

ANNUAL AUDIT REPORT FOR THE YEAR 2022

MUNICIPAL COURT OF Borough of Fair Haven COUNTY OF Monmouth
MUNICIPAL COURT STATUS: SINGLE JOINT SHARED X

COURT ADDRESS: 80 East River Road
 Rumson, NJ 07760


PHONE: (732) 530 - 7131

JUDGE: Peter Lucas

COURT DIRECTOR: No Court Director

COURT ADMINISTRATOR: Michele Smallze

AUDITOR'S INFORMATION RMA #: 483 DATE: August 8, 2023
NAME: Robert W. Allison

SIGNATURE: 

ADDRESS: 1985 Cedar Bridge Ave., Suite 3, Lakewood, NJ 08701

JUDICIARYS CONTACT INFORMATION

MUNICIPAL DIVISION MANAGER: Theresa Romano

ADDRESS: 71 Monument Street

CITY, STATE, ZIP: Freehold, NJ 07728

TELEPHONE: 732-358-8700 Ext. 87241

RECEIPTS AND DISBURSEMENTS FOR YEAR 2022

	Balance December 31, 2021	Receipts Allocated To	Disbursements Allocated To	Transfers	Balance December 31, 2022
<u>State of New Jersey:</u>	2,346.29	13,917.85	14,731.40	-	1,532.74
<u>Bail Account:</u>	60.01	6,190.12	6,250.07	-	0.06
<u>County:</u>	2,816.00	18,385.00	20,349.69	-	851.31
<u>Municipality:</u>					
Costs	4,347.68	31,983.65	34,526.74	-	1,804.59
Local Parking	-	2.00	2.00	-	-
Public Defender	-	400.00	400.00	-	-
<u>Other:</u>					
Restitution	-	3,816.37	3,816.37	-	-
Weights & Measures	-	2,700.00	2,700.00	-	-
Totals	9,569.98	77,394.99	82,776.27	-	4,188.70

Was the ending balance disbursed by the 15th of the next month:

☒ YES

☐ NO

If not, explain _____

GENERAL MUNICIPAL COURT INFORMATION

1. LIST ALL STAFF MEMBERS WHO ARE BONDED

AMOUNT OF BOND

Judge	<u>Peter Lucas</u>	<u>\$1,000,000</u>
Court Director	_____	_____
Court Administrator	<u>Michele Smallze</u>	<u>\$1,000,000</u>
Court Administrator	_____	_____
Deputy Court Adm.	_____	_____
Deputy Court Adm.	_____	_____

2. ARE STAFF INDIVIDUALLY BONDED OR UNDER A JIF BOND

☐ IND ☒ JIF

If bonded individually are amounts in conformance with NJAC 5:30-8.4?

☐ YES ☐ NO

Minimum _____ Recommended _____

3. Is the court administrator certified pursuant to statute?

☒ YES ☐ NO

Is the court administrator's certification in good standing?

☒ YES ☐ NO

If not, provide current status? _____

4. When does the Judge's term expire? December 31, 2025

5. If a joint court, has the Judge received a Governor's appt?

☐ YES ☐ NO

BUDGETARY INFORMATION

1. Amount paid or charged in 2022 for salary of Judge in S & W \$15,316.09

2. Amount paid for all other staff salaries in S & W \$0

3. Amount charged for Other Expenses \$160.00

4. Was the budget submitted and approved by Assignment Judge?

☒ YES ☐ NO

OFFICE CONTROL

1. Is an approved statewide Violations Bureau Schedule prominently posted?

☒ YES ☐ NO

2. Does the court have an approved Local Violations Bureau Schedule?

☒ YES ☐ NO

2. a. If so, is it properly posted?

