## ANNUAL AUDIT REPORT FOR THE YEAR 2022

MUNICIPAL COURT OF:		TOWNSHIP OF HOLLAND			
COUNTY	OF:	HUNTERDON			
COURT INFOR	MATION:				
ADDRESS:	RARITAN TOWNSHIP	MUNICIPAL COURT	PHONE:	(908) 782-8818	
	ONE MUNIC	IPAL DRIVE	COUNTY:	HUNTERDON	
	FLEMINGTO	N, NJ 08822	INTERIM COURT	WILLIAM G. MENNEN (JANJULY) CHARLES CARRO (AUGDEC.)  JACQUELINE SIGNORILE (JANJUNE)  BIANCA WATKINS (JULY-DEC.)	
REPORT COM	PLETED BY:				
NAME:	0	/. SWISHER	R.M.A. NUMBER:	439	
SIGNED BY:	Koht h		DATE:	June 22, 2023	
ADDRESS:	308 EAST BF	OAD STREET			
	WESTFIELD, NE	W JERSEY 07090			

## RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2022

	BEGINNING BALANCE AS OF DECEMBER 31, 2021	RECEIPTS	DISBURSEMENTS	ENDING BALANCE AS OF DECEMBER 31, 2022
AGENCY	700.71	10,749.37	9,968.67	1,481.41
STATE OF NEW JERSEY				640.50
COUNTY: FINES	203.00	6,257.50	5,820.00	
MUNICIPALITY	502.24	15,164.62	14,347.72	1,319.14
MUNICIPALITY - P.O.A.A.		2.00	2.00	
MUNICIPALITY - PUBLIC DEFENDER				
LOCAL PARK COMMISSION				
WEIGHTS AND MEASURES		200.00	200.00	
FISH & GAME		800.00	800.00	
RESTITUTION				-
SPCA				
INTEREST		19.93	15.20	4.73
TOTAL MAGISTRATE	1,405.95	33,193.42	31,153.59	3,445.78
BAIL		25.00	25.00	
	1,405.95	33,218.42	31,178.59	3,445.78
*Was the ending balance disbursed by t	the 15th of the next m	onth?	Yes	If not, explain?

## GENERAL MUNICIPAL COURT INFORMATION

1.	Does this court serve n  Township of	ough of Frenchtown		
2.	Amount paid or charge Other staff	d in 2022 to 2022 appropriations fo \$138,016.92 And expenses	or salaries of judge(s) \$10,638.16	\$57,900.00
3.	Is an approved statewi	de violations bureau schedule of fir paid to the violations clerk?	nes prominently posted in the Yes	place
4.	Does the court have at If so, is it prominently posterior N/A	n approved supplemental Local Vio posted in the place where fines are	lations Bureau Schedule? to be paid to the violations cle	No Prk?
5.	List staff members that Judge Judge Court Administrator Interim Court Admin. Deputy Court Adm. Other staff	t are bonded: William G. Mennen (JanJuly) Charles Carro (AugDec.) Jacqueline Signorile (JanJune) Bianca Watkins (July-Dec.) Brielle Ramirez	Amount of Bond	
6.	When does Judges te		_	V <sub>2</sub>
7.	Are uniform traffic tick	ets serially numbered, properly con	trolled and accounted for?	Yes
8.	Are tickets eligible for	destruction disposed of in a timely	and proper manner?	Yes
		FINANCIAL P	ROCEDURES	
Da	ily Financial Procedure	<u>es</u>		
1.	Are separate cash bo	xes maintained for each employee	that receipts money?	Yes
2.	Who is responsible fo	r completing the Daily Bank Depos	it?	Court Administrator
3.	Who is responsible fo	r transporting the Daily Deposit to t	he bank?	Court Administrator
4.	What procedures are The Court	followed to transport the moneys to Administrator transports the money	o the bank (i.e. security)? y to the local bank.	

5.	Are deposits made within 48 hours? Yes If not, please explain:
6.	Do the above cash handling procedures provide for adequate security and separation of responsibilities?  Yes
7.	Do the deposit slips match the totals provided by the Daily Batch and Criminal Journal?  Yes  If no, please explain:
8.	Do the Deposit slips match the daily totals displayed on the ATS Monthly Cashbook?  Yes  If no, please explain:
9.	Are the deposit slips attached to the ATS Daily Batch Report and Criminal Journal?  Yes
10.	As of what date or dates was cash counted, reconciliation made and bank balances confirmed? 12/31/2022, 4/30/23
Mo	nthly Financial Procedures
11.	Are separate general/bail bank accounts maintained? Yes
12.	Is the court utilizing the ATS/ACS monthly cash book?  Yes If no please explain:
13.	Who is responsible for the municipal court financial procedures(name and title)?  Jacqueline Signorile - Court Administrator (JanJune)  Bianca Watkins - Interim Court Admin. (July-Dec.)
14.	Do the monthly disbursement checks equal account totals on part V of the ATS monthly cash book?  Yes If no, please explain:
15.	Are moneys turned over to the proper agencies on or before the 15th of the month?  No  If no, please explain:  4 of 12 months were not turned over by the 15th of the following month
16.	Does the general account accrue interest?  Is the interest turned over on a monthly basis?  Not for the Bail Account
17.	Are overpayment checks written on a monthly basis? Yes Interest?

.

18.	Is the bank reconciliation page of the monthly cash book of the state of the monthly cash book of the state o	ompleted and balanced?	Yes
19.	Are the fiscal records kept in a safe place?	Yes	
<u>Bai</u>	l Procedures		
20.	Is bail collected by the police department properly and pro	mptly turned over to the municipal court?	
21.	Are the refund checks made out to the surety?	Yes Yes	
22.	Are bail forfeitures done in a timely manner?	Yes	
23.	Are the cash balances on the Monthly Bail on Account Re	port equal to the account balance in	

COMMENTS:	4 of 12 months	s were not turned over by the 15th of the following month
RECOMMEND	DATIONS:	Disbursements should be made by the 15th of the following month.
		,
<b>u</b>		