



Auditor

Charles E. Walder

Chief Fiscal Officer

Return Voucher Form

Date: 05/29/25

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2025-00001287

Sam Matthews \$238.91

<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

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
	6/2/2025	\$ 238.91 ✓
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. 11766

PURCHASED FROM:

Sam Matthews

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 Miles & Meals SM	3,037.0000	\$3,037.00
TOTAL DUE					\$3,037.00

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
PROBATE DIVISION
GEAUGA COUNTY, OHIO**

FILED
COMMON PLEAS COURT
2025 MAY 28 PM 12:25

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2025-95**

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 \$238.91 (Two Hundred Thirty Eight Dollars and Ninety One Cents) from 2080-008-00-902 payable to MATTHEWS, SAMUEL R, for 2025 OBACOA 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

CC: Fiscal Director

Travel Expense Request

Auditor's Number:

2025-2021

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

LIFE

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 \$ 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 4/8/2025 25-058, Journal No. 98.

Original: Above Department

Copy: Auditor

Copy: Commissioner

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

Actual Expenses:

Hotel	_____	Departure Date	_____
Food	\$ 19.46	Departure Time	_____
Mileage	\$ 219.45	am / pm	_____
Registration	_____	Return Date	_____
Other	_____	Return Time	_____
Total	\$ 238.91	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

FILED
COMMON PLEAS COURT

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

PROBATE DIVISION
OFFICE
GEAUGA COUNTY, OHIO

In Re:
Establishment of Probate Court Special Projects Fund

ADMINISTRATIVE ORDER 2010-02

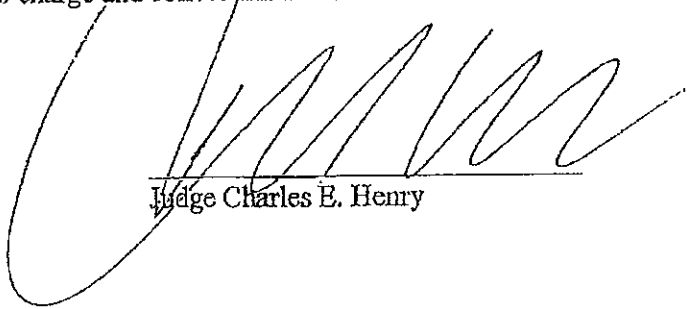
WHEREAS, the Court of Common Pleas, Probate Division, has determined that, for the efficient operation of the Court, additional funds are necessary for special projects of the Court, and

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

PUERTO VALLARTA
MEXICAN RESTAURANT
869 Hebron Rd
Heath, OH 43056
Phone: (740) 522-0730

Customer Copy
Puerto Vallarta (death)

Tue 4/26/2025 21:05:46
Check 62-5 Table A5
Eduardo Z.
Star Inn Focus

I AGREE TO THE TERMS OF THE CARDHOLDER
AGREEMENT

M.C. 620000XXXXXX1753
Approval 029513

BASE \$19.46

TIP

TOTAL

Customer Copy

Check 62-5 Table A5 ✓
Eduardo Z. 4/29/2025 ✓
Guests 4 08:45 PM

Camarones Chaotie 17.49

Subtotal 17.49

Tax 1.27

TOTAL (Non-Cash) 19.46

TOTAL (Cash) 18.76

15% (2.62)

18% (3.15)

20% (3.50)

BAL DUE (Non-Cash) 19.46 ✓

BAL DUE (Cash) 18.76

Thank you for visiting

Your Order Number is

62



CHK000620050429

