



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 11/07/25

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch #2025-00002553

Heidi Brainard \$226.80

☐ 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 September 30, 2025

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of

\$1,796.00

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
	11/12/2025	\$ 226.80
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
09/30/2025	dr	
1099 AMT.	cr	

PURCHASE ORDER NO. 2025-00003356

GEAUGA CO. BOARD OF COMMISSIONERS:

SESSION

RESOLUTION

JOURNAL

PAGE

BUDGET APPROVAL - ENCUMB _____ VOUCHER _____

VENDOR I.D. NO.

13837

PURCHASED FROM:

Heidi Brainard

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	1001	TRAVEL - 2025 Probate Clerks Conference 1001-008-00-902 - Travel 1,796.00 Miles - HB	1,796.0000	\$1,796.00
TOTAL DUE					\$1,796.00

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
CLERK OF COURT

2025 NOV -6 AM 10:15

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
BRAINARD, HEIDI

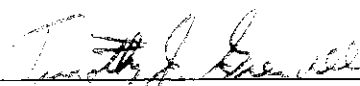
) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2025-173**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$226.80 (Two Hundred Twenty Six Dollars and Eighty Cents) from 1001-008-00-902 payable to BRAINARD, HEIDI, for travel expenses for the 2025 Probate Clerks Conference, 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 11/6/2025

CC: Fiscal Director

Travel Expense Request

Auditor's Number:

2025-3356

Date: September 30, 2025

Department: Probate

Convention, Meeting, Etc.: 2025 Probate Clerks Conference

Location: Dublin, OH

Reason: conference

Dates of Travel: October 26-27, 2025

Dates of Event: October 27, 2025

Employees Attending: Kerri Quay, Heidi Brainard & Cassie Hines (List Names)

Account: 1001-008-00-902 Travel

Estimated Expenses:

Hotel	\$396.00
Food	\$90.00
Mileage	\$685.00
Registration	\$525.00
Other	\$100.00
Total	\$1,796.00

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

Department Head Signature

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 \$ 1796.00 has been lawfully appropriated, authorized or directed for such purpose and is in the process of collection to the credit of the 1001-008-00-902 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 9/30/2025 25-183, Journal No. 99.

Original: Above Department

Copy: Auditor

Copy: Commissioner

Clerk, Geauga Co. Bd. of Commissioners

Actual Expenses:

Hotel	Departure Date
Food	
Mileage	\$ 226.80
Registration	Departure Time
Other	am / pm
Total	\$ 226.80
	Return Date
	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:

Title:

Approved by:

Partial Payment

Final Payment

Revised 08/20/08

Original and 2 copies required

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

Print Form

Reset Form

PRINT EMPLOYEE NAME HEIDI BRAINARD

DEPARTMENT PROBATE COURT

DATE	ORIGIN	DESTINATION	MILEAGE	MISC. AMOUNT
	PURPOSE OF TRAVEL			
10/26/25	GEAUGA COUNTY PROBATE COURT	5100 UPPER METRO PL, DUBLIN, OH 43017	✓ 162.00	
	TRAVEL TO CONFERENCE			
10/27/25	5100 UPPER METRO PL, DUBLIN, OH 43017	GEAUGA COUNTY PROBATE COURT	✓ 162.00	
	RETURN FROM CONFERENCE			

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.

Total Mileage Amount (A) X .700**

Total Reimbursement (B) + (C)

\$ 226.80

\$ 226.80

ORIGINAL RECEIPTS MUST BE ATTACHED

Heidi Brainard
Employee Signature

10/29/2025
Date

[Signature]
Department Head Signature

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

Revised 01/08/2025 RHL

SM