



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 10/06/22

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

From: Auditor's Office Fiscal Department

SUBJECT: **Batch # 2022-0000777**

Samuel Matthews \$129.13

☐ Dept. Head Signature Missing on Cover	☐ Incorrect Vendor Numbers (s)
☐ Incorrect Account Number	☐ Incorrect/No Encumbrance No.
☐ Incorrect Remit Address	☐ Incorrect Voucher Amount
☐ Insufficient Cash Balance Available	☐ Incorrect G/L Date
☐ Batch not Approved in New World	☐ Expense Precede Encumbrance
☐ Insufficient Balance Available on PO	☐ Remit Copy Missing
☐ Missing Original Invoice/Supporting Documents	☐ Due Date Deadline Missed
☐ Missing "OK to Pay" Initials/Signature	☒ Other

Solution: No original signature on the voucher 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

FILED
IN COMMON PLEAS COURT

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

2022 OCT -5 AM 10:37

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

NOT
FOR
VETTING

) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2022-197

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$182.50 (One Hundred Eighty Two Dollars and Fifty Cents) from 1001-008-00-902 to MATTHEWS, SAMUEL R, at C/O JUVENILE PROBATE COURT, CHARDON, OH 44024, for 2022 OAPJ Court Investigators Training mileage reimbursement, which the Probate Court has determined to be an expenditure for a proper public purpose.

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".

Kindly provide this Court with the original check which it will mail to the vendor.

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 Form

Reset Form

PRINT EMPLOYEE NAME Samuel Matthews DEPARTMENT Probate

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
9/5/22	Novelty	Court Duties (holiday/weekend), RT	14373 N Cheshire, Burton	25.20	
9/7/22	231 Main St, Chardon	Court Duties, RT	14373 N Cheshire, Burton; Novelty, Chardon	33.10	
9/7/22	231 Main St, Chardon	Court Duties, RT	470 Center St, Chardon	3.00	
9/7/22	231 Main st, Chardon	21PG505, minus normal commute (30.2-12.0=18.2)	8353 Bainbridge Rd, Bainbridge, Bainbridge, Novelty	18.20	
9/9/22	231 Main st, Chardon	22 PM 467, RT	13207 Ravenna Rd, Chardon	11.20	
9/18-9/19/22	Novelty	Training, RT (152.0 x 2 - 12.0) = 292.0 (minus normal commute on the work day)	5100 Upper Metro Pl Dublin, OH 43017	292.00	
9/21/22	Novelty	Court Duties (31.9- 12.0= 19.9) minus normal commute	Middlefield, Chardon, Chardon	19.90	
9/22/22	231 Main st Chardon	22 PG 478, RT	12340 Bass Lake Chardon	7.40	
9/22/22	231 Main st, Chardon	22 PG 463, RT	Chardon	4.20	
9/29/22	231 Main st, Chardon	22PG056, RT	13207 Ravenna Rd, Chardon	11.20	
Column Totals				A 425.40	
Total Mileage Amount				(A) X .625**	\$ 265.88
Total Reimbursement				(B) + (C)	\$ 265.88

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

Samuel Matthews 10-3-22

Employee Signature

Date

Department Head Signature

IRS 625 rate effective 07/01/2022

Revised 07/01/2022 RHL

APR 1 2022
COUNTY INVEST
4182.50

9/29/22

Travel Expense Request

Auditor's Number:

2022-3282

Date: August 30, 2022

Department: Probate

Convention, Meeting, Etc.: 2022 OAPJ Court Investigators CE Program

Location: Dublin, OH

Reason: Training

Dates of Travel: September 18-19, 2022

Dates of Event: September 19, 2022

Employees Attending: Jennifer Moore-Mallinos and Sam Matthews (List Names)

Account: 1001-008-00-902 Travel

Estimated Expenses:

Hotel	\$275.00	✓
Food	\$130.00	✓
Mileage	\$200.00	✓
Registration	\$250.00	✓
Other	\$200.00	
Total	\$1,055.00	✓

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



Department Head Signature

8/23/2022

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 \$ 1055.00 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:

Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 8/30/2022 22157, Journal No. 93.

Original: Above Department

Copy: Auditor

Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:

Hotel	Departure Date
Food	
Mileage \$ 182.50	Departure Time am / pm
Registration	Return Date
Other	
Total \$ 182.50	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:

Title: Court Administrator

Approved by:

Partial Payment



Final Payment



Revised 08/20/08

Original and 2 copies required