



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 07/23/24

To: Elected Official, Department head, or Accounting Staff of Probate

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-00001814

Samuel Matthews \$246.44

<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 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

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

Geauga County, Chardon, Ohio April 16, 2024
I HEREBY CERTIFY that the money required to meet the foregoing
contract, agreement, or obligation in the sum of
\$2,583 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
	7/22/24	\$ 246.44 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
04/16/2024		
1099 AMT		

PURCHASE ORDER NO 2024-00002525 ✓

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

VENDOR I D NO 11766

PURCHASED FROM:

Samuel Matthews

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

Kimberly [Signature]
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1 0000	Each	2080	TRAVEL - 2024 OBACOA Spring Conference 2080-008-00-902 - Travel 2,583 00	2 583 0000	\$2 583 00
			Miles & Meals		
TOTAL DUE					\$2,583.00

RECEIVED

JUL 19 2024

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
PROBATE DIVISION
GEAUGA COUNTY, OHIO

FILED
JUL 11 2024
11:50
CLERK OF COURT

IN RE:) JUDGE TIMOTHY J. GRENDALL
)
PROBATE COURT)
EXPENDITURES)
MATTHEWS, SAMUEL R) **PROPER ADMINISTRATIVE ORDER**
) **2024-158**

Pursuant to R.C. 2303.201(E)(1), Administrative Order 2010-02 of this Court issued by Judge Henry (copy attached), and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$246.44 (Two Hundred Forty Six Dollars and Forty Four Cents) from 2080-008-00-902 payable to MATTHEWS, SAMUEL R. for 2024 OBACOA Spring Conference travel expenses, which the Probate 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

KE 7/11/2024

CC: Fiscal Director

Travel Expense Request

Auditor's Number:

2024-2525

Date: 4/16/2024

Department: Probate

Convention, Meeting, Etc.: 2024 OBACOA Spring Conference

Location: Newark, OH

Reason: training

Dates of Travel: May 14-17, 2024

Dates of Event: May 15-17, 2024

Employees Attending: John A. Ralph and Samuel Matthews

(List Names)

Account: 2080-008-00-902

* LIVE *

Hotel	\$875.00	/
Food	\$300.00	✓
Mileage	\$450.00	✓
Registration	\$758.00	✓
Other	\$200.00	/
Total	\$2,583.00	✓

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

Kimberly Jay
Department Head Signature

April 11, 2024
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 \$ 2583.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 2080-008-00-902 fund, free from any previous encumbrances.

By: [Signature]
Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 4/16/2024 21.159 Journal No. 96

Original: Above Department

Copy: Auditor

Copy: Commissioner

Christina Blasi
Clerk, Geauga Co. Bd. of Commissioners

Hotel		Departure Date	
Food	\$ 40.28	Departure Time	
Mileage	\$ 206.16		am pm
Registration		Return Date	
Other		Return Time	
Total	\$ 246.44		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: [Signature]
Title: Office Manager
Approved by: [Signature]

Partial Payment

Final Payment

Revised 08.20:08

Original and 2 copies required

FILED
COMMON PLEAS COURT

IN THE COURT OF COMMON PLEAS
PROBATE DIVISION
GEAUGA COUNTY, OHIO

2010 JUN 29 11:11:01
PROBATE DIVISION
GEAUGA COUNTY, OHIO

In Re:
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

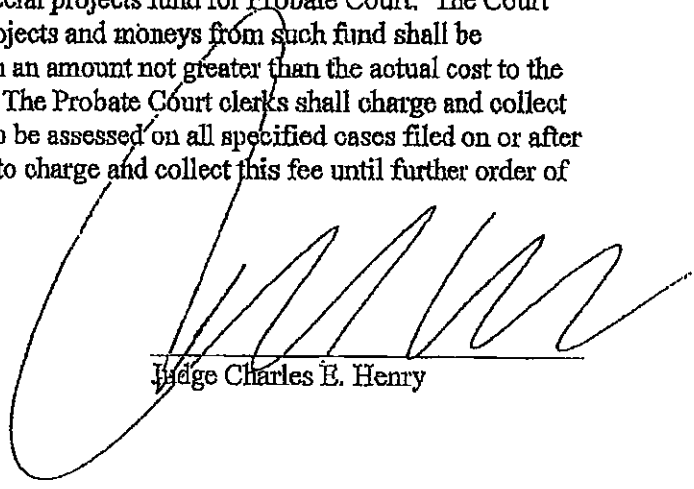
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

WHEREAS, the special projects shall include, but not be limited to, the acquisition of additional facilities or the rehabilitation of existing facilities, the acquisition of equipment, the hiring and training of staff, community service programs, mediation or alternative dispute resolution services, the employment of magistrates, the training and education of judges and magistrates, and other related services.

