimbursement, 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

Geauga County

Mileage/Miscellaneous Reimbursement Voucher for ALL that follow IRS Standard Mileage

Print Form

Reset Form

PRINT EMPLOYEE NAME Samuel Matthews DEPARTMENT Probate

| DATE | ORIGIN | PURPOSE OF TRAVEL | DESTINATION | MILEAGE | MISC. AMOUNT |
|----------------------|----------------------|--|-------------------------------|--------------|--------------|
| 10/2/23 | 231 Main St, Chardon | Court Duties, RT | 207 Chestnut, Painesville | 19.60 | |
| 10/3/23 | 231 Main St, Chardon | 23PG442, RT | Rock Creek, OH | 33.40 | |
| 10/3/23 | 231 Main st, Chardon | 23PG442, RT | Chardon | 1.80 | |
| 10/5/23 | 231 Main St, Chardon | 23PG451, RT | 13207 Ravenna, Chardon | 11.60 | |
| 10/11/23 | 231 Main St, Chardon | training, RT | 470 Center St, Chardon | 2.60 | |
| 10/18/23 | 231 Main st, Chardon | meeting, RT | 16695 Chillicothe, Bainbridge | 33.00 | |
| 10/18/23 | 231 Main st, Chardon | Training, RT | 6578 Ford, Madison | 29.20 | |
| 10/20/23 | Novelty | 13207 Ravenna, Chardon; 231 Main St, Chardon | | 4.50 | |
| 10/20/23 | 231 Main St, Chardon | 23PM470 minus normal commute (16.0 - 11.5 = 4.5) | | | |
| 10/20/23 | 231 Main St, Chardon | Court Duties, RT | 12060 Kinsman, Newbury | 17.60 | |
| 10/23/23 | 231 Main St, Chardon | 23PG480, RT | Chardon | 7.00 | |
| Column Totals | | | | 160.30 | |
| Total Mileage Amount | | | | (A) X .655** | \$ 105.00 |
| Total Reimbursement | | | | (B) + (C) | \$ 105.00 |

TRAVELER'S CERTIFICATE

I certify that the statements made hereon are true, that the mileage was actually driven on County Business, and that the expenses incurred were in accordance with state and county regulations. I also certify that I have liability insurance as required in ORC 4509.51.

ORIGINAL RECEIPTS MUST BE ATTACHED

Samuel Matthews 11-3-23 Date
Employee Signature Department Head Signature
Revised 01/05/2023 RHL

B \$118.95
C

Reset Form

DEPARTMENT

* JRS: 655 rate effective 01/01/2023
Commissioners Approved 01/05/2023
Revised 01/05/2023 RH