

ANNUAL COURT REPORT
FOR THE YEAR ENDING DECEMBER 31, 2016

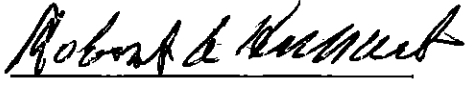
MUNICIPAL COURT OF: Borough of Union Beach

COUNTY OF: Monmouth

COURT INFORMATION:

ADDRESS: 650 Poole Avenue Union Beach, NJ 07735	PHONE:	(732) 264-9098
	COUNTY:	Monmouth
	JUDGE:	Michael Pugliese
	COURT DIRECTOR:	N/A
	COURT ADMINISTRATOR:	Kathleen Chieffo

REPORT COMPLETED BY:

NAME:	Robert A. Hulsart	RMA NUMBER:	158
SIGNED BY:		DATE:	<u>June 2, 2017</u>
ADDRESS:	P.O. Box 1409 Wall, N.J. 07719		

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DEC. 31, 2016

<u>AGENCY</u>		Beginning Balance as of January 1, 2015	Receipts	Disbursements	Balance as of Dec. 31, 2016
Municipal	Fines	\$ 14,113.71	160,287.16	163,388.00	11,012.87
	P.O.A.A.	10.00	80.00	86.00	4.00
	Public Defender	375.00	4,076.50	4,451.50	-
County	Fines	2,951.50	51,359.06	51,596.56	2,714.00
State	Treasurer	2,240.79	47,559.03	46,100.69	3,699.13
	ATS	492.00	7,388.00	7,405.00	475.00
	VCCB	290.00	5,870.00	5,810.00	350.00
	DEDR	1,607.00	8,400.00	8,667.00	1,340.00
	Safe Neighborhood	640.00	8,097.50	8,354.00	383.50
Miscellaneous		858.00	9,263.00	9,764.50	356.50
Cash Bail		9,728.00	118,772.00	127,150.00	1,350.00
		<u>\$ 33,306.00</u>	<u>421,152.25</u>	<u>432,773.25</u>	<u>21,685.00</u>

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

GENERAL MUNICIPAL COURT INFORMATION

1. Does this Municipal Court serve more than one Municipality? No If so please list:
2. Amount paid or charged in 2016 to 2016 appropriations for:
Salaries of Judge(s): \$ 28,025.00 Other Staff: \$ 55,289.60 Expenses: \$ 10,071.60
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 the fines are to be paid to the violations clerk? Yes
5. List staff members that are bonded:
Judge: Michael Pugliese Amount of Bond: *
Ct. Admin: Kathleen Chieffo Amount of Bond: *
Ct. Admin: Amount of Bond: *
* Employees bonded via the Municipal Joint Insurance Fund - \$1,000,000 for Statutory Position Bond and \$50,000 for Public Employee Bond
6. When does the Judge's term expire? 12/31/2018
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 receipts money? N/A
2. Who is responsible for completing the Daily Bank Deposit? Court Administrator
3. Who is responsible for transporting the Daily Deposit to the bank? Police
4. What procedures are followed to transport the monies to the bank (I.e., security)? Police
5. Are deposits made within 48 hours of receipt? Yes
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 Daily Batch Report and Criminal Journal? 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 balance confirmed?
12/31/2016 & 4/30/2017

FINANCIAL PROCEDURES (Continued)

Monthly Financial Procedures

11. Are separate general/bail 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)? Court Administrator:
14. Do the monthly disbursements checks equal account totals on Part V of the ATS Monthly Cash Book: Yes If no please explain.
15. Are monies turned over to the proper agencies on or before the 15th of each month? Yes
16. Does the general account accrued interest? Yes Bail account? Yes
Is the interest turned over to the municipality on a monthly basis? Yes
17. Are overpayment checks written on a monthly basis? Yes
18. Is the Bank reconciliation page of the Monthly Cash Book Completed and Balance? 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 cash balances on the Monthly Bail on Account Report equal to the account balance in the Bail Account? Yes

COMMENTS

None

RECOMMENDATIONS

None