



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 10/01/2024

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2024-00002407

Samuel Matthews \$143.18

| |
|--|
| <input type="checkbox"/> Dept. Head Signature Missing on Cover |
| <input type="checkbox"/> Incorrect Account Number |
| <input type="checkbox"/> Incorrect Remit Address |
| <input type="checkbox"/> Insufficient Cash Balance Available |
| <input type="checkbox"/> Batch not Approved in New World |
| <input type="checkbox"/> Insufficient Balance Available on PO |
| <input type="checkbox"/> Missing Original Invoice/Supporting Documents |
| <input type="checkbox"/> Missing "OK to Pay" Initials/Signature |

| |
|---|
| <input type="checkbox"/> Incorrect Vendor Numbers (s) |
| <input type="checkbox"/> Incorrect/No Encumbrance No. |
| <input type="checkbox"/> Incorrect Voucher Amount |
| <input type="checkbox"/> Incorrect G/L Date |
| <input type="checkbox"/> Expense Precede Encumbrance |
| <input type="checkbox"/> Remit Copy Missing |
| <input type="checkbox"/> Due Date Deadline Missed |
| <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

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

Geauga County, Chardon Ohio January 3, 2024
I HEREBY CERTIFY that the money required to meet the foregoing
contract, agreement, or obligation in the sum of
\$3,000.00

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 |
| | 10/7/2024 | 143.18 ✓ |
| P.O. DATE | ADJUSTMENT | ACCOUNT NO. |
| 01/03/2024 | | |
| 1099 AMT. | | |

PURCHASE ORDER NO. 2024-00001424 ✓

| |
|--|
| 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
DEPARTMENT HEAD SIGNATURE

| QUANTITY | UNIT | FUND | DESCRIPTION | UNIT COST | TOTAL COST |
|-----------|------|------|---|------------|------------|
| 1 0000 | Each | 1001 | Travel Expenses, Other - Travel 1001-008-00-902 - Travel 3,000 00 August 2024 | 3,000.0000 | \$3,000.00 |
| TOTAL DUE | | | | | \$3,000.00 |

RECEIVED
OCT 01 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
IN THE COURT OF COMMON PLEAS
2024 OCT -1 PM 12:43

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2024-208

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$143.18 (One Hundred Forty Three Dollars and Eighteen 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

10/1/2024

CC: Fiscal Director

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Sam Matthews ✓ DEPARTMENT Probate

| DATE | ORIGIN | PURPOSE OF TRAVEL | DESTINATION | MILEAGE | MISC. AMOUNT |
|-----------------------------------|---|-----------------------------------|---|---------|--------------|
| 8/13/24 | 231 Main St Chardon | 13207 Ravenna Rd Chardon; Novelty | | 4.40 | |
| 8/14/24 | 24PG395, 15.9- normal commute 11.5= 4.4 | | Newbury | 17.80 | |
| 8/14/24 | 24PG367, RT | | Chardon | 11.60 | |
| 8/15/24 | 24PG350, RT | | Munson; Novelty | 2.00 | |
| 8/16/24 | 24PG401, 13.5 - normal commute 11.5 = 2.0 | | Munson | 11.40 | |
| 8/18/24 | 24PG401, RT | | Munson | 14.50 | |
| 8/20/24 | 24PG401, RT weekend investigation | | Middlefield; Bainbridge; Novelty | 33.90 | |
| 8/21/24 | 24PG409, 45.4- normal commute 11.5 = 33.9 | | Bedford, Aurora, Chagrin Falls, Bainbridge; Novelty | 51.30 | |
| 8/21/24 | 24PG409, 62.8 - normal commute 11.5 = 51.3 | | 13207 Ravenna Rd Chardon | 20.20 | |
| 8/23/24 | 23PG378, RT after hours emergency investigation | | 620 Water St, Chardon | 2.20 | |
| 8/23/24 | 24PG415, RT | | | | |
| Column Totals A | | | | 169.30 | |
| Total Mileage Amount (A) X .670** | | | | | \$ 113.43 |
| Total Reimbursement (B) + (C) | | | | | \$ 113.43 |

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

9-26-24
Date

Samuel Matthews
Department Head Signature

ORIGINAL RECEIPTS MUST BE ATTACHED

total \$113.43

Revised 01/04/2024 RHL
Commissioners Approved 01/04/2024
01/01/2024
01/01/2024

\$ 1113.18

