



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

**Return Voucher Form**

Date: 09/04/2025

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2025-00002001**

**Heather Mountsier \$156.52**

<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. Incorrect date on voucher.

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)



IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
GEAUGA COUNTY, OHIO

FILED  
2025 SEP -2 PM 3:11  
PROBATE/JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:  
  
JUVENILE COURT  
EXPENDITURES  
MOUNTSIER, HEATHER

) JUDGE TIMOTHY J. GRENDELL  
)  
)  
) **PROPER ADMINISTRATIVE ORDER**  
) 2025-316

Pursuant to R.C. 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$156.52 (One Hundred Fifty Six Dollars and Fifty Two Cents) from 1001-007-02-902 payable to MOUNTSIER, HEATHER, for employee mileage reimbursement, which the Juvenile 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. GRENDELL, JUDGE

*10-7/2025*

CC: Fiscal Director

**Geauga County  
Mileage/Miscellaneous Reimbursement Voucher  
for ALL that follow IRS Standard Mileage - 2025**

PRINT EMPLOYEE NAME Heather Mountsier DEPARTMENT Juvenile Probation

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
<del>07/01/25</del>	231 Main Street Chardon, 44024	ROUNDRIP	Chagrin Falls	✓ 43.70	
<del>07/08/25</del>	Home Visit 24JD165, Home Visit 25JT029	ROUNDRIP	Beachwood	✓ 41.80	
<del>07/08/25</del>	231 Main Street Chardon, 44024	ROUNDRIP	Chardon	✓ 11.00	
<del>07/09/25</del>	Home Visit 2023-JU-10-0569	ROUNDRIP	Chardon	✓ 12.00	
<del>07/09/25</del>	Field Visit 24JD161	ROUNDRIP	Chardon, Home	✓ 5.40	
<del>07/14/25</del>	231 Main Street Chardon, 44024	ROUNDRIP	Chardon, Home	✓ 5.40	
<del>07/22/25</del>	Home Visit 25JD047, Home (less normal 12 mile commute)	ROUNDRIP	Chardon, Home	✓ 5.40	
<del>07/23/25</del>	Home Visit 25JD047, Home (less normal 12 mile commute)	ROUNDRIP	Chardon	✓ 12.00	
<del>07/25/25</del>	Field Visit 24JD161	ROUNDRIP	Chardon	✓ 5.40	
<del>07/29/25</del>	Home Visit 24JD193, Home (less normal 12 mile commute)	ROUNDRIP	Chardon, Home	✓ 5.50	
	Home Visit 2023-JU-10-0569 - <i>One way</i>		Chardon	✓ 147.60	
Column Totals				A	
				(A) X .700**	\$ 103.32
				(B) + (C)	<b>\$ 103.32</b>

*total 156 52*  
*156 52*  
*156 52*

**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.

**ORIGINAL RECEIPTS MUST BE ATTACHED**

*Heather Mountsier*  
Employee Signature

*7/31/2025*  
Date

*Bob Williams*  
Department Head Signature

