ANNUAL AUDIT REPORT

		FOR THE YEAR	₹	2022	
MUNICIPAL	COURT OF:	BOROUG	H OF BERNARDS	VILLE	
COUNTY OF:		SOMERSET			
COURT INFORMA	ATION:				
ADDRESS:	The Honorable Mayo	r & Members of the		PHONE:	(908) 212-7020
ABBREOG.	Borough Council	a wembere of the		COUNTY:	SOMERSET
		wille Derevel Hell		JUDGE:	Honorable Katherine Howes
	Borough of Bernardsville, Borough Hall			_	nonorable Natherine nowes
	166 Mine Brook Road	<u>d</u>		COURT	
	Bernardsville, NJ 079	924		DIRECTOR:	Not Applicable
				COURT	
				ADMINISTRATOR: _	Daniela Cordero
REPORT COMPL	ETED BY:				
NAME:	ROBERT W. SWISH	ED		R.M.A. NUMBER:	439
	Roll W.	1 1		DATE	
SIGNED BY:	10001 00 3	<u> </u>		DATE -	August 3, 2023

SUPLEE, CLOONEY, AND COMPANY

WESTFIELD, NEW JERSEY 07090

308 EAST BROAD STREET

ADDRESS:

^{* -} Bernardsville Municipal Court is a shared service court with Bedminister and Peapack-Gladstone Municipal Courts.

The court is located at 45 Miller Lane, Bedminster NJ, 07921

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2022

	BEGINNING			ENDING		
	BALANCE AS OF			BALANCE AS OF		
	DECEMBER			DECEMBER		
AGENCY	<u>31, 2021</u>	RECEIPTS	DISBURSEMENTS	<u>31, 2022</u>		
STATE OF NEW JERSEY	\$1,173.11	\$21,982.79	\$22,539.30	\$616.60		
COUNTY	1,029.00	14,494.00	14,995.00	528.00		
MUNICIPALITY	2,710.16	38,994.12	40,212.82	1,491.46		
MUNICIPALITY - P.O.A.A.	4.00	74.00	76.00	2.00		
PUBLIC DEFENDER		200.00	200.00			
WEIGHTS AND MEASURES	825.00	800.00	1,625.00			
INTEREST	0.24	0.61	0.85			
TOTAL MAGISTRATE	5,741.51	76,545.52	79,648.97	2,638.06		
BAIL ACCOUNTS	500.04	2,850.34	3,350.35	0.03		
	\$6,241.55	\$79,395.86	\$82,999.32	\$2,638.09		
*Was the ending balance disbursed by the 15th of the next month? YES If not, explain?						
			W. 1871 D. 18 W. 19 C. A. 18 W. 1881 W.			
	and the second s					

GENERAL MUNICIPAL COURT INFORMATION

1.	Does this court serve more th	an one municipa	lity?	Yes	_	
2.	Amount paid or charged in 20 Other staff N/A - S	022 to 2022 appro	opriations for salarie And expenses	es of judge(s) \$36,901.48	N <u>/A - Shared Servic</u> e —	
3.	Is an approved statewide viol where fines are to be paid to		<u>-</u>	ninently posted in the	ne place —	
4.	Does the court have an appro If so, is it prominently posted Yes	• •			clerk?	Yes
5.	List staff members that are be Judge Court Director Court Administrator Deputy Court Adm. Deputy Court Adm. Other staff	Honorable	e Katherine Howes iela Cordero peth Dabbagh	_Amount of Bond	1,000,000.00 1,000,000.00 1,000,000.00	
6						
7 8	Are uniform Traffic tickets set Are tickets eligible for destruct					Yes Yes
FI	NANCIAL PROCED					
1	Are separate cash boxes ma	intained for each	employee that rece	eives money?		No
2	Who is responsible for comp	leting the Daily B	ank Deposit?	Daniela Cordero	C. T. C. L. C.	
3	Who is responsible for transporting the Daily Deposit to the bank? Daniela Cordero or Elizabeth Dabbagh					
4	What procedures are followe Court Administrator, Daniela				bagh, takes money in a	locked bag
5	Are deposits made within 48	hours ?	Yes	If not , please e.	xplain :	

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 ar		Yes				
8	Do the deposit slips match the daily totals displayed on the ATS Mo		Yes				
9	Are the deposit slips attached to the ATS Daily Batch Report and C		Yes				
10	As of what date or dates was cash counted, reconciliation made and bank balances confirmed? 12/31/22 and 6/5/2023						
Mo	nthly Financial Procedures						
11	Are separate general / bail accounts maintained?	Yes	_				
12	Is the court utilizing the ATS/ACS monthly cash book?	Yes	_If not, please explain:				
13	Who is responsible for the municipal court financial procedures (na Daniela Cordero - Court Administrator	nme and title)?	_				
14	Do the monthly disbursement checks equal account totals on Part V of the ATS monthly cash book? If no, please explain: Yes						
15	Are monies turned over to the proper agencies on or before the 15t If not, please explain:	h of the month?		Yes			
16	Does the general account accrue interest?	Yes	Bail?	Yes			
10	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 If not, please explain:	d and balanced?		Yes			
19	Are the fiscal records kept in a safe place?	Yes	_				
Bai	I Procedures						
20	Is bail collected by the police department properly and promptly tur-	ned over to the m	unicipal court?				
21	Are bail refunds done in a timely manner?	Yes	_				
22	Are bail forfeitures done in a timely manner?	Yes	·				
23	Are the cash balances on the Monthly Bail on Account Report equation by the bail account?	al to the account b	alance in				

COMMENTS:				
None noted.				

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RECOMMENDATIONS:				
None noted.				
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