

**ANNUAL AUDIT REPORT  
FOR THE YEAR 2020**

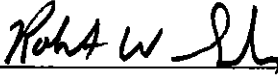
**MUNICIPAL COURT OF:** TOWNSHIP OF BRANCHBURG

**COUNTY OF:** SOMERSET

**COURT INFORMATION:**

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

**REPORT COMPLETED BY:**

NAME:	<u>ROBERT W. SWISHER</u>	R.M.A. NUMBER:	<u>439</u>
SIGNED BY:	<u></u>	DATE:	<u>6/1/2021</u>
ADDRESS:	<u>SUPLEE, CLOONEY &amp; COMPANY</u>		
	<u>308 EAST BROAD STREET</u>		
	<u>WESTFIELD, NEW JERSEY 07090</u>		

## RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2020

AGENCY	BEGINNING BALANCE AS OF DECEMBER 31, 2019	RECEIPTS	DISBURSEMENTS	ENDING BALANCE AS OF DECEMBER 31, 2020
STATE OF NEW JERSEY	\$12,011.82	\$120,262.02	\$123,294.48	\$8,979.36
COUNTY	9,374.50	76,319.92	80,126.92	5,567.50
MUNICIPALITY	17,611.74	141,524.97	149,227.19	9,909.52
MUNICIPALITY - P.O.A.A.	4.00	32.00	36.00	
MUNICIPALITY - PUBLIC DEFENDER	350.00	4,075.00	4,125.00	300.00
COUNTY WEIGHTS AND MEASURES		250.00	250.00	
FISH AND GAME		100.00	100.00	
<b>TOTAL FINES ACCOUNT</b>	<b>\$39,352.06</b>	<b>\$342,563.91</b>	<b>\$357,159.59</b>	<b>\$24,756.38</b>
<b>BAIL ACCOUNT</b>	<b>\$1,685.00</b>	<b>\$26,416.00</b>	<b>\$28,001.00</b>	<b>\$100.00</b>
	<u>\$41,037.06</u>	<u>\$368,979.91</u>	<u>\$385,160.59</u>	<u>\$24,856.38</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 2020 to 2020 appropriations for salaries of judge(s) \$42,221.88  
 Other staff \$148,496.20 Other expenses \$10,543.52
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? 12/31/2020
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.  
 \_\_\_\_\_  
 \_\_\_\_\_



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

