



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

**Return Voucher Form**

Date: 11/15/24

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2024-00002853**

**Ohio Association of Probate of Probate Judges \$375.00**

<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)

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

Geauga County, Chardon, Ohio October 15, 2024  
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of \$1,602.00

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
	11/18/2024	\$ 375.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
10/15/2024		
1099 AMT.		

PURCHASE ORDER NO. 2024-00003858 ✓

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

VENDOR I.D. NO. 3195

**PURCHASED FROM:**

Ohio Association of Probate Judges

**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 - 2024 PROBATE CLERKS CONFERENCE 1001-008-00-902 - Travel 1,602.00	1,602.0000	\$1,602.00
			Registration, HL, KQ, AG		
			<b>RECEIVED</b> NOV 13 2024 Geauga County Auditor		
			TOTAL DUE		\$1,602.00

**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, FILED  
PROBATE DIVISION  
GEAUGA COUNTY, OHIO 2024 NOV 12 PM 3: 34

IN RE:  
  
PROBATE COURT  
EXPENDITURES  
OHIO ASSOCIATION OF PROBATE  
JUDGES

PROBATE-JUVENILE  
DIVISION  
) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) PROPER ADMINISTRATIVE ORDER  
) 2024-232

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$375.00 (Three Hundred Seventy Five Dollars and No Cents) from 1001-008-00-902, payable to OHIO ASSOCIATION OF PROBATE JUDGES, for registration for 2024 Probate Clerks Conference, to be mailed to Ohio Association of Probate Judges C/O OJC, Jennifer Whetstone 65 South Front Street 4th floor Columbus OH 43215, 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.

*[Handwritten Signature]*  
TIMOTHY J. GRENDALL, JUDGE  
*cc 11/12/2024*

CC: Fiscal Director

# Travel Expense Request

Auditor's Number:  
2024-3858

Date: October 15, 2024 Department: Probate  
Convention, Meeting, Etc.: 2024 Probate Clerks Conference  
Location: Dublin, OH Reason: conference  
Dates of Travel: October 27-28, 2024 Dates of Event: October 28, 2024  
Employees Attending: Kerri Quay, Heidi Landis, Andrea Garrabrant (List Names)

Account: 1001-008-00-902 Travel

Estimated Expenses:	
Hotel	<u>\$387.00</u>
Food	<u>\$90.00</u>
Mileage	<u>\$650.00</u>
Registration	<u>\$375.00</u> ✓
Other	<u>\$100.00</u>
<b>Total</b>	<b><u>\$1,602.00</u></b>

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

*Kerri Quay*  
Department Head Signature

10/9/2024  
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 \$ 1602.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-008-00-902 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 10/22/2024 29-183, Journal No. 97.

Original: Above Department  
Copy: Auditor  
Copy: Commissioner

*[Signature]*  
Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:	
Hotel	Departure Date
Food	
Mileage	Departure Time am / pm
Registration	Return Date
Other	
<b>Total</b>	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: *[Signature]* ✓  
Title: Office Manager  
Approved by: *[Signature]*

Partial Payment   
Final Payment

## Andrea Garrabrant

---

**From:** Jennifer Whetstone <noreply@qemailserver.com>  
**Sent:** Wednesday, September 11, 2024 7:11 AM  
**To:** Andrea Garrabrant  
**Subject:** OAPJ 2024 Court Clerks Registration

Andrea Garrabrant -

Thank you for registering for the 2024 Probate Court Clerks Training, being held on Monday, October 28 at the Embassy Suites Dublin (5100 Upper Metro Place, Dublin, Ohio 43017).

Please consider this confirmation email your invoice.

\$125 - Clerks Attendance Fee

**Make checks payable to the Ohio Association of Probate Judges**

Then mail to:

Ohio Association of Probate Judges

c/o OJC, Jennifer Whetstone

65 South Front Street, 4th Floor

Columbus, OH 43215

Remember, **cancellations** MUST be received by **October 18, 2024** (the OAPJ must guarantee attendance counts to the conference center by this date; "no shows" or cancellations received after this date preclude the association's ability to reduce meal counts and financial obligations.)

