

**ANNUAL AUDIT REPORT
FOR THE YEAR 2013**

MUNICIPAL COURT OF: BOROUGH OF SOUTH PLAINFIELD

COUNTY OF: MIDDLESEX

COURT INFORMATION:

ADDRESS:	<u>BOROUGH OF SOUTH PLAINFIELD</u>	PHONE:	<u>908-226-7650</u>
	<u>2480 PLAINFIELD AVE.</u>	COUNTY:	<u>MIDDLESEX</u>
	<u>SOUTH PLAINFIELD, NJ 07080</u>	JUDGE:	<u>HON. SPENCER B. ROBBINS</u>
		COURT	
		DIRECTOR:	<u>N/A</u>
		COURT	
		ADMINISTRATOR:	<u>KAREN COSTANTINO</u>

REPORT COMPLETED BY:

NAME: ROBERT W. SWISHER R.M.A. NUMBER: 439

SIGNED BY: *Robert W Swisher* DATE: August 8, 2014

ADDRESS: SUPLEE, CLOONEY & COMPANY
308 EAST BROAD STREET
WESTFIELD, NEW JERSEY 07090

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2013

<u>AGENCY</u>	BEGINNING BALANCE AS OF DECEMBER 31, 2012	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	ENDING BALANCE AS OF DECEMBER 31, 2013
STATE OF NEW JERSEY	\$22,193.16	\$376,670.19	\$378,751.88	\$20,111.47
COUNTY	12,280.50	227,139.75	224,601.00	14,819.25
MUNICIPALITY	40,750.36	669,453.56	670,241.64	39,962.28
MUNICIPALITY - P.O.A.A.	6.00	230.00	224.00	12.00
MUNICIPALITY - PUBLIC DEFENDER	1,495.00	16,576.50	16,911.00	1,160.50
COUNTY WEIGHTS AND MEASURES		18,642.00	17,492.00	1,150.00
TOTAL FINES ACCOUNT	\$76,725.02	\$1,308,712.00	\$1,308,221.52	\$77,215.50
BAIL ACCOUNT	\$133,456.63	\$381,918.57	\$381,197.57	\$134,177.63
	<u>\$210,181.65</u>	<u>\$1,690,630.57</u>	<u>\$1,689,419.09</u>	<u>\$211,393.13</u>

*Was the ending balance disbursed by the 15th of the next month? YES If not, explain?

GENERAL MUNICIPAL COURT INFORMATION

1. Does this court serve more than one municipality? NO If so please list:

2. Amount paid or charged in 2013 to 2013 appropriations for salaries of judge(s) \$50,484.96
Other staff \$242,807.72 Other expenses \$138,836.81
3. Is an approved statewide violations bureau schedule of fines prominently posted in the place where fines are to be paid to the violations clerk? YES
4. Does the court have an approved supplemental Local Violations Bureau Schedule? YES
If so, is it prominently posted in the place where fines are to be paid to the violations clerk?
YES
5. List staff members that are bonded:
- | | | | |
|---------------------|--------------------------------|----------------|-----------------------|
| Judge | <u>Hon. Spencer B. Robbins</u> | Amount of Bond | <u>Blanket Bond</u> |
| Court Director | <u>_____</u> | Amount of Bond | <u>Blanket Bond</u> |
| Court Administrator | <u>Karen Costantino</u> | Amount of Bond | <u>\$1,000,000.00</u> |
| Deputy Court Adm. | <u>_____</u> | Amount of Bond | <u>_____</u> |
| Deputy Court Clerk | <u>_____</u> | Amount of Bond | <u>_____</u> |
6. When does Judges term expire? 12/31/2013
7. Are uniform traffic tickets serially numbered, properly controlled and accounted for? YES
8. Are tickets eligible for destruction disposed of in a timely and proper manner? YES

FINANCIAL PROCEDURES

Daily Financial Procedures

1. Are separate cash boxes maintained for each employee that receives money? YES
Court Administrator
2. Who is responsible for completing the Daily Bank Deposit? or Deputy Court Administrator
3. Who is responsible for transporting the Daily Deposit to the bank? Dawn Daponte
4. What procedures are followed to transport the moneys to the bank (i.e. security)?
Dawn Daponte places it in a bank bag and transports it to the 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? NO
If no, please explain: Not all receipts and disbursements were entered into ATS/ACS.

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?
6/30/2014

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)?
Karen Costantino (Court Administrator) and Dawn Daponte (Deputy Court Administrator)

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? YES
If no, please explain: _____

16. Does the general account accrue interest? YES Bail? YES
Is the interest turned over on a monthly basis? YES

17. Are overpayment checks written on a monthly basis? YES Interest? YES

18. Is the bank reconciliation page of the monthly cash book completed and balanced? NO

If no, please explain: A manual reconciliation is used for Bail while the monthly cash book is used for Fines.

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? NO

