

ANNUAL AUDIT REPORT OF THE MUNICIPAL COURT

FOR THE YEAR 2009

MUNICIPAL COURT OF: The Township of South Hackensack

COUNTY OF: Bergen

Court Information

ADDRESS: Honorable Vince Sicari, Esq.
227 Phillips Avenue
South Hackensack, NJ 07606

PHONE: _____
COUNTY: Bergen
JUDGE: Vince Sicari, Esq.
COURT _____
ADMINISTRATOR: Diane Brando

Report Completed By

NAME: Gary J. Vinci

RMA NUMBER: CR00411

SIGNED BY: 

DATE: 8/10/10

ADDRESS: 17-17 Route 208 North
Fair Lawn, N.J. 07410

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2009

<u>Agency</u>	Balance December 31, <u>2008</u>	<u>Receipts</u>	<u>Disbursements</u>	Balance December 31, <u>2009</u>
State of New Jersey	\$ 2,154	\$ 42,598	\$ 41,988	\$ 2,764
County	1,347	25,757	25,096	2,008
Municipality	7,181	123,123	123,276	7,028
Municipality - POAA	28	492	486	34
County Lab				
Conditional Discharge				
Fish & Game				
Park & Forest				
Weights & Measures				
Restitution				
Interest				
Misc.				
Cash Bail	4,145	39,354	41,959	1,540
TOTALS	<u>\$ 14,855</u>	<u>\$ 231,324</u>	<u>\$ 232,805</u>	<u>\$ 13,374</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 2009 to 2009 appropriations for Salary of Judge(s) \$13,000
 Other Staff \$ 52,540 Expenses \$ 7,911

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 a 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 _____ Court Blanket Bond-\$1,000,000

Judge	<u>Vince Sicari, Esq.</u>	Amount of Bond	<u>\$1,000,000</u>
Ct. Director	_____	Amount of Bond	_____
Ct. Adm.	<u>Diane Brando</u>	Amount of Bond	<u>\$1,000,000</u>
Dep. Ct. Adm.	_____	Amount of Bond	_____
Other Staff	_____	Amount of Bond	_____
	_____	Amount of Bond	_____
	_____	Amount of Bond	_____

6. When does the Judge's term expire? 12/31/2010

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 ? N/A - Only one collector
2. Who is responsible for completing the Daily Bank Deposit ? Diane Brando - Court Admin
3. Who is responsible for transporting the Daily Deposit to the Bank ? Diane Brando - Court Admin
4. What procedures are followed to transport the monies to the bank(i.e.,security) ?
Transported to tax office in sealed bag and then brought to bank. Police escort on court days.

5. Are deposits made within 48 hours of receipt ? Yes If no, 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 balance confirmed?
6/15/2010, 12/31/09, 12/31/09

Township _____ of South Hackensack County of Bergen

COMMENTS:

There are none.

RECOMMENDATIONS:

There are none.