☒ YES ☐ NO

3. Are uniform traffic tickets serially numbered, properly controlled and accounted for?

☒ YES ☐ NO

4. Does the court void tickets or complaints in accordance with Directive 02-08?

☒ YES ☐ NO

If not, provide details _____

5. Are complaints eligible for destruction disposed of in a timely and proper manner?

☒ YES ☐ NO

6. Is the auditor's approval received for all financial records approved for destruction?

☒ YES ☐ NO

If not, provide details _____

7. Are manual receipts serially numbered, properly controlled and accounted for?

☒ YES ☐ NO

If not, provide details _____

DAILY FINANCIAL PROCEDURES

1. Are separate lockable, cash boxes used by each employee that receipts money?

☒ YES ☐ NO

2. Who is responsible for completing the Daily Bank Deposit?

Michele Smallze

3. Are the un-validated and validated bank deposit slips attached to the daily journal?

☒ YES ☐ NO

4. Who is responsible for transporting the Daily Deposit to the bank?

Michele Smallze

5. What security procedures are followed when transporting the money to the bank?

Locked bank bag

6. Are deposits made within 48 hours pursuant to statute?

☒ YES ☐ NO

If not, provide details with dates _____

7. Do the deposit slips match the totals provided by the Daily Journals?

☒ YES ☐ NO

If not, provide details with dates _____

8. Do the deposit slips match the individual cash/check amounts provided by the Daily Journals? ☒ YES ☐ NO
If not, provide details with dates _____
9. Are overages /shortages or help desk calls documented with the daily journals? ☒ YES ☐ NO
If not, provide details with dates _____
10. As of what date or dates was cash counted, reconciliation made and bank balance confirmed?
December 31, 2022, Cash Counted 2/15/2023
11. Change fund amount \$200
Does this amount conform with municipal records? ☒ YES ☐ NO
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MONTHLY FINANCIAL PROCEDURES

1. Are separate general and bail accounts maintained? ☒ YES ☐ NO
2. Is the court utilizing the monthly cashbook? ☒ YES ☐ NO
3. Who is responsible for the financial procedures?
☐ DIRECTOR ☒ MCA ☐ DCA OTHER _____
4. Does the monthly disbursements checks equal account totals on Part V of the Monthly Cashbook? ☒ YES ☐ NO
5. Are monthly disbursements made before the 15th of each month? ☒ YES ☐ NO
If not, provide details _____
6. Does the general account accrue interest? ☒ YES ☐ NO Bail Account? ☒ YES ☐ NO
Is the interest disbursed each month? ☒ YES ☐ NO
7. Are the overpayment checks written on a monthly basis? ☒ YES ☐ NO
8. Are restitution checks promptly written? ☒ YES ☐ NO
9. Are the outstanding public defender fees turned over to the municipality for collection on cases that have been adjudicated? ☒ YES ☐ NO
10. Are the reconciliations completed within 10 days of receipt of the bank statements? ☒ YES ☐ NO
If not, provide details _____
11. Are fiscal records kept secured in the court office? ☒ YES ☐ NO
If not, provide details _____
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BAIL PROCEDURES

1. Is bail collected by the police properly and promptly turned over to the court ☒ YES ☐ NO

If not, provide details _____

2. Are bail refunds done in a timely manner? ☒ YES ☐ NO
3. Are refund checks made out to the surety? ☒ YES ☐ NO
4. Are bail forfeitures done in a timely manner? ☒ YES ☐ NO
5. Are judgments filed timely and in accordance with procedures? ☒ YES ☐ NO
6. Are the cash balances on the Monthly Bail on Account Report equal to the
account balance in the bail account? ☒ YES ☐ NO
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FUNDS

1. Does the town have the following dedicated funds?
Public Defender (N.J.S.A. 2B:24-17(b)) ☒ YES ☐ NO
POAA (N.J.S.A. 39:4-139-9) ☒ YES ☐ NO
DWI (N.J.S.A.26:2B-35(b) (3)) ☒ YES ☐ NO
2. Does the DWI and POAA funds balance for the town match the court's record?
If not, provide details _____ ☒ YES ☐ NO
3. Does the town's balance and expenditures of the DWI and/or POAA funds match
the approved DWI/POAA expenditure requests utilized by the court? ☒ YES ☐ NO

If no, POAA town balance \$ _____ Court Balance \$ _____

If no, DWI Fund town balance \$ _____ Court Balance \$ _____
4. Does the court follow approval process for use of DWI/POAA funds?
If not, provide details _____ ☒ YES ☐ NO
5. Did the Judge, Municipal Court Director or Administrator provide all authorizations
for approved use of DWI/POAA funds? ☒ YES ☐ NO
If not, provide details _____

COMMENTS

RECOMMENDATIONS
