



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

**Return Voucher Form**

Date: 08/02/24

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2024-00001924**

**John A Ralph \$486.38**

<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. Food receipts and travel expense request form do not match.**

**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)



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

FILED  
IN COMMON PLEAS COURT

2024 AUG -1 AM 11:48

PROBATE DIVISION  
COURT CLERK  
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT  
EXPENDITURES  
RALPH, JOHN A.

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) **PROPER ADMINISTRATIVE ORDER**  
) **2024-168**

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 \$486.38 (Four Hundred Eighty Six Dollars and Thirty Eight Cents) from 2080-008-00-902 payable to RALPH, JOHN A., for 2024 NCPJ 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

12/11/2024

CC: Fiscal Director

FILED  
COMMON PLEAS COURT

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

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

In Re:  
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

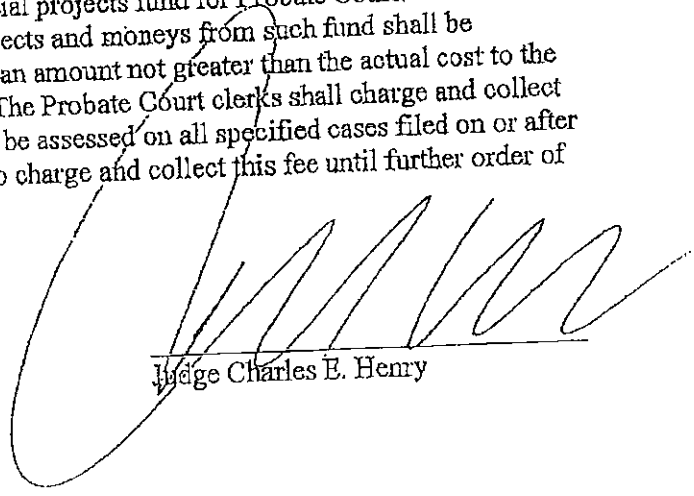
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

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

# Travel Expense Request

Auditor's Number:

2024-2439Date: April 2, 2024Department: ProbateConvention, Meeting, Etc.: 2024 NCPJ Spring ConferenceLocation: Jacksonville, FL Reason: conferenceDates of Travel: May 7-11, 2024Dates of Event: May 7-10, 2024 ✓Employees Attending: Judge Timothy Grendell, Michael Hurst, David Welty, John Ralph (List Names)Account: 2080-008-00-902

Estimated Expenses:	
Hotel	\$3,200.00 ✓
Food	
Mileage	\$350.00 ✓
Registration	\$2,000.00 ✓
Other	\$450.00 ✓
Total	\$6,000.00 ✓

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

Kimberly  
Department Head Signature

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 \$ 6,000.00 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: K. Kish

Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on 4/2/2024 2A-052, Journal No. 96.Original: Above Department  
Copy: Auditor  
Copy: CommissionerChristine Blum  
Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:	
Hotel	Departure Date
Food	\$ 84.75
Mileage	\$ 67.00
Registration	Departure Time
Other	am / pm
Total	\$ 334.63
	Return Date
	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: John Ralph ✓Title: Office ManagerApproved by: KimberlyPartial Payment Final Payment 

Revised 08/20/08

Original and 2 copies required

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

Print Form

Reset Form

DEPARTMENT JUVENILE

DEPARTMENT PROBATE

PRINT EMPLOYEE NAME JOHN ANDREW RALPH

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
5.7.24	CHARDON	JUDICIAL CONFERENCE	JACKSONVILLE FLORIDA		\$ 282.63
5.7.24	CHARDON	5300 REVERSIDE DR.	5300 REVERSIDE DR.	50	
5.10	5300 REVERSIDE DR. CLEVELAND	JUDICIAL CONF.	CHARDON	50	
5.7	JUDICIAL CONF.	JUDICIAL CONF.	BREAKFAST		\$ 10.00
5.7	JUDICIAL CONF.	JUDICIAL CONF.	LUNCH		\$ 15.00
5.8	JUDICIAL CONF.	JUDICIAL CONF.	LUNCH		\$ 27.50
5.10	JUDICIAL CONF.	JUDICIAL CONF.	LUNCH		\$ 15.00
5.9	JUDICIAL CONF.	JUDICIAL CONF.	LUNCH		\$ 17.25
5.10.24	JUDICIAL CONF.	JUDICIAL CONF.	PARKING		\$ 52.00
Column Totals				A	
Total Mileage Amount				(A) X .670**	\$ 419.38
Total Reimbursement				(B) + (C)	\$ 57.00
Total Reimbursement					\$ 486.38

**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**

*[Signature]*  
 Employee Signature

6.20.24  
 Date

*[Signature]*  
 Department Head Signature

\*\* IRS 670 rate effective 01/01/2024  
 Commissioners Approved 01/04/2024  
 Revised 01/04/2024 RHL

047  
 500

3387  
 103  
 PARKING  
 CONFERENCE

CONFERENCE

The Salty Pelican  
Bar and Grill

Check: 338778  
Table: 203  
Server: Emily F  
05/10/24

02:21pm

---[Seat 2]---  
1 Unsweet Tea \$2.95  
1 Broil Oyst-1/2 Doz \$14.00  
1 Crab Dip \$13.00  
-----  
Subtotal: \$29.95  
Tax: \$2.10  
Sub w/Tax: \$32.05  
Total: \$32.05

Like us on Facebook!!!  
Signature Cocktails!!  
Thesaltypelicanmelia.com

15.00

DEBIT CARD

Lunch  
~~BR~~

Southern Grill of Jacksonville  
600 Flagler Ave  
Jacksonville, FL 32207  
904.856.9800

Check 140  
AM Cashier  
Guests 0

5/7/2024  
2:14 PM

\$14.95 Daily Special 14.95  
Subtotal 14.95  
Sales Tax 1.12  
Fee 0.60  
Gratuity 4.17  
TOTAL 20.84

Visa  
Tip \$2.10  
Acct. XXXXXXXXXX9340  
Approval 41277

CHANGE DUE \$18.77

Thank you for dining with us.

