



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 04/14/25

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch #4/15PROB PM

Ohio Bailiffs and Court Officers Association \$1047.00

<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 voucher or invoice. G/L is dated 3/31/25, invoices are dated 3/13/25.

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 March 31, 2025
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of \$3,037.00 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
	4/14/2025	\$ 1,047.00 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
03/31/2025		
1099 AMT.		

PURCHASE ORDER NO. 2025-00002221

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

VENDOR I.D. NO. 46358

PURCHASED FROM:

Ohio Bailiffs and Court Officers Association

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

[Signature]
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	2080	TRAVEL - Travel 2080-008-00-902 - Travel 3,037.00 B.G. J.R. & S.M. Registration ✓	3,037.0000	\$3,037.00
TOTAL DUE					\$3,037.00

RECEIVED
APR 10 2025
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
2025 APR -9 PM 5:35

PROBATE DIVISION
GEAUGA COUNTY, OHIO

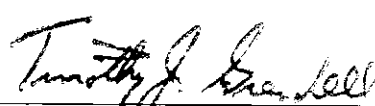
IN RE:) JUDGE TIMOTHY J. GRENDALL
)
PROBATE COURT)
EXPENDITURES) **PROPER ADMINISTRATIVE ORDER**
OHIO BAILIFFS & COURT OFFICERS) **2025-70**

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 \$1,047.00 (One Thousand Forty Seven Dollars and No Cents) from 2080-008-00-902 payable to OHIO BAILIFFS & COURT OFFICERS, for 2025 OBACOA Spring Conference registration, 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 *lw 4/9/2025*

CC: Fiscal Director

FILED
COMMON PLEAS COURT

IN THE COURT OF COMMON PLEAS
PROBATE DIVISION 2010 JUN 29 11:10:01
GEAUGA COUNTY, OHIO

PROBATE DIVISION
OFFICE
GEAUGA COUNTY, OHIO

In Re:
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

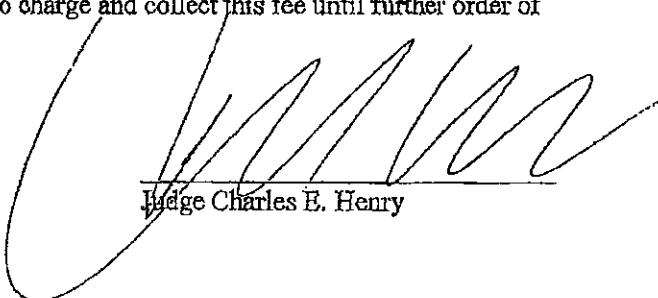
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

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:

Date: March 31, 2025 Department: Probate
Convention, Meeting, Etc.: 2025 OBACOA Spring Conference
Location: Newark, OH Reason: conference
Dates of Travel: April 29 - May 2, 2025 Dates of Event: April 30 - May 2, 2025
Employees Attending: John Ralph, Sam Matthews, & Bonnie Glavic (List Names)

Account: 2080-008-00-902 Travel

LIVE

Estimated Expenses:

Hotel	\$1,215.00
Food	\$175.00
Mileage	\$450.00
Registration	\$1,047.00 ✓
Other	\$150.00
Total	\$3,037.00

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

[Signature]
Department Head Signature

3/31/2025
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 \$ _____ has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the _____ fund, free from any previous encumbrances.

By: _____
Deputy Auditor

The Geauga County Board of Commissioners authorized the estimated expense for the above request in action by motion in their session on _____, _____, Journal No. _____.

Original: Above Department
Copy: Auditor
Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:

Hotel	_____	Departure Date	_____
Food	_____	Departure Time	_____
Mileage	_____	am / pm	_____
Registration	\$ 1,047.00	Return Date	_____
Other	_____	Return Time	_____
Total	\$ 1,047.00 ✓	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

Travel Expense Request

Auditor's Number:

2025 2221

Date: March 31, 2025

Department: Probate

Convention, Meeting, Etc.: 2025 OBACOA Spring Conference

Location: Newark, OH

Reason: conference

Dates of Travel: April 29 - May 2, 2025

Dates of Event: April 30 - May 2, 2025

Employees Attending: John Ralph, Sam Matthews, & Bonnie Glavic

(List Names)

