



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **03/28/24**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-0000841

Samuel Matthews \$160.20

<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, 2024
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of \$3,000.00

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
	04/1/2024	160.20 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2024		
1099 AMT.		
	dr.	
	cr.	

PURCHASE ORDER NO. 2024-00001424

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

Kimberly Owen
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Travel Expenses, Other - Travel 1001-008-00-902 - Travel 3,000.00	3,000.0000	\$3,000.00
			Feb 2024		
RECEIVED					
MAR 27 2024					
Geauga County Auditor					
TOTAL DUE					\$3,000.00

**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
IN COMMON PLEAS COURT
2024 MAR 27 AM 9:58
PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

NOT
FOR
VETTING

) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2024-94

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 \$160.20 (One Hundred Sixty Dollars and Twenty 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

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

PRINT EMPLOYEE NAME Sam Matthews ✓ DEPARTMENT Probate

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
2/2/24	231 Main St Chardon 24PG036, RT ✓		Middlefield, OH	20.40 ✓	
2/5/24	231 Main St, Chardon 24PG001; (17.5 - normal commute 11.5 = 6.0)		Novelty, OH; Novelty, OH	6.00 ✓	
2/6/24	231 Main St, Chardon 24PG036, RT ✓		Huntsburg, OH	14.40 ✓	
2/8/24	231 Main St, Chardon 22PE121, RT ✓	1009 Mentor Ave Painesville, OH		21.00 ✓	
2/9/24	231 Main St, Chardon 24PG026, 24PG051, 22PG633, RT ✓	620 Water St, Chardon		2.20 ✓	
2/9/24	231 Main St, Chardon 24PG026, RT ✓	620 Water St, Chardon		2.20 ✓	
2/15/24	231 Main St, Chardon 20PE109, RT ✓	15200 Madison Rd Middlefield		28.20 ✓	
2/21/24	231 Main St, Chardon meeting, RT ✓	12611 Ravenwood Dr Chardon		12.00 ✓	
2/21/24	231 Main St, Chardon 24PG076, RT ✓	620 Water St, Chardon		2.20 ✓	
2/23/24	231 Main St, Chardon 24PG063, RT ✓	10701 East Blvd Cleveland, OH		67.40 ✓	
Column Totals A				176.00	
				(A) X .670**	\$ 117.92
				(B) + (C)	\$ 117.92

Handwritten: B \$ 117.92 C

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

Employee Signature: Samuel Matthews Date: 3/4/24
 Department Head Signature: [Signature] Department: Probate
 Revised 01/04/2024 RHL

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Sam Matthews

DEPARTMENT Probate

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
2/27/24	6034 Engle Rd Brook Park 24PG064		Newbury, OH	42.70 ✓	
2/27/24	Newbury, OH 24PG064		231 Main st, Chardon	6.60 ✓	
2/28/24	231 Main St Chardon 24PG062, RT ✓		7301 Ravenna Rd Concord, OH	13.80 ✓	
Column Totals			A	63.10 ✓	B
Total Mileage Amount				(A) X .670**	\$ 42.28 C
Total Reimbursement				(B) + (C)	\$ 42.28

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.

Samuel Matthews
Employee Signature

3/14/24
Date

Samuel Matthews
Department Head Signature

ORIGINAL RECEIPTS MUST BE ATTACHED

Revised 01/04/2024 RHL
 Approved 01/04/2024
 Commissioners