

**ANNUAL AUDIT REPORT
FOR THE YEAR 2022**

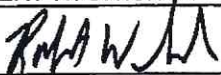
MUNICIPAL COURT OF: TOWNSHIP OF BRANCHBURG

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>HONORABLE FRANCESCO TADDEO</u>
		COURT DIRECTOR:	<u>N/A</u>
		COURT ADMINISTRATOR:	<u>SUSAN KEETH</u>

REPORT COMPLETED BY:

NAME:	<u>ROBERT W. SWISHER</u>	R.M.A. NUMBER:	<u>439</u>
SIGNED BY:	<u></u>	DATE:	<u>JULY 17, 2023</u>
ADDRESS:	<u>SUPLEE, CLOONEY & COMPANY</u>		
	<u>308 EAST BROAD STREET</u>		
	<u>WESTFIELD, NEW JERSEY 07090</u>		

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2022

AGENCY	BEGINNING BALANCE AS OF DECEMBER 31, 2021	RECEIPTS	DISBURSEMENTS	ENDING BALANCE AS OF DECEMBER 31, 2022
STATE OF NEW JERSEY	\$6,555.87	\$90,348.83	\$89,740.12	\$7,164.58
COUNTY	5,856.03	73,790.75	74,985.28	4,661.50
MUNICIPALITY	10,162.49	135,531.34	136,738.07	8,955.76
MUNICIPALITY - P.O.A.A.	4.00	22.00	26.00	
MUNICIPALITY - PUBLIC DEFENDER	610.00	1,870.00	2,230.00	250.00
COUNTY WEIGHTS AND MEASURES		8,650.00	8,650.00	
FISH AND GAME		50.00	50.00	
RESTITUTION				
TOTAL FINES ACCOUNT	\$23,188.39	\$310,262.92	\$312,419.47	\$21,031.84
BAIL ACCOUNT		\$25,543.50	\$21,438.50	\$4,105.00
	<u>\$23,188.39</u>	<u>\$335,806.42</u>	<u>\$333,857.97</u>	<u>\$25,136.84</u>

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

GENERAL MUNICIPAL COURT INFORMATION

1. Does this court serve more than one municipality? YES If so please list:
Branchburg Township, Hillsborough Township, Manville Borough and Montgomery Township
2. Amount paid or charged in 2022 to 2022 appropriations for salaries of judge(s) \$45,000.00
Other staff \$108,748.20 Other expenses \$54,299.05
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>Francesco Taddeo</u> | Amount of Bond | <u>\$1,000,000.00</u> |
| Court Director | <u></u> | Amount of Bond | <u></u> |
| Court Administrator | <u></u> | Amount of Bond | <u>\$1,000,000.00</u> |
| Deputy Court Adm. | <u>Susan Keeth</u> | Amount of Bond | <u>\$1,000,000.00</u> |
| Deputy Court Clerk | <u>Nancy Horvath</u> | Amount of Bond | <u></u> |
6. When does Judges term expire? 12/31/2023
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
or Deputy Court Administrator
2. Who is responsible for completing the Daily Bank Deposit?
Court Administrator prepare the daily deposit and walk it over to the Finance Department, who makes the bank deposit.
3. Who is responsible for transporting the Daily Deposit to the bank?
4. What procedures are followed to transport the moneys to the bank (i.e. security)?
Funds are given in a locked bank bag to the Hillsborough Finance Dept.; Funds are then picked up by a courier three days a week and brought to the bank for deposit.

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

