

**ANNUAL AUDIT REPORT  
FOR THE YEAR 2016**


**MUNICIPAL COURT OF:** TOWNSHIP OF BRANCHBURG

**COUNTY OF:** SOMERSET

**COURT INFORMATION:**

ADDRESS: TOWNSHIP OF BRANCHBURG PHONE: 908-526-1300  
1077 ROUTE 202 COUNTY: SOMERSET  
BRANCHBURG, NEW JERSEY 08876 JUDGE: WILLIAM T. KELLEHER, JR.  
COURT  
DIRECTOR: N/A  
COURT  
ADMINISTRATOR: RUTH MULLIGAN

**REPORT COMPLETED BY:**

NAME: ROBERT W. SWISHER R.M.A. NUMBER: 439  
SIGNED BY:  DATE: \_\_\_\_\_  
ADDRESS: SUPLEE, CLOONEY & COMPANY  
308 EAST BROAD STREET  
WESTFIELD, NEW JERSEY 07090

**RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2016**

<u>AGENCY</u>	BEGINNING BALANCE AS OF DECEMBER 31, 2015	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	ENDING BALANCE AS OF DECEMBER 31, 2016
<u>STATE OF NEW JERSEY</u>	<u>\$22,922.92</u>	<u>\$267,029.54</u>	<u>\$272,321.76</u>	<u>\$17,630.70</u>
<u>COUNTY</u>	<u>14,262.60</u>	<u>168,719.52</u>	<u>170,696.62</u>	<u>12,285.50</u>
<u>MUNICIPALITY</u>	<u>29,026.98</u>	<u>327,824.44</u>	<u>332,875.62</u>	<u>23,975.80</u>
<u>MUNICIPALITY - P.O.A.A.</u>	<u>4.00</u>	<u>76.00</u>	<u>78.00</u>	<u>2.00</u>
<u>MUNICIPALITY - PUBLIC DEFENDER</u>	<u>400.00</u>	<u>5,520.00</u>	<u>5,870.00</u>	<u>50.00</u>
<u>COUNTY WEIGHTS AND MEASURES</u>		<u>2,800.00</u>	<u>2,800.00</u>	
<u>FISH AND GAME</u>	<u>550.00</u>	<u>710.00</u>	<u>1,260.00</u>	
<u>RESTITUTION</u>				
<b><u>TOTAL FINES ACCOUNT</u></b>	<b><u>\$67,166.50</u></b>	<b><u>\$772,679.50</u></b>	<b><u>\$785,902.00</u></b>	<b><u>\$53,944.00</u></b>
<b><u>BAIL ACCOUNT</u></b>	<b><u>\$4,736.00</u></b>	<b><u>\$68,838.00</u></b>	<b><u>\$69,660.00</u></b>	<b><u>\$3,914.00</u></b>
	<u>\$71,902.50</u>	<u>\$841,517.50</u>	<u>\$855,562.00</u>	<u>\$57,858.00</u>

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

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## GENERAL MUNICIPAL COURT INFORMATION

1. Does this 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) \$40,050.00  
 Other staff \$133,463.28 Other expenses \$5,062.91
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>William T. Kelleher</u> | Amount of Bond | <u>\$50,000.00</u> |
| Court Director      | _____                      | Amount of Bond | _____              |
| Court Administrator | <u>Ruth Mulligan</u>       | Amount of Bond | <u>\$50,000.00</u> |
| Deputy Court Adm.   | _____                      | Amount of Bond | _____              |
| Deputy Court Clerk  | _____                      | Amount of Bond | _____              |
6. When does Judges term expire? 12/31/2017
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? NO  
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? Bank Pickup Service
4. What procedures are followed to transport the moneys to the bank (i.e. security)?  
An armored car service picks up deposits daily and transports them 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? 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 balances confirmed?  
5/18/2017

**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)?  
RUTH MULLIGAN, 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? NO

18. Is the bank reconciliation page of the monthly cash book completed and balanced? 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 the cash balances on the Monthly Bail on Account Report equal to the account balance in the bail account? YES

