



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

**Return Voucher Form**

Date: 06/29/2023

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00001564**

**Jennifer Moore-Mallinos \$ 308.83**

|                                                                        |                                                       |
|------------------------------------------------------------------------|-------------------------------------------------------|
| <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 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](mailto: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

\$5,000.00

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 |
|-------------|--------------|----------------|
|             | 07/05/2023   | \$ 308.83      |
| P.O. DATE   | ADJUSTMENT   | ACCOUNT NO.    |
| 01/03/2023  | dr.          |                |
| 1099 AMT.   | cr.          |                |

PURCHASE ORDER NO. 2023-00001344

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION \_\_\_\_\_

RESOLUTION \_\_\_\_\_

JOURNAL \_\_\_\_\_

PAGE \_\_\_\_\_

BUDGET APPROVAL - ENCUMB \_\_\_\_\_ VOUCHER \_\_\_\_\_

VENDOR I.D. NO. 12457

PURCHASED FROM:

Jennifer Moore-Mallinos

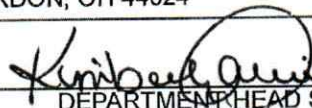
INVOICE TO:

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 | 1001 | Travel Expenses, Other - Travel<br>1001-007-02-902 - Travel 5,000.00<br><br>April/May 2023 | 5,000.0000 | \$5,000.00 |
| TOTAL DUE |      |      |                                                                                            |            | \$5,000.00 |

RECEIVED  
JUN 28 2023  
Gauga 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 JUN 27 PM 4:54

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT  
EXPENDITURES

MOORE MALLINOS, JENNIFER D

NOT  
FOR  
VETTING

) JUDGE TIMOTHY J. GRENDALL

)

)

) PROPER ADMINISTRATIVE ORDER

) 2023-251

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 \$308.83 (Three Hundred Eight Dollars and Eighty Three Cents) from 1001-007-02-902 payable to MOORE MALLINOS, JENNIFER D, 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

✓ 6/27/2023

CC: Fiscal Director

Print Form

Reset Form

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

PRINT EMPLOYEE NAME Jennifer Moore-Mallinos DEPARTMENT Juvenile

| DATE                 | ORIGIN                    | PURPOSE OF TRAVEL                  | DESTINATION                       | MILEAGE      | MISC. AMOUNT |
|----------------------|---------------------------|------------------------------------|-----------------------------------|--------------|--------------|
| 4/3/2023             | 470 Center St., Chardon   | Lake Geauga Training Committee Mtg | 9083 Mentor Ave, Mentor, OH 44060 | 8.50         |              |
| 4/4/2023             | 470 Center St., Chardon   | Court Duties                       | Gaitway High School, RT           | 32.00        |              |
| 4/5/2023             | Cardinal Middle School    | Court Duties                       | West Geauga Middle School         | 16.50        |              |
| 4/5/2023             | West Geauga Middle School | Court Duties                       | 470 Center St., Chardon           | 11.50        |              |
| 4/6/2023             | Cardinal Middle School    | Court Duties                       | Berkshire School                  | 5.00         |              |
| 4/6/2023             | Berkshire School          | Court Duties                       | 470 Center St., Chardon           | 10.00        |              |
| 4/11/2023            | 470 Center St., Chardon   | Court Duties                       | Gaitway High School, RT           | 32.00        |              |
| 4/12/2023            | Cardinal Middle School    | Court Duties                       | 470 Center St., Chardon           | 16.00        |              |
| 4/13/2023            | Cardinal Middle School    | Court Duties                       | Berkshire School                  | 5.00         |              |
| 4/13/2023            | Berkshire School          | Court Duties                       | 470 Center St., Chardon           | 10.00        |              |
| Column Totals        |                           |                                    |                                   | 146.50       |              |
| Total Mileage Amount |                           |                                    |                                   | (A) X .655** | \$ 95.96     |
| Total Reimbursement  |                           |                                    |                                   | (B) + (C)    | \$ 95.96     |

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 6/14/23

Department Head Signature  
Date

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

## Reset Form

## Juvenile

| Column Totals        | A              | B                 |
|----------------------|----------------|-------------------|
| Total Mileage Amount | (A) X .655** ✓ | \$ 80.56          |
| Total Reimbursement  | (B) + (C)      | <b>\$ 80.56</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.

ALLISON L. HARRIS

Department Head Signature

Revised 01/05/2023 RHL

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Jennifer Moore-Mallinos DEPARTMENT Juvenile

| DATE                 | ORIGIN                    | PURPOSE OF TRAVEL | DESTINATION                   | MILEAGE      | MISC. AMOUNT |
|----------------------|---------------------------|-------------------|-------------------------------|--------------|--------------|
| 5/2/2023             | 470 Center St., Chardon   | Court Duties      | Gaitway High School           | 16.00        |              |
| 5/3/2023             | Cardinal Middle School    | Court Duties      | West Geauga Middle School     | 16.50        |              |
| 5/3/2023             | West Geauga Middle School | Court Duties      | 470 Center St., Chardon       | 11.50        |              |
| 5/4/2023             | Cardinal Middle School    | Court Duties      | 470 Center St., Chardon       | 16.00        |              |
| 5/9/2023             | 470 Center St., Chardon   | Court Duties      | Gaitway High School, RT       | 32.00        |              |
| 5/16/2023            | 470 Center St., Chardon   | Court Duties      | Gaitway High School, RT       | 32.00        |              |
| 5/24/2023            | 470 Center St., Chardon   | Court Duties      | West Geauga Middle School, RT | 23.00        |              |
| 5/30/2023            | 470 Center St., Chardon   | Court Duties      | Gaitway High School, RT       | 32.00        |              |
| 5/31/2023            | 470 Center St., Chardon   | Court Duties      | West Geauga Middle School, RT | 23.00        |              |
|                      |                           |                   |                               |              |              |
| Column Totals        |                           |                   |                               | 202.00       |              |
| Total Mileage Amount |                           |                   |                               | (A) X .655** | \$ 132.31    |
| Total Reimbursement  |                           |                   |                               | (B) + (C)    | \$ 132.31    |

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

Jennifer Moore-Mallinos 6/14/23  
Employee Signature Date

Department Head Signature

Revised 01/05/2023 RHL  
Commissioners Approved 01/05/2023  
IRS-665 rate effective 01/01/2023