If you need a hotel room the evening of October 27, 2024, please use this [LINK](#) to reserve a room at the Dublin Embassy Suites. The group rate of \$129 is available until October 6, 2024.

If you have any questions, please contact Jennifer Whetstone at 614-387-9766 or [jennifer.whetstone@sc.ohio.gov](mailto:jennifer.whetstone@sc.ohio.gov).

---

### Recipient Data:

**Time Finished:** 2024-09-11 07:10:30 EDT

**IP:** 98.123.15.2

**ResponseID:** R\_5ReGhGwDOItF3gG

**Link to View Results:** [Click Here](#)

**URL to View Results:** <https://scoho.iad1.qualtrics.com/apps/single-response-reports/reports/SmlBMGNuYLGADzPGuACWW3ztwXgMlGFTesQ6UNa2OOCKQ8LkT7XE-888MiF43FPM1hSEd7p%2EvT8Vwu7ujazVthPTd5pNiGaU2d24xOCaSYCgxmLpWV3rlnlshloh-3xzS3ilUQShYoToSCppbSszIC-OeVtoiws%2EwxCwwi1u23X8JQFn7hxo5odw52OwMq-lpa-h-dhwwOGPNwS1NxxentYotFv5INb8osLprYK1i-PmlNpVXOyrkZFFxxtzo0YXnHT4WhZXDpOR7qbHWRtWK3fiZHp6jYHmz1YKCqRf%2EHK2YVT2EEwAajZPqAiwvN7phbVu%2E3LwF7USvfh8Q>

---

### Response Summary:

Please choose one (you may only register one person at a time):

\$125 - Clerks Attendance Fee

Please provide the following (registration will not be accepted if any fields are blank):

Last Name Garrabrant

First Name Andrea

County Geauga

Email (please type carefully as all seminar information will be sent to this email) Only one email please. [agarrabrant@geaugapjcourt.org](mailto:agarrabrant@geaugapjcourt.org)

Work Phone 440-226-7890

Please list any food allergies or dietary restrictions:

None, thank you!

## Heidi Landis

---

**From:** Jennifer Whetstone <noreply@qemailserver.com>  
**Sent:** Tuesday, September 10, 2024 12:12 PM  
**To:** Heidi Landis  
**Subject:** OAPJ 2024 Court Clerks Registration

Heidi Landis -

Thank you for registering for the 2024 Probate Court Clerks Training, being held on Monday, October 28 at the Embassy Suites Dublin (5100 Upper Metro Place, Dublin, Ohio 43017).

Please consider this confirmation email your invoice.

~~\$125~~ Clerks Attendance Fee

**Make checks payable to the Ohio Association of Probate Judges**

Then mail to:

Ohio Association of Probate Judges  
c/o OJC, Jennifer Whetstone  
65 South Front Street, 4th Floor  
Columbus, OH 43215

Remember, **cancellations** MUST be received by **October 18, 2024** (the OAPJ must guarantee attendance counts to the conference center by this date; "no shows" or cancellations received after this date preclude the association's ability to reduce meal counts and financial obligations.)

If you need a hotel room the evening of October 27, 2024, please use this [LINK](#) to reserve a room at the Dublin Embassy Suites. The group rate of \$129 is available until October 6, 2024.

If you have any questions, please contact Jennifer Whetstone at 614-387-9766 or [jennifer.whetstone@sc.ohio.gov](mailto:jennifer.whetstone@sc.ohio.gov).

