



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

**Return Voucher Form**

Date: **12/11/2023**

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00003032**

**Heather Mountsier \$311.59**

|                                                                        |                                                       |
|------------------------------------------------------------------------|-------------------------------------------------------|
| <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.

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)

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

See *State ex rel. Grendell v. Walder*,  
Slip Opinion No. 2022-Ohio-204

FILED  
IN COMMON PLEAS COURT  
IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
GEAUGA COUNTY, OHIO

2023 DEC -7 PM 1:00

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT  
EXPENDITURES

MOUNTSIER, HEATHER

NOT  
FOR  
VETTING

) JUDGE TIMOTHY J. GRENDALL  
)  
)

) PROPER ADMINISTRATIVE ORDER  
) 2023-455

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 \$311.59 (Three Hundred Eleven Dollars and Fifty Nine Cents) from 1001-007-16-902 payable to MOUNTSIER, HEATHER, 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

12/12/2023

CC: Fiscal Director

# Mileage Reimbursement Voucher

for ALL that follow IRS Standard Mileage

Print Form

Reset Form

PRINT EMPLOYEE NAME Heather Mountsier

DEPARTMENT Juvenile Probation

| DATE                 | ORIGIN                                                                     | PURPOSE OF TRAVEL | DESTINATION         | MILEAGE      | MISC. AMOUNT |
|----------------------|----------------------------------------------------------------------------|-------------------|---------------------|--------------|--------------|
| 11/2/23              | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Kirtland            | 20.60        |              |
| 11/2/23              | School Visit 23JT139                                                       |                   |                     |              |              |
| 11/2/23              | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Chesterland, Home   | 0.90         |              |
| 11/2/23              | Field Visit 23JT115, Home (less normal 12 mile commute)                    |                   |                     |              |              |
| 11/7/23              | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Chagrin Falls, Home | 15.80        |              |
| 11/7/23              | Home Visit 23JD096, Home (less normal 12 mile commute)                     |                   |                     |              |              |
| 11/9/23              | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Boardman            | 114.00       |              |
| 11/9/23              | Home Visit 23JD155                                                         |                   |                     |              |              |
| 11/13/23             | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Chesterland, Home   | 0.90         |              |
| 11/13/23             | Field Visit 23JT115, Home (less normal 12 mile commute)                    |                   |                     |              |              |
| 11/14/23             | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Boardman            | 114.00       |              |
| 11/14/23             | Home Visit 23JD155                                                         |                   |                     |              |              |
| 11/15/23             | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Thompson            | 23.20        |              |
| 11/15/23             | Home Visit 22JD119                                                         |                   |                     |              |              |
| 11/16/23             | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Chardon, Home       | 5.40         |              |
| 11/16/23             | Field Visit 23JU115, 23JD074 & 23JD191, Home (less normal 12 mile commute) |                   |                     |              |              |
| 11/20/23             | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Kirtland            | 20.60        |              |
| 11/20/23             | School Visit 23JD119                                                       |                   |                     |              |              |
| 11/21/23             | 231 Main Street Chardon 44024                                              | ROUNDTRIP         | Boardman            | 114.00       |              |
| 11/21/23             | Home Visit 23JD155                                                         |                   |                     |              |              |
| Column Totals        |                                                                            |                   |                     | 429.40       |              |
| Total Mileage Amount |                                                                            |                   |                     | (A) X .655** | \$ 281.26    |
| Total Reimbursement  |                                                                            |                   |                     | (B) + (C)    | \$ 281.26    |

## 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

*Heather Mountsier*

Employee Signature

12/1/2023

Date

*Beth Williams*

Department Head Signature

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

Revised 01/05/2023 RHL

Handwritten notes and calculations:   
 311.59   
 429.40   
 114.00   
 20.60   
 5.40   
 23.20   
 0.90   
 114.00   
 15.80   
 0.90   
 20.60

