



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: 11/26/25

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

From: Auditor's Office Fiscal Department

SUBJECT: Batch #2025-00002732

Sam Matthews \$175.63

<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. 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 \$2,500.00

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
	12/1/2025 ✓	\$ 175.63 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/03/2025		
1099 AMT.		
	dr	
	cr	

PURCHASE ORDER NO. 2025-00001135 ✓

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

Kimberly
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Travel Expenses, Other - Travel 1001-008-00-902 - Travel 2,500.00 October 2025 ✓ RECEIVED NOV 26 2025 Geauga County Auditor	2,500.0000	\$2,500.00
TOTAL DUE					\$2,500.00

**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 NOV 26 AM 11:56

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
MATTHEWS, SAMUEL R

NOT
FOR
VETTING

) JUDGE TIMOTHY J. GRENDALL
)
)
) **PROPER ADMINISTRATIVE ORDER**
) **2025-192**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$175.63 (One Hundred Seventy Five Dollars and Sixty Three Cents) from 1001-008-00-902 payable to MATTHEWS, SAMUEL R, for employee mileage reimbursement, 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.


ROBERT W. BERGER, JUDGE
Sitting by Assignment #25JA5007

CC: Fiscal Director

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

Print Form

Reset Form

PRINT EMPLOYEE NAME Samuel Matthews

DEPARTMENT Probate

DATE	ORIGIN	DESTINATION	MILEAGE	MISC. AMOUNT
	PURPOSE OF TRAVEL			
10/7/25	231 Main St, Chardon	Chesterland; Novelty	✓ 4.80	
	25PG462, (16.3 - normal commute 11.5 = 4.8)			
10/8/25	231 Main St, Chardon	3660 Greentree Ave SW Canton, OH 44706	✓ 150.40	
	25PG462, RT ✓			
10/9/25	231 Main St Chardon	13207 Ravenna Rd Chardon; Novelty	✓ 4.60	
	25PM430, (16.1 - normal commute 11.5 = 4.6)			
10/22/25	231 Main St Chardon	12340 Bass Lake Rd Chardon	✓ 7.80	
	25PG487, RT			
10/26/25	Novelty	Chardon	✓ 23.00	
	25PG491, RT			
10/27/25	231 Main St Chardon	Chardon	✓ 7.40	
	25PG491, RT			
10/27/25	231 Main St Chardon	Chardon	✓ 3.60	
	25PG463, RT			
10/28/25	231 Main St Chardon	Burton	✓ 25.00	
	25PG509/25PG510, (36.5 - normal commute 11.5 = 25.0)			
10/29/25	231 Main St Chardon	12496 Princeton Rd Huntsburg	✓ 16.40	
	25PG481, RT			
10/29/25	231 Main St, Chardon	Chardon; 13207 Ravenna Rd Chardon; Novelty	✓ 7.90	
	25PM520, (19.4 - normal commute 11.5 = 7.9)			

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 ✓ 250.90 B

Total Mileage Amount (A) X .700** \$ 175.63 C

Total Reimbursement (B) + (C) **\$ 175.63**

ORIGINAL RECEIPTS MUST BE ATTACHED

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

Samuel Matthews 11-12-25 [Signature]
 Employee Signature Date Department Head Signature