A service fee is added to all tender types.



\*CHK001400010507\*

DEBIT CARD

PARKING

DUPLICATE

Cleveland Park Place  
18951 Show Rd.  
Brook Park, 44142

MP's 1 ✓ 05/10/24 23:22  
Cashier: 7  
Receipt 024420

Non-Member Ticket  
PO - No. 097271  
05/07/24 03:36  
05/10/24 23:22  
Period 3d19h47'

Sub Total \$52.00  
V.A.T. ~~\$0.00~~  
Total \$52.00

Payment Received  
TRX REF NUM: 90396  
CARD ENTRY: Chip Read  
AID: A000000031010  
GRP: C94C02F90504A1A 40  
PAN: xxxxxxxxxx9340  
VISA DEBIT  
Sale 52.00 USD  
APPROVED 548467

DEBIT CARD  
RR

River & Post  
1000 Riverside Ave Suite 100  
Jacksonville, FL 32204

Server: Scott R  
Check #53 Table 45  
Guest Count: 3  
Seat 3  
Ordered: 5/9/24 2:10 PM

1 Iced tea \$2.50  
1 SHRIMP AND CHORIZO CREOLE \$23.00  
Subtotal \$25.50  
Tax \$1.91  
Total \$27.41

events@riverandpostjax.com

AMOUNT \$ 7.41

+ Tip: 3.55

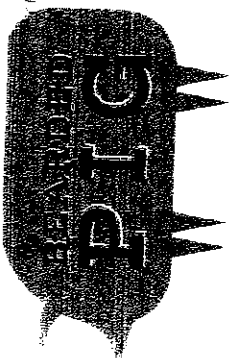
= Total: 38.96

*Scott R*  
VISA DEBIT

DEBIT CARD  
RR

events@riverandpostjax.com

LUNCH



The Bearded Pig - San Marco  
1808 Kings Ave  
Jacksonville, FL 32207

Server: 007 A  
Check #208  
Guest Count: 1  
Ordered: 5/8/24 1:36 PM

1 Banana Pudding \$5.00  
1 1/4 # Brisket \$7.00  
Lean  
1 Slaw \$3.75  
1 Regular Fries \$3.75  
1 Reg Drink \$2.75

Subtotal \$22.25  
Tax \$1.66  
Application Label \$23.91  
Application Label Card Reader  
VISA DEBIT  
BBPOS

Amount \$23.91

+ Tip: 3.95

= Total: 27.86

*Scott R*  
VISA CARDHOLDER

27.50

DEBIT CARD  
Customer Copy



Rental Agreement # 362197631  
Invoice # 90159513390

### Renter Information

**Renter Name**  
JOHN RALPH  
**Renter Address**  
CHARDON, OH 440240000  
USA

### Trip Information

Pickup	Return
Tuesday, May 7, 2024 12:38 PM	Friday, May 10, 2024 3:29 PM
JACKSONVILLE, FL ARPT (JAX)	JACKSONVILLE, FL ARPT (JAX)
2400 YANKEE CLIPPER DR	2400 YANKEE CLIPPER DR
JACKSONVILLE, FL 32218-2492	JACKSONVILLE, FL 32218-2492
USA	USA

### Vehicle Information

4DR ALL-WHEEL DRIVE  
**License #:**  
**State/Province:** OH  
**Unit #:** /  
**Vehicle #:**  
**Vehicle Class Driven**  
Hybrid SUV  
**Vehicle Class Charged**  
Full Size 4 door/Automatic/Air  
**Odometer Mileage/Kilometers**  
**Starting:** 13,055 **Ending:** 13,147  
**Total:** 92  
**Fuel**  
**Starting:** Empty **Ending:** 5.0

### Renter Charges

<b>Rental Rate</b>	Time & Distance 3 Day at \$45.36 / Day	\$136.08
	Time & Distance 3 Hour at \$9.07 / Hour	\$27.21
<b>Add-Ons</b>	Fuel Service Option (\$46.35 / Rental)	\$46.35
<b>Taxes and Fees</b>	Sales Tax (7.50%)	\$19.72
	Vif Rec .65/day (\$0.65 / Day)	\$2.60
	Airport Security Fee 3.00/rntl (\$3.00 / Rental)	\$3.00
	Concession Recoup Fee 11.11 Pct (11.11%)	\$23.59
	Sc Rec - Fi Surchg Recov 2.00/day (\$2.00 / Day)	\$8.00
	FI Waste Tire/battery Fee .02/day (\$0.02 / Day)	\$0.08
	Customer Facility Charge 4.00/day (\$4.00 / Day)	\$16.00

### Total

(Subject to audit)  
Amount charged on May 10, 2024 to VISA **\$282.63**  
APN: VISA DFRIT  
AID:  
Verified: Signature  
Entr: Chin  
Amount charged on May 10, 2024 to **(\$242.87)**  
**Amount Due** **\$39.76**  
**\$0.00**

**Thank you for renting with Enterprise Rent-A-Car**

**We appreciate your business!**

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently Asked Questions or send us a secured message by visiting our [Support Center](#)

OK  
TJG