

RECEIPTS AND DISBURSEMENTS FOR YEAR 2015

AGENCY	BEGINNING BALANCE AS OF	RECEIPTS	DISBURSEMENTS	ENDING BALANCE AS OF
STATE OF NJ	11,791.44	117,178.12	122,208.04	6,761.52
COUNTY	4,161.50	45,013.75	46,152.75	3,022.50
MUNICIPALITY	8,781.06	115,496.94	116,169.10	8,108.90
PUBLIC DEFENDER	501.00	9212.50	9030.00	683.50
FISH & GAME	0.00	155.00	155.00	0.00
PARK & FOREST	0.00	0.00	0.00	0.00
WEIGHTS & MEASURES	0.00	2,900.00	2,900.00	0.00
RESTITUTION	0.00	5,500.00	5,500.00	0.00
INTEREST	0.00	16.67	16.67	0.00
MISCELLANEOUS	50.00	0.00	853.42	-803.42
BAIL ACCOUNT	1,385.00	61,690.00	55,575.00	7,500.00
TOTALS	26,670.00	357,162.98	358,559.98	25,273.00

Was the ending balance disbursed by the 15th of the next month: YES NO
 If not, explain _____

GENERAL MUNICIPAL COURT INFORMATION

1. LIST ALL STAFF MEMBERS WHO ARE BONDED	AMOUNT OF BOND
Judge <u>Philip M Miller</u>	<u>\$1,000,000.00</u>
Court Director _____	_____
Court Administrator <u>Debbie Wight</u>	<u>\$1,000,000.00</u>
Court Administrator _____	_____
Deputy Court Adm. <u>Steven Millette</u>	<u>\$1,000,000.00</u>
Deputy Court Adm. _____	_____
_____	_____
_____	_____

2. ARE STAFF INDIVIDUALLY BONDED OR UNDER A JIF BOND IND JIF

If bonded individually are amounts in conformance with NJAC 5:30-8.4? YES NO

Minimum _____ Recommended _____

3. Is the court administrator certified pursuant to statute? YES NO
 Is the court administrator's certification in good standing? YES NO

If not, provide current status? _____

4. When does the Judge's term expire? **January 2, 2018**

5. If a joint court, has the Judge received a Governor's appt? YES NO

BUDGETARY INFORMATION

1. Amount paid or charged in 2015 for salary of Judge in S & W \$29,000.04
 2. Amount paid for all other staff salaries in S & W \$97,667.32
 3. Amount charged for Other Expenses \$10,381.32
 4. Was the budget submitted and approved by Assignment Judge? YES NO
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OFFICE CONTROL

1. Is an approved statewide Violations Bureau Schedule prominently posted? YES NO
 2. Does the court have an approved Local Violations Bureau Schedule? YES NO
 2. a. If so, is it properly posted? YES NO
 3. Are uniform traffic tickets serially numbered, properly controlled and accounted for? YES NO
 4. Does the court void tickets or complaints in accordance with Directive 02-08?
If not, provide details _____ YES NO
 5. Are complaints eligible for destruction disposed of in a timely and proper manner? YES NO
 6. Is the auditor's approval received for all financial records approved for destruction?
If not, provide details _____ YES NO
 7. Are manual receipts serially numbered, properly controlled and accounted for?
If not, provide details _____ YES NO
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DAILY FINANCIAL PROCEDURES

1. Are separate lockable, cash boxes used by each employee that receipts money? YES NO
2. Who is responsible for completing the Daily Bank Deposit? Court Admin.
3. Are the un-validated and validated bank deposit slips attached to the daily journal? YES NO
4. Who is responsible for transporting the Daily Deposit to the bank? Police
5. What security procedures are followed when transporting the money to the bank? Armed Officer
6. Are deposits made within 48 hours pursuant to statute?
If not, provide details with dates _____ YES NO
7. Do the deposit slips match the totals provided by the Daily Journals?
If not, provide details with dates _____ YES NO
8. Do the deposit slips match the individual cash/check amounts provided
by the Daily Journals? YES NO

If not, provide details with dates _____

9. Are overages /shortages or help desk calls documented with the daily journals? YES NO
If not, provide details with dates _____

10. As of what date or dates was cash counted, reconciliation made and bank balance confirmed?

Cash Counted 1/21/16

11. Change fund amount \$400.00
Does this amount conform with municipal records? YES NO
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MONTHLY FINANCIAL PROCEDURES

1. Are separate general and bail accounts maintained? YES NO
2. Is the court utilizing the monthly cashbook? YES NO
3. Who is responsible for the financial procedures?
 DIRECTOR MCA DCA OTHER _____
4. Does the monthly disbursements checks equal account totals on Part V of the Monthly Cashbook? YES NO
5. Are monthly disbursements made before the 15th of each month? YES NO
If not, provide details _____
6. Does the general account accrue interest? YES NO Bail Account? YES NO
Is the interest disbursed each month? YES NO
7. Are the overpayment checks written on a monthly basis? YES NO
8. Are restitution checks promptly written? YES NO
9. Are the outstanding public defender fees turned over to the municipality for collection on cases that have been adjudicated? YES NO
10. Are the reconciliations completed within 10 days of receipt of the bank statements? YES NO
If not, provide details _____
11. Are fiscal records kept secured in the court office? YES NO
If not, provide details _____
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BAIL PROCEDURES

1. Is bail collected by the police properly and promptly turned over to the court? YES NO
If not, provide details _____
2. Are bail refunds done in a timely manner? YES NO
3. Are refund checks made out to the surety? YES NO

4. Are bail forfeitures done in a timely manner? YES NO
5. Are judgments filed timely and in accordance with procedures? YES NO
6. Are the cash balances on the Monthly Bail on Account Report equal to the account balance in the bail account? YES NO
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FUNDS

1. Does the town have the following dedicated funds?
 Public Defender (N.J.S.A. 2B:24-17(b)) YES NO
 POAA (N.J.S.A. 39:4-139-9) YES NO
 DWI (N.J.S.A.26:2B-35(b) (3)) YES NO
2. Does the DWI and POAA funds balance for the town match the court's record?
 If not, provide details _____ YES NO
3. Does the town's balance and expenditures of the DWI and/or POAA funds match the approved DWI/POAA expenditure requests utilized by the court? YES NO
 If no, POAA town balance \$ _____ Court Balance \$ _____
 If no, DWI Fund town balance \$ _____ Court Balance \$ _____
4. Does the court follow approval process for use of DWI/POAA funds?
 If not, provide details _____ YES NO
5. Did the Judge, Municipal Court Director or Administrator provide all authorizations for approved use of DWI/POAA funds?
 If not, provide details _____ YES NO

COMMENTS

RECOMMENDATIONS
