



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

**Return Voucher Form**

Date: **01/17/2023**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00000165**

**Charlene Wolff \$58.12**

|                                                                        |                                                       |
|------------------------------------------------------------------------|-------------------------------------------------------|
| <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. Mileage / Miscellaneous Reimbursement Voucher Form does not contain original signatures.

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)

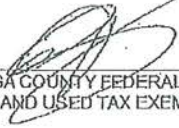
**AUDITORS CERTIFICATION OF FUNDS**  
O.R.C. 5705.41D

Geauga County, Chardon, Ohio January 3, 2022

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of  
\$2,500.00

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 |
|-------------|--------------|----------------|
|             | 1/18/2023    | 58.12 ✓        |
| P.O. DATE   | ADJUSTMENT   | ACCOUNT NO.    |
| 01/03/2022  |              |                |
| 1099 AMT.   |              |                |



PURCHASE ORDER NO. 2022-00001245 ✓

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

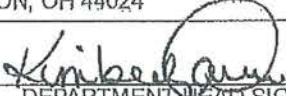
VENDOR I.D. NO. 54616

PURCHASED FROM:

**Charlene Wolff**

**INVOICE TO:**

GEAUGA COUNTY  
PROBATE / JUVENILE COURT - JUDGE GRENDALL  
231 MAIN STREET SUITE 2  
CHARDON, OH 44024

  
DEPARTMENT HEAD SIGNATURE

| QUANTITY  | UNIT | FUND | DESCRIPTION                                                                  | UNIT COST  | TOTAL COST |
|-----------|------|------|------------------------------------------------------------------------------|------------|------------|
| 1.0000    | Each | 2051 | Travel Expenses, Other - Travel - Other<br>2051-007-00-902 - Travel 2,500.00 | 2,500.0000 | \$2,500.00 |
|           |      |      | December 2022                                                                |            |            |
| TOTAL DUE |      |      |                                                                              |            | \$2,500.00 |

**RECEIVED**

**JAN 17 2023**

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  
2023 JAN 12 PM 2:04

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT  
EXPENDITURES  
WOLFF, CHARLENE

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2023-26

Pursuant to R.C. 5705.42, 2303.201(E)(1), 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$58.12 (Fifty Eight Dollars and Twelve Cents) from 2051-007-00-902 payable to WOLFF, CHARLENE, 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

CC: Fiscal Director

# Geauga County

## Mileage/Miscellaneous Reimbursement Voucher for ALL that follow IRS Standard Mileage

Print Form

Reset Form

PRINT EMPLOYEE NAME Charlene Wolff / DEPARTMENT Juvenile Court-CASA

| DATE                 | ORIGIN                                  | PURPOSE OF TRAVEL                       | DESTINATION | MILEAGE      | MISC. AMOUNT |
|----------------------|-----------------------------------------|-----------------------------------------|-------------|--------------|--------------|
| 12/1/22              | 470 Center St., Chardon, OH 44024       | Courthouse Annex, Chardon, OH 44024     |             | 3.00         |              |
|                      | Court hearing, round trip 1             |                                         |             |              |              |
| 12/1/22              | 470 Center St., Chardon, OH 44024       | Courthouse Annex, Chardon, OH 44024     |             | 3.00         |              |
|                      | Court hearing, round trip 2             |                                         |             |              |              |
| 12/5/22              | 470 Center St., Chardon, OH 44024       | Courthouse Annex, Chardon, OH 44024     |             | 3.00         |              |
|                      | Court hearing, round trip 1             |                                         |             |              |              |
| 12/5/22              | 470 Center St., Chardon, OH 44024       | Courthouse Annex, Chardon, OH 44024     |             | 3.00         |              |
|                      | Court hearing, round trip 2             |                                         |             |              |              |
| 12/6/22              | 470 Center St., Chardon, OH 44024       | Courthouse Annex, Chardon, OH 44024     |             | 3.00         |              |
|                      | Court to file, round trip               |                                         |             |              |              |
| 12/9/22              | 470 Center St., Chardon, OH 44024       | 22JF62 Chardon, OH 44024                |             | 8.00         |              |
|                      | Outing with CASA child                  |                                         |             |              |              |
| 12/9/22              | 22JF62 Chardon, OH 44024                | 12800 Great Lakes Pkwy, Hiram, OH 44234 |             | 11.00        |              |
|                      | Outing with CASA child                  |                                         |             |              |              |
| 12/9/22              | 12800 Great Lakes Pkwy, Hiram, OH 44234 | 22JF62 Chardon, OH 44024                |             | 11.00        |              |
|                      | Outing with CASA child                  |                                         |             |              |              |
| 12/9/22              | 22JF62 Chardon, OH 44024                | 470 Center St., Chardon, OH 44024       |             | 8.00         |              |
|                      | Outing with CASA child                  |                                         |             |              |              |
| 12/14/22             | 470 Center St., Chardon, OH 44024       | 14JF489 Middlefield, OH 44062           |             | 24.00        |              |
|                      | Visit with CASA child, round trip       |                                         |             |              |              |
| Column Totals        |                                         |                                         |             | 77.00        |              |
| Total Mileage Amount |                                         |                                         |             | (A) X .625** | \$ 48.12     |
| Total Reimbursement  |                                         |                                         |             | (B) + (C)    | \$ 48.12     |

### 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

Charlene Wolff 11/31/2023  
Employee Signature Date

Maureen Murphy  
Department Head Signature

Revised 07/01/2022 RHL

Revised 07/01/2022 RHL

## Reset Form

Juvenile Court-CASA

| Column Totals        | A            | B               |
|----------------------|--------------|-----------------|
| Total Mileage Amount | (A) X .625** | \$ 10.00        |
| Total Reimbursement  | (B) + (C)    | <b>\$ 10.00</b> |

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.

Charlene Wojcik 11/3/2023

Employee Signature Date

Matthew Gurnea

Department Head Signature

IRS-625 rate e

IRS-625 rate effective 07/01/2022

Revised 07/01/2022 RHL