



**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**

**John Ralph \$268.51**

<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](mailto: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

<b>FOR AUDITORS USE ONLY</b>	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	\$ 268.51 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
09/20/ 2023		
1099 AMT.	dr.	
	cr.	

PURCHASE ORDER NO. 2023-00003435 ✓

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

VENDOR I.D. NO. 46716

**PURCHASED FROM:**

**John Ralph**

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

*Kimberly*  
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
			Miles & Meals- JR		
				<b>TOTAL DUE</b>	<b>\$2,019.00</b>

**RECEIVED**  
NOV 22 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

FILED  
DIVISION PLEAS COURT

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

2023 NOV 21 PM 3: 01

IN RE:

PROBATE COURT  
EXPENDITURES  
RALPH, JOHN A.

PROBATE-JUVENILE  
DIVISION  
JUDGE TIMOTHY J. GRENDALL  
)  
)  
) **PROPER ADMINISTRATIVE ORDER**  
) **2023-246**

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 \$268.51 (Two Hundred Sixty Eight Dollars and Fifty One Cents) from 2080-008-00-901 payable to RALPH, JOHN A., 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

CC: Fiscal Director

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

In Re:  
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

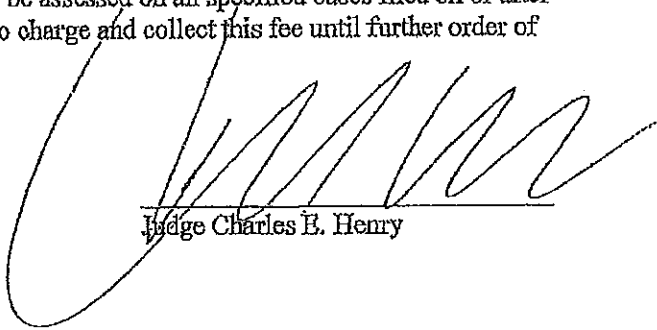
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

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



# Travel Expense Request

Auditor's Number:

2023-3435Date: September 25 2023Department: ProbateConvention, Meeting, Etc.: 2023 Ohio Bailiffs and Court Officers Association Fall ConferenceLocation: Dublin OH Reason: conferenceDates 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 ✓
<b>Total</b>	<b>\$2,019.00</b>

Dept Head Approval: I affirm that this expense request is being submitted within the limits and provisions of the County Travel Policy.

Kimberly G...  
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 \$ 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 AuditorThe Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 9/26/2023 23:59, Journal No. 95.Original: Above Department

Copy: Auditor

Copy: Commissioner

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

Hotel		Departure Date
Food	\$ 45.81 ✓	
Mileage	\$ 222.70 ✓	Departure Time am / pm
Registration		Return Date
Other		
<b>Total</b>	<b>\$ 268.51</b>	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: Michelle M. TrallTitle: Office ManagerApproved by: Kimberly G...Partial Payment ☒Final Payment ☐

Revised 08/20/08

Original and 2 copies required

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

Print Form

Reset Form

PRINT EMPLOYEE NAME

JOHN ANDREW RALPH

DEPARTMENT

PROBATE / ~~JUVENILE~~

[illegible]

# 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**

Total Mileage Amount

Total Reimbursement

Column Totals A

346	#	45001
-----	---	-------

(A) X.655 222.74

$$\text{A} + \text{B} + \text{C}$$

Employee Signature

11.8.23

Employee Signature

Department Head Signature

For all Undergraduate IRS

IRS .625 rate effective 07/01/2022

Revised 07/01/2022 RHL

**DOS HERMANOS BRIDGE PARK**

1700 OLD LEONARD AVE

COLUMBUS, OH 43219

6146704239

<https://www.doshermanoscolumbus.com>

**ORDER: 34**

**Dine In**

Cashier: Susana  
25-Oct-2023 3:06:36P

*LUUCH*

1 Dos Hermanos Tacos (order of 3) \$13.00

Taco Protein Choices: Steak \$0.00

Salsa (Choose 1): Guacamole Salsa \$0.00

Salsa (Choose 1): Mild Salsa \$0.00

1 Jarrito Mango \$3.50

Subtotal \$16.50

NCA Charge 0.5% \$0.08

Ohio Sales tax 7.5% \$1.24

Total Taxes \$1.32

Total

*R* **\$17.82**

Cameron Mitchell Restaurants

Cap City Fine Diner

6644 Riverside Drive

Dublin, Ohio 43017

614-889-7865

Server: 119 Jon

Table 125/2

Guests: 1

10/25/2023

8:59 PM

50046

*DINNER*

Boomtown

Salmon

*R* 11.95

*R* 27.99

Subtotal

*R* 39.94

Tax

*R* 3.20

Total

**43.14**

Balance Due

**43.14**

Thank you for dining with us!

Check us out on

Door Dash!