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 Samuel Matthews $231.87

______ 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	__X__ Other

Solution: No original signature on the voucher cover or invoice. Wrong date on voucher. No food amount was estimated on the Travel Expense Request form.

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 September 23 2025
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
$2,460.00
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

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
	11/3/2025	$ 231.87 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
09/23/2025	dr	
1099 AMT.	cr	

PURCHASE ORDER NO. 2025-00003299 ✓ KC

GEAUGA CO. BOARD OF COMMISSIONERS:
SESSION
RESOLUTION
JOURNAL
PAGE
BUDGET APPROVAL - ENCUMB_____ VOUCHER_____

FOR AUDITORS USE ONLY Date ____________
Then and Now Certificate: ____________
Warrant Received by: ____________
Date ____________

VENDOR I.D. NO. 11766

PURCHASED FROM:

Samuel Matthews

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

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

DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	TRAVEL - 2025 OBACOA Fall Conference 1001-007-02-902 - Travel 2,460.00 ✓ Miles & Meals - 2025 OBACOA RECEIVED OCT 30 2025 Geauga County Auditor	2,460.0000	$2,460.00

TOTAL DUE $2,460.00

Presented by Court as a courtesy only, NOT statutorily required
See *State ex rel. Grendell v. Walder*, Slip Opinion No. 2022-Ohio-204

Travel Expense Request

Auditor's Number: 2025-3299

Date: September 23, 2025 Department: Juvenile

Convention, Meeting, Etc.: 2025 OBACOA Fall Conference

Location: Dublin, OH Reason: training

Dates of Travel: October 15-17, 2025 Dates of Event: October 16-17, 2025

Employees Attending: John Ralph, Sam Matthews, Bonnie Glavic (List Names)

Account: 1001-007-02-902 Travel

Estimated Expenses:	
Hotel	$810.00
Food	
Mileage	$450.00
Registration	$1,050.00
Other	$150.00
Total	$2,460.00

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

9/17/2025

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 $ 2,460.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-007-02-902 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 9/23/2025 25-182, Journal No. 99.

Original: Above Department
Copy: Auditor
Copy: Commissioner

[signature]

Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:		
Hotel		Departure Date
Food	$ 31.39	
Mileage	$ 200.48	Departure Time am / pm
Registration		Return Date
Other		
Total	$ 231.87	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:

Approved by: [signature]

Partial Payment ☑

Final Payment ☐

Revised 08/20/08

Original and 2 copies required

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

IN RE:) JUDGE TIMOTHY J. GRENDELL
)
JUVENILE COURT)
EXPENDITURES) **PROPER ADMINISTRATIVE ORDER**
MATTHEWS, SAMUEL R) **2025-399**

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 $231.87 (Two Hundred Thirty One Dollars and Eighty Seven Cents) from 1001-007-02-902 payable to MATTHEWS, SAMUEL R, for travel expenses for the 2025 OBACOA Fall Conference, 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

CC: Fiscal Director

[illegible] BACK!!***
[illegible] #00C10920
[illegible]
[illegible] 449C3
[illegible] 20

[illegible]

[illegible] 10/15/[illegible]
[illegible]
[illegible]

[illegible] 11.[illegible]

[illegible] 11.[illegible]

[illegible] 11.56

[illegible] $11.[illegible]
Term [illegible]
US [illegible]
AC00000004[illegible]
NoCvmRequired

[illegible] save $2

Cherry Valley Hotel
2299 CHERRY VALLEY RD SE

Server: Mackenzie	10/15/2025
Bar 1/1	6:36 PM
Guests: 1	10039
GL Giesen	7.00
Craftsman Burger	18.00
French Fries	2.00
Subtotal	27.00
Tax	1.96
Total	**28.96**
Balance Due	28.96

Room #________________

Print Name________________

+ Tip: cash

= Total: 28.96

X Sam Matth[illegible]

Thank You!!!
Please leave us a review on google!

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Samuel Matthews

DEPARTMENT Juvenile

DATE	ORIGIN / PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
10/15/2025	231 Main St Chardon, OH Training, 155 total - 11.5 normal commute = 143.5	Novelty; 2299 Cherry Valley Rd SE Newark, OH 43055	143.50	
10/16/2025	2299 Cherry Valley Rd SE Newark, OH 43055 training, RT Ohio Bailiff And Court Officer Association	255 S 6th St Newark, OH 43055	11.40	
10/17/2025	2299 Cherry Valley Rd SE Newark, OH 43055 training (143.0 - normal commute 11.5 = 131.5)	Novelty	131.50	
10/15/2025	Meal while traveling (11.56 - tax of 0.17 = 11.39)			11.39
10/15/2025	dinner at training (28.96 - tax 1.96 - 7.00 non-food item = 20.00)			20.00

Column Totals	A	286.40	$ 31.39 B
Total Mileage Amount	(A) X .700**		$ 200.48 C
Total Reimbursement	(B) + (C)		**$ 231.87**

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

Samuel Matthews 10-20-25

Employee Signature Date

10.20.25

Department Head Signature

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

Revised 01/08/2025 RHL