



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 10/30/25

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch # 2025-000002509

Charlene Wolff \$84.00

☐ Dept. Head Signature Missing on Cover	☐ Incorrect Vendor Numbers (s)
☐ Incorrect Account Number	☐ Incorrect/No Encumbrance No.
☐ Incorrect Remit Address	☐ Incorrect Voucher Amount
☐ Insufficient Cash Balance Available	☐ Incorrect G/L Date
☐ Batch not Approved in New World	☐ Expense Precede Encumbrance
☐ Insufficient Balance Available on PO	☐ Remit Copy Missing
☐ Missing Original Invoice/Supporting Documents	☐ Due Date Deadline Missed
☐ Missing "OK to Pay" Initials/Signature	☒ Other

Solution: No original signature on the voucher cover or invoice. Wrong 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

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

Geauga County, Chardon, Ohio January 3, 2025
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
\$15,000.00

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
	11/3/2025	\$ 84.00
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2025	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2025-00001145

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

VENDOR I.D. NO. 54616

PURCHASED FROM:

Charlene Wolff

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


DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	2051	Travel Expenses, Other - Travel 2051-007-00-902 - Travel 15,000.00	15,000.0000	\$15,000.00
September 2025 RECEIVED OCT 30 2025 Gauga County Auditor					
TOTAL DUE					\$15,000.00

**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
JUVENILE DIVISION
GEAUGA COUNTY, OHIO**

FILED
JUL 23 PM 3:34
CLERK OF COURT
GEAUGA COUNTY, OHIO

IN RE:

JUVENILE COURT
EXPENDITURES
WOLFF , CHARLENE

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2025-387**

Pursuant to R.C. 5705.42, 2303.201(E)(1), 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$84.00 (Eighty Four Dollars and No Cents) from 2051-007-00-902 payable to WOLFF , CHARLENE, 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. GRENDALL, JUDGE

Kr 10/29/25

CC: Fiscal Director

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Charlene Wolff

DEPARTMENT Juvenile Court-CASA

DATE	ORIGIN	DESTINATION	MILEAGE	MISC. AMOUNT
	PURPOSE OF TRAVEL			
9/1/25	470 Center St., Chardon, OH 44024	14373 N. Cheshire St., Burton, OH 44021	✓ 20.00	
	Work fair tent, round trip ✓			
9/4/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court (file), round trip			
9/8/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip			
9/9/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip			
9/10/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court (file), round trip			
9/10/25	470 Center St., Chardon, OH 44024	24 Public Square, Willoughby, OH 44094	✓ 16.00	
	Meeting with attorney			
9/10/25	24 Public Square, Willoughby, OH 44094	7482 Center St., Mentor, OH 44060	✓ 5.00	
	Meeting with client's therapist			
9/10/25	7482 Center St., Mentor, OH 44060	470 Center St., Chardon, OH 44024	✓ 9.00	
	Return to office			
9/11/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip 1			
9/11/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip 2			

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.

Column Totals A

Total Mileage Amount (A) X .700**

Total Reimbursement (B) + (C)

✓ 68.00

\$ 47.60

✓ \$ 47.60

B

C

ORIGINAL RECEIPTS MUST BE ATTACHED

Charlene Wolff
 Employee Signature

Date

9/30/25 ✓

Mark H. Smurway
 Department Head Signature

IRS .700 rate effective 01/01/2025
 Commissioners Approved 01/07/2025

Revised 01/08/2025 RHL

✓
 34.00
 16

500

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Charlene Wolff

DEPARTMENT Juvenile Court-CASA

DATE	ORIGIN	DESTINATION	MILEAGE	MISC. AMOUNT
	PURPOSE OF TRAVEL			
9/12/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court (file), round trip			
9/15/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court (file), round trip			
9/15/25	470 Center St., Chardon, OH 44024	14588 Park St., Burton, OH 44021	✓ 12.00	
	Gather materials for training			
9/15/25	14588 Park St., Burton, OH 44021	16167 E. High St., Middlefield, OH 44062	✓ 5.00	
	Gather materials for training			
9/15/25	16167 E. High St., Middlefield, OH 44062	470 Center St., Chardon, OH 44024	✓ 14.00	
	Return to office			
9/15/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip			
9/16/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip			
9/22/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip			
9/29/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court (file), round trip			
9/30/25	470 Center St., Chardon, OH 44024	Courthouse Annex, Chardon, OH 44024	✓ 3.00	
	Court hearing, round trip			

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.

Column Totals A

Total Mileage Amount

Total Reimbursement

(A) X .700**

(B) + (C)

52.00

\$ 36.40

\$ 36.40 ✓

B

C

ORIGINAL RECEIPTS MUST BE ATTACHED

Employee Signature

Date

Department Head Signature

IRS 700 rate effective 01/01/2025
 Commissioners Approved 01/07/2025

Revised 01/08/2025 RHL