



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

**Return Voucher Form**

Date: **12/14/23**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch #2023-3030**

**Ohio Association of Probate Judges \$250.00**

<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 signatures on voucher cover or invoices. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 26, 2023  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of \$825.00

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
	12/11/2023	\$ 250.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
09/26/2023		
1099 AMT.		

PURCHASE ORDER NO. 2023-00003453=105.10 ✓

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

VENDOR I.D. NO. 3195

**PURCHASED FROM:**

**Ohio Association of Probate Judges**

**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 - 2023 Probate Clerks Conference 1001-008-00-902 - Travel 825.00	825.0000	\$825.00
			Registration HL & AG		
				TOTAL DUE	\$825.00

**Presented by Court as a  
courtesy only,  
NOT statutorily required**  
See State ex rel. Grendell v. Walder,  
Slip Opinion No. 2022-Ohio-204

**RECEIVED**  
**DEC 07 2023**  
Gaugau County Auditor

FILED  
IN COMMON PLEAS COURT

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

2023 DEC -7 PM 1:00

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT  
EXPENDITURES  
OHIO ASSOCIATION OF PROBATE  
JUDGES

NOT  
FOR  
VETTING

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-272

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$105.16 (One Hundred Five Dollars and Sixteen Cents) from 1001-008-00-902 payable to OHIO ASSOCIATION OF PROBATE JUDGES, mailed to Jennifer Whetstone C/O Ohio Association of Probate Judges, 65 S Front St 4<sup>th</sup> Floor Columbus OH 43215, for 2023 Probate Clerk Conference registration, 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

12/7/2023

CC: Fiscal Director



FILED  
IN COMMON PLEAS COURT

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

2023 DEC -7 PM 1:01

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT  
EXPENDITURES  
OHIO ASSOCIATION OF PROBATE  
JUDGES

NOT  
FOR  
VETTING

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-273

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$144.84 (One Hundred Forty Four Dollars and Eighty Four Cents) from 1001-008-00-901 payable to OHIO ASSOCIATION OF PROBATE JUDGES, for 2023 Probate Clerk Conference registration, 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

KE 12/7/2023

CC: Fiscal Director

# Travel Expense Request

Auditor's Number:  
**2023 - 3453**

Date: September 26, 2023 Department: Probate  
Convention, Meeting, Etc.: 2023 Probate Clerks Conference  
Location: Dublin, OH Reason: conference  
Dates of Travel: October 22-23, 2023 Dates of Event: October 23, 2023  
Employees Attending: Heidi Landis & Andrea Garrabrant (List Names)

Account: 1001-008-00-902 Travel

Estimated Expenses:	
Hotel	\$250.00 ✓
Food	\$50.00 ✓
Mileage	\$225.00 ✓
Registration	\$250.00 ✓
Other	\$50.00 ✓
Total	\$825.00

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

Kimberly  
Department Head Signature

September 22, 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 \$ 825 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-008-00-902 fund, free from any previous encumbrances.

By: Evelyn Geib  
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 23-169, Journal No. 95.  
Original: Above Department  
Copy: Auditor  
Copy: Commissioner  
Christine Blum  
Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:	
Hotel	Departure Date
Food	Departure Time
Mileage	am / pm
Registration	\$ 250.00
Other	Return Date
Total	\$ 250.00 ✓
	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:	<u>Kimberly</u>
Title:	Office Manager
Approved by:	<u>Kimberly</u>

Partial Payment ☒  
Final Payment ☐

# INVOICE

INVOICE #23PCC-6

DATE: NOVEMBER 15, 2023

TO:

Geauga County Probate/Juvenile Court  
Attn: Court Administrator  
231 Main Street, Suite 200  
Chardon, Ohio 44024

REMIT TO:

OHIO ASSOCIATION OF PROBATE JUDGES  
c/o Ohio Judicial Conference  
Attn: Jennifer Whetstone  
65 S. Front St., 4<sup>th</sup> Floor  
Columbus, OH 43215

DESCRIPTION	AMOUNT
OAPJ 2023 Probate Court Clerks Seminar Registration Fee	
Andrea Garrabrant	\$125.00
Heidi Landis	\$125.00
TOTAL DUE	\$250.00

Make all checks payable to OAPJ

For questions concerning this invoice contact:  
Jennifer Whetstone at 614.387.9766 or [Jennifer.Whetstone@sc.ohio.gov](mailto:Jennifer.Whetstone@sc.ohio.gov)

**Thank you!**