


**ANNUAL AUDIT REPORT
FOR THE YEAR 2022**

MUNICIPAL COURT OF: TOWNSHIP OF HOLLAND
COUNTY OF: HUNTERDON

COURT INFORMATION:

ADDRESS: RARITAN TOWNSHIP MUNICIPAL COURT **PHONE:** (908) 782-8818
ONE MUNICIPAL DRIVE **COUNTY:** HUNTERDON
FLEMINGTON, NJ 08822 **JUDGE:** WILLIAM G. MENNEN (JAN.-JULY)
JUDGE: CHARLES CARRO (AUG.-DEC.)
COURT
ADMINISTRATOR: JACQUELINE SIGNORILE (JAN.-JUNE)
INTERIM COURT
ADMINISTRATOR: BIANCA WATKINS (JULY-DEC.)

REPORT COMPLETED BY:

NAME: ROBERT W. SWISHER **R.M.A. NUMBER:** 439
SIGNED BY:  **DATE:** June 22, 2023
ADDRESS: 308 EAST BROAD STREET
WESTFIELD, NEW JERSEY 07090

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2022

<u>AGENCY</u>	BEGINNING BALANCE AS OF DECEMBER 31, 2021	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	ENDING BALANCE AS OF DECEMBER 31, 2022
STATE OF NEW JERSEY	700.71	10,749.37	9,968.67	1,481.41
COUNTY: FINES	203.00	6,257.50	5,820.00	640.50
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 the 15th of the next month?

Yes

If not, explain?

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

Monthly 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 (Jan.-June)
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? Yes Bail? Yes
 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 completed and balanced? Yes
If no, please explain: _____

19. Are the fiscal records kept in a safe place? Yes

Bail Procedures

20. Is bail collected by the police department properly and promptly turned over to the municipal court?
Yes

21. Are bail refunds done in a timely manner? Yes
Are the refund checks made out to the surety? Yes

22. Are bail forfeitures done in a timely manner? Yes

23. Are the cash balances on the Monthly Bail on Account Report equal to the account balance in the bail account? Yes

