



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 03/30/2023

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2023-00000798

Michael Hurst \$232.57

<input type="checkbox"/> Dept. Head Signature Missing on Cover
<input type="checkbox"/> Incorrect Account Number
<input type="checkbox"/> Incorrect Remit Address
<input type="checkbox"/> Insufficient Cash Balance Available
<input type="checkbox"/> Batch not Approved in New World
<input type="checkbox"/> Insufficient Balance Available on PO
<input type="checkbox"/> Missing Original Invoice/Supporting Documents
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature

<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Due Date Deadline Missed
<input checked="" type="checkbox"/> Other

Solution: No original signature on the voucher or invoice. Travel Expense Request was only signed by the Court Administrator and missing Approved By signature.

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 February 7, 2023
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
\$1,820.00

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. 34-8001208
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
	04/03/2023	\$ 232.57 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
02/07/2023		
1099 AMT.		

PURCHASE ORDER NO. 2023-00001767 ✓

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 10107

PURCHASED FROM:

Michael Hurst

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

Kimberly
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	TRAVEL - 2023 Ohio Supreme Court Summit on Children 1001-007-02-902 - Travel 1,820.00	1,820.0000	\$1,820.00
			Miles & Meals - MH		
			RECEIVED MAR 29 2023 Geauga County Auditor		
			TOTAL DUE		\$1,820.00

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
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

FILED
IN COMMON PLEAS COURT

2023 MAR 28 PM 3:38

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

) JUDGE TIMOTHY J. GRENDALL

)

JUVENILE COURT

)

EXPENDITURES

) PROPER ADMINISTRATIVE ORDER

HURST, MICHAEL

) 2023-127

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 \$232.57 (Two Hundred Thirty Two Dollars and Fifty Seven Cents) from 1001-007-02-902 payable to HURST, MICHAEL, for travel expense 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

NOT
FOR
VETTING

Geauga County

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

Print Form

Reset Form

Michael Hurst

PRINT EMPLOYEE NAME Geauga County Probate/Juvenile Court

DEPARTMENT Probate/Juvenile Court

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
3/15/23	231 Main Street Ste. 200, Chardon, OH 44024 Ohio Summit on Children--Travel	350 N. High Street, Columbus, OH 43215		163.00	
3/17/23	350 N. High Street, Columbus, OH 43215 Ohio Summit on Children--Travel	Ohio Union, 1739 N. High Street, Columbus, OH 43215		2.60	
3/17/23	Ohio Union, 1739 N. High Street, Columbus, OH 43215 Ohio Summit on Children--Travel	Richmond Heights, OH 44143		155.00	
3/16/23	Food				22.58
				320.60	\$ 22.58
				(A) X .655**	✓ \$ 209.99 ^{B C}
				(B) + (C)	\$ 232.57

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.

Michael Hurst

3-27-23

Employee Signature

Date

Department Head Signature

Column Totals A
Total Mileage Amount
Total Reimbursement

ORIGINAL RECEIPTS MUST BE ATTACHED

** IRS .655 rate effective 01/01/2023
Commissioners Approved 01/05/2023

Revised 01/05/2023 RHL



HYATT REGENCY

Big Bar on 2
350 N. High Street, Columbus, OH 43215
614-463-1234

Opened By: LaTyce 1

TBL 37/3 CHK 4608414
03-16-2023 17:58:04

1	Chips and Salsa	6.00
1	MSC Burger	15.00
	\$ Add Sauteed Mushrooms	

FOOD		✓21.00
	Sub Total:	21.00
	*Tax Total:	1.58
	Check Total:	✓22.58

18:48:26 Printed By: LaTyce

Tip: _____

Total: _____

Room: _____

Name: _____

Signature: _____

Join World of Hyatt today
and start earning points for
stays, dining and more.
Visit worldofhyatt.com
*Not point earning eligible.
#Not point redemption eligible

Travel Expense Request

Auditor's Number:
2023-1767

Date: January 31, 2023 Department: Juvenile
 Convention, Meeting, Etc.: 2023 Ohio Supreme Court Summit on Children
 Location: Columbus, OH Reason: conference
 Dates of Travel: March 15-17, 2023 Dates of Event: March 16-17, 2023
 Employees Attending: Abbey King, Michael Hurst, Beth Williams, Allison Wojtonek, Mary P. (List Names)

Account: 1001-007-02-902 Travel

Estimated Expenses:	
Hotel	<u>\$610.00</u>
Food	<u>\$200.00</u>
Mileage	<u>\$700.00</u>
Registration	<u>\$0.00</u>
Other	<u>\$310.00</u>
Total	<u>\$1,820.00</u>

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

Kimberly Gue
 Department Head Signature

January 26, 2023
 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 \$ 1820 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-007-02-902 fund, free from any previous encumbrances.

By: *Evelyn Giebs*
 Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 2/7/23 23-016, Journal No. 94.

Original: Above Department
 Copy: Auditor
 Copy: Commissioner

 Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:	
Hotel	Departure Date
Food <u>\$ 22.58</u> ✓	_____
Mileage <u>\$ 209.99</u> ✓	Departure Time
Registration	_____ am / pm
Other	Return Date
Total <u>\$ 232.57</u> ✓	_____
	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: *Kimberly Gue*
 Title: Court Administrator
 Approved by: _____

Partial Payment
 Final Payment