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

**Return Voucher Form**

Date: 06/15/2023

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

From: Auditor's Office Fiscal Department

**SUBJECT:** **Batch # 2023-00001447** **Heather Mountsier $110.56**

| | |
|---|---|
| _____ 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 | X 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

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

Geauga County, Chardon, Ohio January 3, 2023
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
$4,000.00
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 Certficate: _____
Warrant Received by: _____
Date: _____

| WARRANT NO. | VOUCHER DATE | VOUCHER AMOUNT |
|---|---|---|
| | 06/21/2023 | $ 110.56 |
| P.O. DATE | ADJUSTMENT | ACCOUNT NO. |
| 01/03/2023 | dr. | |
| 1099 AMT. | cr. | |
| | | |

PURCHASE ORDER NO. 2023-00001348

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

VENDOR I.D. NO. 5267

**PURCHASED FROM:**

Heather Mountsier

**SHIP TO:**
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDELL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

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

DEPARTMENT HEAD SIGNATURE

| QUANTITY | UNIT | FUND | DESCRIPTION | UNIT COST | TOTAL COST |
|---|---|---|---|---|---|
| 1.0000 | Each | 1001 | Travel Expenses, Other - Travel<br>1001-007-16-902 - Travel 4,000.00 | 4,000.0000 | $4,000.00 |
| | | | | TOTAL DUE | $4,000.00 |

May 2023

RECEIVED
JUN 14 2023
Geauga County Audit

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**

IN RE:

JUVENILE COURT
EXPENDITURES
**MOUNTSIER, HEATHER**

) JUDGE TIMOTHY J. GRENDELL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2023-216**



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 $110.56 (One Hundred Ten Dollars and Fifty Six Cents) from 1001-007-16-902 payable to MOUNTSIER, HEATHER, for 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. GRENDELL, JUDGE

CC: Fiscal Director

Print Form

Reset Form

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

PRINT EMPLOYEE NAME Heather Mountsier DEPARTMENT Juvenile Probation

| DATE | ORIGIN / PURPOSE OF TRAVEL | DESTINATION | MILEAGE | MISC. AMOUNT |
|---|---|---|---|---|
| 5/1/23 | 231 Main Street Chardon 44024<br>Field Visit 22JU115 & 22JD119 | Chardon<br>ROUNDTRIP | 11.80 | |
| 5/3/23 | 231 Main Street Chardon 44024<br>Home Visit 23JD020 | Chardon<br>ROUNDTRIP | 8.20 | |
| 5/3/23 | 231 Main Street Chardon 44024<br>Home Visit 23JD021, Home (less normal 12 mile commute) | Akron, Home | 82.20 | |
| 5/4/23 | 231 Main Street Chardon 44024<br>School Visit 23JD079 | Chardon<br>ROUNDTRIP | 1.80 | |
| 5/10/23 | 231 Main Street Chardon 44024<br>Home Visit 22JD046, Home (less normal 12 mile commute) | Newbury, Home | 7.90 | |
| 5/11/23 | 231 Main Street Chardon 44024<br>Field Visit 22JD119 | Chardon<br>ROUNDTRIP | 11.80 | |
| 5/15/23 | 231 Main Street Chardon 44024<br>Field Visit 22JU115 & 22JD119 | Chardon<br>ROUNDTRIP | 11.80 | |
| 5/22/23 | 231 Main Street Chardon 44024<br>Field Visit 22JU115 & 22JD119 | Chardon<br>ROUNDTRIP | 11.80 | |
| 5/25/23 | 231 Main Street Chardon 44024<br>Home Visit 22JD046, Home (less normal 12 mile commute) | Newbury, Home | 7.90 | |
| 5/26/23 | 231 Main Street Chardon 44024<br>Field Visit 23JD074, Home (less normal 12 mile commute) | Chardon, Home | 5.40 | |
| | | Column Totals A | 160.60 | B |
| | | Total Mileage Amount (A) X .655** | | $ 105.19 C |
| | | Total Reimbursement (B) + (C) | | **$ 105.19** |

**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 6/1/23 Date

Beth Williams 6-1-23 Department Head Signature

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

Revised 01/05/2023 RHL

11056

Print Form

Reset Form

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

PRINT EMPLOYEE NAME Heather Mountsier

DEPARTMENT Juvenile Probation

| DATE | ORIGIN / PURPOSE OF TRAVEL | DESTINATION | MILEAGE | MISC. AMOUNT |
|---|---|---|---|---|
| 5/30/23 | 231 Main Street Chardon 44024<br>Home Visit 23JD020 | Chardon<br>ROUNDTRIP | 8.20 | |
| | | | | |
| | | | | |
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| | | | |
|---|---|---|---|
| Column Totals | A | 8.20 | B |
| Total Mileage Amount | (A) X .655** | $ 5.37 | C |
| Total Reimbursement | (B) + (C) | **$ 5.37** | |

**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 — Date: 6/1/23

Department Head Signature: Beth Williams 6-1-23

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

Revised 01/05/2023 RHL