---

### Recipient Data:

**Time Finished:** 2024-09-10 12:11:45 EDT

**IP:** 98.123.15.2

**ResponseID:** R\_6ExYZcPtrL0fCT2

**Link to View Results:** [Click Here](#)

**URL to View Results:** <https://scoho.iad1.qualtrics.com/apps/single-response-reports/reports/4KkfilcotQ90ItaFgXdeBX6UybryNrsN1qKtHW5hIVJECk2QDdYJii7s0m61BDH4qoWawWhe6H4ufZRLSh9r>

9LJBrlcELzIFdpCfCDI%2EvQErSjtCr5I%2EB7AX%2EqOnxLg9mgF75UyRKRyxt5YQEr3XRYu91B72tPCqTYoK0Ce8%2E8jns4pqRi8ciLp1i0k0g10iKB8pIKvAdswHOnifyIUG4%2EK1suaPQ6aHPIkdLnLmUXaBWepP2eXURudNvNiEH4w0tJj3ke3oWppqVz1IEsJxRS7y4M1oXtPXthmkRdGK%2EVRvBl8EtgkAhKRlzQ3D2kJS8U0m5-sG4CVaSGhcznHA

---

### Response Summary:

Please choose one (you may only register one person at a time):

\$125 - Clerks Attendance Fee

Please provide the following (registration will not be accepted if any fields are blank):

Last Name Landis

First Name Heidi

County Geauga

Email (please type carefully as all seminar information will be sent to this email) Only one email please. hlandis@geaugapjcourt.org

Work Phone 4402264952

Please list any food allergies or dietary restrictions:

None

## Kerri Quay

---

**From:** Jennifer Whetstone <noreply@qemailserver.com>  
**Sent:** Tuesday, September 10, 2024 11:33 AM  
**To:** Kerri Quay  
**Subject:** OAPJ 2024 Court Clerks Registration

KERRI QUAY -

Thank you for registering for the 2024 Probate Court Clerks Training, being held on Monday, October 28 at the Embassy Suites Dublin (5100 Upper Metro Place, Dublin, Ohio 43017).

Please consider this confirmation email your invoice.

\$125 - Clerks Attendance Fee

**Make checks payable to the Ohio Association of Probate Judges**

Then mail to:

Ohio Association of Probate Judges

c/o OJC, Jennifer Whetstone

65 South Front Street, 4th Floor

Columbus, OH 43215

Remember, **cancellations** MUST be received by **October 18, 2024** (the OAPJ must guarantee attendance counts to the conference center by this date; "no shows" or cancellations received after this date preclude the association's ability to reduce meal counts and financial obligations.)

If you need a hotel room the evening of October 27, 2024, please use this [LINK](#) to reserve a room at the Dublin Embassy Suites. The group rate of \$129 is available until October 6, 2024.

If you have any questions, please contact Jennifer Whetstone at 614-387-9766 or [jennifer.whetstone@sc.ohio.gov](mailto:jennifer.whetstone@sc.ohio.gov).

---

### Recipient Data:

**Time Finished:** 2024-09-10 11:33:01 EDT

**IP:** 98.123.15.2

**ResponseID:** R\_71marxLQAqq403B

**Link to View Results:** [Click Here](#)

**URL to View Results:** <https://scoho.iad1.qualtrics.com/apps/single-response-reports/reports/OLm5RNzwXNllptjkhkums3KUo7dDG5KEVWyOtQwTV2nD0h3VjZH9twFbgFoyzgExW%2Ey5vp61o4r3jbgMyS2J9HdnLB37ibak57%2EeBvXeXi9VGjvvnodryUFGlpt4WRQJEHba9-TNrS3MQUucvEjffjF40PQg015pRFgApftqjNe-ihDf4fDqu9JGd6eOMiU-Fem-guiGJlaq0NXLI13pp733MUuKyVbK4g2o7Ip-iwJ-5jKkNkHDbgtUeZIDfWcmTnrzLlc4SVXX6PLMuvXwmlgiP87AFDRev7B%2ErXK7juS4KiIB8bePyYcPPCSXFhvmAZYV%2EynZgOz26AtoUs%2EaADCw>

---

### Response Summary:

Please choose one (you may only register one person at a time):

\$125 - Clerks Attendance Fee

Please provide the following (registration will not be accepted if any fields are blank):

Last Name QUAY

First Name KERRI

County GEAUGA

Email (please type carefully as all seminar information will be sent to this email) Only one email please. KQUAY@GEAUGAPJCOURT.ORG

Work Phone 4402264905