



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

**Return Voucher Form**

Date: 01/24/24

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2024-00000193**

**Heather Mountsier \$292.13**

|  |   |
|--|---|
| <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 January 3, 2023  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of  
\$4,000.00

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 |
|             | 01/22/2024   | \$ 292.13 ✓    |
| P.O. DATE   | ADJUSTMENT   | ACCOUNT NO.    |
| 01/03/2023  |              | dr.            |
| 1099 AMT.   |              | cr.            |

PURCHASE ORDER NO. 2023-00001348 ✓

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

VENDOR I.D. NO. \_\_\_\_\_ 5267

**PURCHASED FROM:**

**Heather Mountsier**

**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<br>1001-007-16-902 - Travel 4,000.00 | 4,000.0000 | \$4,000.00 |
|          |      |      | December 2023  |            |            |
|          |      |      |  | TOTAL DUE  | \$4,000.00 |

**RECEIVED**  
JAN 19 2024  
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  
JUVENILE DIVISION  
GEAUGA COUNTY, OHIO

FILED  
IN COMMON PLEAS COURT

2024 JAN 18 PM 4:33

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT  
EXPENDITURES  
MOUNTSIER, HEATHER

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2024-25

NOT  
FOR  
VETTING

Pursuant to R.C. 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$292.13 (Two Hundred Ninety Two Dollars and Thirteen Cents) from 1001-007-16-902 payable to MOUNTSIER, HEATHER, for employee mileage reimbursement, which the Juvenile 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

12/11/2024

CC: Fiscal Director



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

Print Form

Reset Form

PRINT EMPLOYEE NAME Heather Mountsier DEPARTMENT Juvenile Probation

| DATE     | ORIGIN                        | PURPOSE OF TRAVEL                                      | DESTINATION                   | MILEAGE | MISC. AMOUNT |
|----------|-------------------------------|--|-------------------------------|---------|--------------|
| 12/4/23  | 231 Main Street Chardon 44024 | School Visit 23JD119                                   | Kirtland                      | 20.60   |              |
| 12/6/23  | 231 Main Street Chardon 44024 | ROUNDTRIP  | Boardman                      | 114.00  |              |
| 12/12/23 | 231 Main Street Chardon 44024 | ROUNDTRIP  | Chagrin Falls, Home           | 15.80   |              |
| 12/13/23 | 231 Main Street Chardon 44024 | Home Visit 23JD096, Home (less normal 12 mile commute) | Boardman                      | 114.00  |              |
| 12/13/23 | 231 Main Street Chardon 44024 | Home Visit 23JD155                                     | Thompson                      | 23.20   |              |
| 12/15/23 | 231 Main Street Chardon 44024 | ROUNDTRIP  | Chardon, Home                 | 5.40    |              |
| 12/28/23 | 231 Main Street Chardon 44024 | ROUNDTRIP  | Boardman                      | 114.00  |              |
| 12/28/23 | 231 Main Street Chardon 44024 | Home Visit 23JD119, Home (less normal 12 mile commute) | Thompson, Chagrin Falls, Home | 39.00   |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |
|          |                               |  |                               |         |              |

**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.

[Signature]  
Employee Signature

12/29/23  
Date

Beth Williams  
Department Head Signature

**ORIGINAL RECEIPTS MUST BE ATTACHED**

Column Totals A 446.00 B  
Total Mileage Amount (A) X .655\*\* \$ 292.13 C  
Total Reimbursement (B) + (C) \$ 292.13

Revised 01/05/2023 RHL  
Commissioners Approved 01/05/2023  
Rate effective 01/01/2023