



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **08/09/24**

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-00001973

Samuel Matthews \$73.63

<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

FILED
IN THE COURT OF COMMON PLEAS
2024 AUG -3 AM 11:13

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

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

**NOT
FOR
VETTING**

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) 2024-173

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$73.63 (Seventy Three Dollars and Sixty Three Cents) from 1001-008-00-902 payable to MATTHEWS, SAMUEL R, for employee mileage reimbursement, 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

cc 3/3/2024

CC: Fiscal Director

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

Print Form

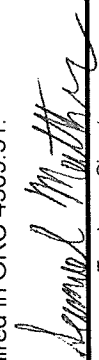
Reset Form

PRINT EMPLOYEE NAME Samuel Matthews ✓ DEPARTMENT Probate

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
7/3/24	231 Main St, Chardon 24PG293		12340 Bass Lake, Chardon	✓ 3.80	✓ SM
7/3/24	12340 Bass Lake, Chardon 24PG295 & 24PG193		5277 Chillicothe, South Russell	✓ 14.00	✓ SM
7/3/24	5277 Chillicothe, South Russell return from 24PG295 & 24PG193		231 Main st, Chardon	✓ 17.10	✓ SM
7/10/24	231 Main St, Chardon 24PG328 RT ✓		Chardon	✓ 9.20	✓ SM
7/12/24	231 Main St, Chardon 24PG339, RT ✓		Burton	✓ 20.60	✓ SM
7/22/24	231 Main St, Chardon 24PG345 RT ✓		620 Water St, Chardon	✓ 2.20	✓ SM
7/24/24	231 Main St, Chardon 24PG310 (24.7 - normal commute 11.5 = 13.2)		South Russell; Novelty	✓ 13.20	✓ SM
7/29/24	231 Main St, Chardon 24PG181 (28.1 - normal commute 11.5 = 16.6)		Burton; Novelty	✓ 16.60	✓ SM
7/31/24	231 Main St, Chardon 24PG310 (24.7 - normal commute 11.5 = 13.2)		South Russell; Novelty	✓ 13.20	✓ SM
			Column Totals	✓ 109.90	B
			Total Mileage Amount	(A) X .670**	C
			Total Reimbursement	(B) + (C)	✓ \$ 73.63


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
 Employee Signature

8-2-24
 Date



 Department Head Signature

ORIGINAL RECEIPTS MUST BE ATTACHED

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