



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 05/10/24

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-00001242

Samuel Matthews \$166.76

<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
	5/13/2024	166.76 ✓
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 _____
--

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 April 2024	3,000.0000	\$3,000.00
TOTAL DUE					\$3,000.00

RECEIVED
MAY 09 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
PROBATE DIVISION
GEAUGA COUNTY, OHIO

FILED
IN COMMON PLEAS COURT

2024 MAY -9 AM 11:56

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:) JUDGE TIMOTHY J. GRENDALL
)
PROBATE COURT)
EXPENDITURES)
MATTHEWS, SAMUEL R) PROPER ADMINISTRATIVE ORDER
) 2024-114

NOT
FOR
VETTING

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$166.76 (One Hundred Sixty Six Dollars and Seventy Six 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 5/9/2024

CC: Fiscal Director

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
4/10/2024	231 Main St, Chardon 24PG036 and 24PG062		Huntsburg	7.20	✓ SM
4/10/2024	Huntsburg	10980 Pine Grove, Chardon; Novelty return 24PG036/24PG062 and Victor's Visitor Probate program, (18.4 mi - 11.5 normal commute = 6.9)		6.90	✓ SM
4/11/2024	231 Main St, Chardon 24PM176		13207 Ravenna Rd, Chardon	5.60	✓ SM
4/11/2024	13207 Ravenna rd, Chardon 24PM176, second delivery and return		Brainbridge; 231 Main St, Chardon	35.60	✓ SM
4/11/2024	231 Main St, Chardon 24PG128, RT		Middlefield	25.20	✓ SM
4/15/2024	231 Main St Chardon 24PG185, five stops for case (49.5 mi - 11.5 normal commute = 38.0)		Chardon; Chagrin Falls; Solon; Lyndhurst; Mayfield hts; N	38.00	✓ SM
4/17/2024	231 Main St, Chardon 24PG187, RT		620 Water St, Chardon	2.20	✓ SM
4/18/2024	231 Main St, Chardon 24PG140, RT		Newbury	16.80	✓ SM
4/18/2024	231 Main St, Chardon 24PM176, two stops and return		Bainbridge; 13207 Ravenna Rd, Chardon;	19 ✓ 5 ✓ 43.90	✓ SM
4/23/2024	231 Main St, Chardon 24PG207, (12.3 - normal commute 11.5 = 0.8)		12340 Bass Lake, Chardon; Novelty	0.80	✓ SM
Column Totals				182.20	
Total Mileage Amount (A) X .670**				\$ 122.07	
Total Reimbursement (B) + (C)				\$ 122.07	

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 / 5-1-24 Date
 Employee Signature

Kimberly
 Department Head Signature

ORIGINAL RECEIPTS MUST BE ATTACHED

** IRS .670 rate effective 01/01/2024
 Commissioners Approved 01/04/2024
 Revised 01/04/2024 RHL

117166

Print Form

Reset Form

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
4/24/2024	231 Main St, Chardon 24PG207, BT		12340 Bass Lake, Chardon	7.60 ✓	✓ SM
4/25/2024	231 Main St, Chardon 24PG209, one way		Newbury	10.90 ✓	✓ SM
4/25/2024	Newbury		Middlefield; 231 Main St, Chardon	22.00 ✓	✓ SM
4/29/2024	231 Main St, Chardon 24PG151 (37.7 - normal commute 11.5 = 26.2)	2nd destination and return court ✓	Middlefield; Novelty	26.20 ✓	✓ SM
Column Totals			A	66.70	B
Total Mileage Amount			(A) X .670**	\$ 44.69	C
Total Reimbursement			(B) + (C)	\$ 44.69	

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

5-1-24
Date

Samuel Matthews
Department Head Signature

ORIGINAL RECEIPTS MUST BE ATTACHED

** IRS .670 rate effective 01/01/2024
Commissioners Approved 01/04/2024

Revised 01/04/2024 RHL