THEREFORE, pursuant to the authority granted in Ohio Revised Code Section 2303.201(E)(1), the Court hereby amends Rule 4 of the Local Rules of the Geauga County Court of Common Pleas, Probate Division, to encompass a new special projects fee in the sum of Fifteen Dollars (\$ 15.00) to be assessed on the filing of each estate, guardianship, trust, miscellaneous civil case, adoption, minor settlement, wrongful death case, name change, and marriage license.

All fees collected pursuant to this order shall be paid to the Geauga County Treasurer for deposit into a general special projects fund for Probate Court. The Court will allocate the funds to individual projects and moneys from such fund shall be disbursed upon an order of the Court in an amount not greater than the actual cost to the Court of any such determined project. The Probate Court clerks shall charge and collect this fee beginning on March 1, 2010, to be assessed on all specified cases filed on or after said date and the clerks shall continue to charge and collect this fee until further order of this Court.

IT IS SO ORDERED.



Judge Charles E. Henry

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Samuel Matthews

DEPARTMENT Probate

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
5/14/24	231 Main St, Chardon	court duties	11455 E. Washington, Auburn	146.70	
5/14/24	11455 E Washington, Auburn	Travel to training	2299 Cherry Valley Dr SE Newark, Ohio	✓ 146.00	
5/15/24	2299 Cherry Valley Dr SE Newark, OH	travel to training, RT	225 S 6th St Newark, OH	✓ 10.80	
5/16/24	2299 Cherry Valley D SE Newark, OH	Travel to training session, return for program lunch	7840 Rocky Ridge NE St. Louisville, OH	✓ 9.70	
5/16/24	2299 Cherry Valley Dr SE Newark, OH	Travel to training session, return for evening	7840 Rocky Ridge NE St. Louisville, OH	✓ 9.70	
5/17/24	2299 Cherry Valley Dr SE Newark, OH	(143 - normal commute of 11.5 = 131.5)	Novelty, OH	✓ 131.50	
5/14/24		Dinner during travel			✓ 12.88
5/15/24		dinner at training (17.16 * .15 = 2.57 or 19.73) Amount paid = 17.16 + 3.00 = 20.16)			✓ 19.73
5/17/24		meal during travel (9.85 + 3.40 + 1.85 = 15.10 - discount of 7.55 = 7.55 + tax of 0.12 = 7.67 paid)			✓ 7.67
Column Totals A				307.70	
Total Mileage Amount (A) X .670**				322.40	\$ 40.28
Total Reimbursement (B) + (C)					\$ 216.01
					\$ 256.29

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.

Samuel Matthews 7-11-24 Date

Kimberly... 7-11-24 Department Head Signature

ORIGINAL RECEIPTS MUST BE ATTACHED

206.14
 40.28
 246.42 total
 216.01
 256.29

Revised 01/04/2024 RPL
 Approved 01/04/2024
 effective 07/01/2024

Wendy's Restaurant #00001631
6148 State Rt. 95
Mt. Gilead, OH 43338
(419)768-5006

#3445

Host: Melissa
#3445

✓ 05/14/2024
9:18 PM
30445

Order Type: PUW

LARGE COMBO 12.69
Spicy Ghstppr Ranch Chk
Large Fries
LG Drink
Coke

Total Items 3 12.69
Tax 0.19

PUW Total 12.88



DELICIOUSNESS, RECEIVED

2470 O'Possom Run Rd.
Mansfield OH 44904
(419) 775-0072

Host: Zachary
ORDER #220

✓ 05/17/2024
1:32 PM
10121

Al Pastor Bowl 9.85
Large Soda 3.40
Chips 1.85
Police Comp -7.55

How're we doing? Let us know at
ChipotleFeedback.com
Unique Code:

132 005 100 072 110 017 62

Subtotal 7.55
Tax 0.12
TAKE OUT Total 7.67
CP Card 7.67
Authorizing...
Balance Due **7.67**

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4 - Cherry Valley Hotel
2299 Cherry Valley Rd SE
Newark, OH, 43055-9393
740 788 1200

Employee: 1326 - Alex
Open Time: 21:03
Close Time: 21:42
Table:
Guests: 1

5/15/2024 ✓
10084

Grilled Chicken Sandwich 16.00
Hand Cut Fries 0.00

Subtotal 16.00
Tax 1.16
Total 17.16

Tip 3.00 ✓

--End of Check History--

*\$19.73 ✓
w/ 15% tip*