ANNUAL AUDIT REPORT FOR THE YEAR 2020

MUNICIPAL COURT OF:		OROUGH OF BERNARDSVILLE			
COUNTY OF:		SOMERSET			
COURT INFORI	MATION:				
ADDRESS:	166 MINE STREET	PHONE:	908-212-7020		
	BERNARDSVILLE, NEW JERSEY, 07924	COUNTY:	SOMERSET		
		_ JUDGE: _	KATHERINE E. HOWES		
		COURT DIRECTOR:	N/A		
		COURT ADMINISTRATOR:	TERESA VAN ALLEN		
REPORT COMF	PLETED BY:				
NAME:	ROBERT W. SWISHER	R.M.A. NUMBER: _	439		
SIGNED BY:	Kala W. S.L.	_ DATE: _	8/5/2021		
ADDRESS:	SUPLEE, CLOONEY & COMPANY	_			
	308 EAST BROAD STREET	-			
	WESTFIELD, NEW JERSEY 07090	_			

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2020

AGENCY	BEGINNING BALANCE AS OF DECEMBER 31, 2019	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	ENDING BALANCE AS OF DECEMBER 31, 2020
STATE OF NEW JERSEY	4,331.56	27,185.23	29,144.74	2,372.05
COUNTY	2,976.50	18,406.25	20,347.00	1,035.75
MUNICIPALITY	6,123.03	36,898.57	39,683.09	3,338.51
MUNICIPALITY - P.O.A.A.	6.00	42.00	48.00	
MUNICIPALITY - PUBLIC DEFENDER		200.00	200.00	
CONDITIONAL DISCHARGE				
WEIGHTS AND MEASURES	2,150.00	1,300.00	3,450.00	
FISH AND GAME				
INTEREST	1.43	7.00	8.22	0.21
BAIL REINSTATEMENTS				
MISCELLANEOUS (overpayments)				
TOTAL MAGISTRATE	15,588.52	84,039.05	92,881.05	6,746.52
BAIL	300.05	6,137.88	5,937.90	500.03
	15,888.57	90,176.93	98,818.95	7,246.55
*Was the ending balance disbursed	by the 15th of the ne	xt month?	YES	If not, explain?

GENERAL MUNICIPAL COURT INFORMATION

1.		d or charged in 2020 to 2020 appropriations for salaries of judge(s) \$0.00 \$0.00					
	the Borough of Bernardsville						
2.	Amount paid or charged in Other staff				\$0.00		
3.					place		
4.							
5.	List staff members that an Judge Court Director Court Administrator Deputy Court Clerk Violations Clerk	Katherine E. How		Amount of Bond Amount of Bond Amount of Bond	\$1,000,000.00		
	S. When does Judges term expire?12/31/23						
	Are uniform traffic tickets serially numbered, properly controlled and accounted for? YES Are tickets eligible for destruction disposed of in a timely and proper manner? YES FINANCIAL PROCEDURES						
Da	ily Financial Procedures		CIAL PROC	EDUKES			
	Are separate cash boxes		employee that red	eives money?	NO		
2.	2. Who is responsible for completing the Daily Bank Deposit? Teresa Van Allen						
3.	3. Who is responsible for transporting the Daily Deposit to the bank? Teresa Van Aller / Sarah Henderson						
4.	What procedures are followed to transport the moneys to the bank (i.e. security)? Money is put in locked bank bag and taken to the bank by Teresa Van Allen / Sarah Henderson						

5.	Are deposits made within 48 hours?	ES_	If not, please ex	plain:			
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 Dall If no, please explain:		ch and Criminal Jo	urnal?	YES		
8.	Do the Deposit slips match the daily totals displayed on If no, please explain:	the A	S Monthly Cashbo	ok?	YES		
9.	Are the deposit slips attached to the ATS Daily Batch R	eport a	and Criminal Journa	il?	YES		
10.	As of what date or dates was cash counted, reconciliati	on mad	de and bank baland	es confirmed?			
Mo	onthly 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 e	explain:		
13.	. Who is responsible for the municipal court financial prod TERESA VAN ALLEN, COURT		· ·				
14.	. Do the monthly disbursement checks equal account tota If no, please explain:	als on p	part V of the ATS m	onthly cash book	·?		
	. Are moneys turned over to the proper agencies on or be If no, please explain:	efore th	e 15th of the montl	n?	YES		
	. 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 compl If no, please explain:	YES	
19. Are the fiscal records kept in a safe place?	YES	
Bail Procedures		
20. Is bail collected by the police department properly and promptly YES	turned over to the municipal co	ourt?
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 e the bail account? YES	qual to the account balance in	

COMMENTS:	NONE			

RECOMMENDATIONS:	NONE			
NECOMMENDATIONS.	NONE			

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