Account: 2080-008-00-902 Travel

LIVE

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

[Signature]
Department Head Signature

3/31/2025
Date

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I hereby certify that the money required to meet the foregoing contract, agreement or obligation, in the sum of \$ 3,037.00 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 4/9/2025 25-053, Journal No. 98

Original: Above Department
Copy: Auditor
Copy: Commissioner

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

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: _____
Title: _____
Approved by: _____

Partial Payment
Final Payment

Original and 2 copies required

Estimated Expenses:	
Hotel	\$1,215.00
Food	\$175.00
Mileage	\$450.00
Registration	\$1,047.00
Other	\$150.00
Total	\$3,037.00

Actual Expenses:	
Hotel	Departure Date
Food	Departure Time
Mileage	am / pm
Registration	Return Date
Other	Return Time
Total	am / pm

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

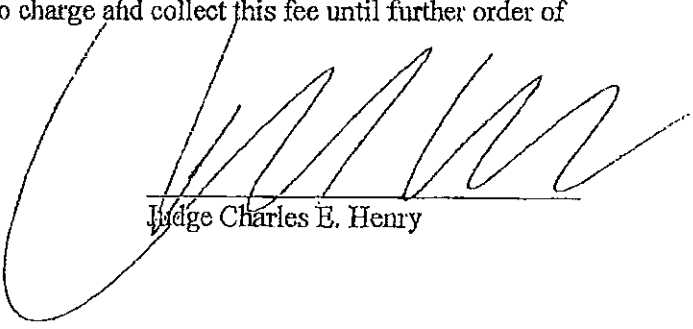
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IT IS SO ORDERED.



Judge Charles E. Henry

Payments can be made electronically using the "Pay Online" button below, or can be mailed to OBACOA
President Freddie Latella at: **184 Hawthorn Road SW, Etna, OH 43062**

Back

Invoice #00901

Balance due: \$349.00

[Pay online](#)

[Download PDF](#)

Invoice details

Balance due \$349.00

Amount \$349.00

Invoice # 00901

Date March 13, 2025

Origin Event registration
OBACOA 2025 Spring Conference (Newark, OH 43055)

Invoiced to BONNIE GLAVIC, GEAUGA COUNTY PROBATE AND JUVENILE COURT
bglavic@geaugapjcourt.org

Item

Registration for "OBACOA 2025 Spring Conference" (April 30, 2025 8:00 AM - May 02, 2025 12:30 PM,
Newark, OH 43055), Three Day Registration

Amount

\$349.00

Invoice total

\$349.00

Payments can be made electronically using the "Pay Online" button below, or can be mailed to OBACOA
President Freddie Latella at: **184 Hawthorn Road SW, Etna, OH 43062**

ack

Invoice #00902

Balance due: \$349.00

[Pay online](#)

[Download PDF](#)

Invoice details

Balance due \$349.00

Amount \$349.00

Invoice # 00902

Date March 13, 2025

Origin Event registration
OBACOA 2025 Spring Conference (Newark, OH 43055)

Invoiced to John Ralph, Geauga County Juvenile/Probate Court
jaralph@geaugapjcourt.org

Item

Amount

Registration for "OBACOA 2025 Spring Conference" (April 30, 2025 8:00 AM - May 02, 2025 12:30 PM,
Newark, OH 43055), Three Day Registration

\$349.00

Invoice total

\$349.00

Handwritten signature

Payments can be made electronically using the "Pay Online" button below, or can be mailed to OBACOA
President Freddie Latella at: **184 Hawthorn Road SW, Etna, OH 43062**

ack

Invoice #00903

Balance due: \$349.00

[Pay online](#)

[Download PDF](#)

Invoice details

Balance due \$349.00

Amount \$349.00

Invoice # 00903

Date March 13, 2025

Origin Event registration (Samuel Matthews)
OBACOA 2025 Spring Conference (Newark, OH 43055)

Invoiced to John Ralph, Geauga County Juvenile/Probate Court
jaralph@geaugapjcourt.org

Item

Amount

Registration for "OBACOA 2025 Spring Conference" (April 30, 2025 8:00 AM - May 02, 2025 12:30 PM, Newark, OH 43055), Three Day Registration

✓ \$349.00

Invoice total

\$349.00

Handwritten initials