

REPORT OF MUNICIPAL COURT

YEAR 2010

File three copies with the Division of Local Government Services.

Located in:

Township of Colts Neck County of Monmouth

Serving:

Township of Colts Neck County of Monmouth

 of County of

JUDGE

Name	<u>Richard B. Thompson</u>	Name	<u> </u>
Address	<u>124 Cedar Drive</u>	Address	<u> </u>
	<u>Colts Neck, NJ 07722</u>		<u> </u>

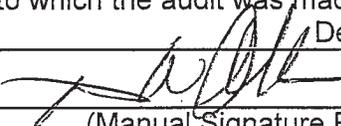
**RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING
DECEMBER 31, 2010**

	<u>Balance</u> <u>12/31/09</u>	<u>Receipts</u> <u>Allocated To</u>	<u>Disbursements</u> <u>To</u>	<u>Balance</u> <u>12/31/10</u>
Municipal Treasurer:				
Fines	\$ 12,556.87	\$ 191,487.74	\$ 181,916.10	\$ 22,128.51
P.O.A.A. Costs	2.00	14.00	16.00	
Public Defender	100.00	1,890.00	1,740.00	250.00
County Treasurer	4,143.50	66,848.75	63,414.50	7,577.75
State Treasurer	6,120.63	75,782.26	72,735.65	9,167.24
Cash Bail	3,010.00	57,461.00	58,911.00	1,560.00
Other Agencies	<u>910.00</u>	<u>1,484.32</u>	<u>2,394.32</u>	
TOTAL	<u><u>\$ 26,843.00</u></u>	<u><u>\$ 394,968.07</u></u>	<u><u>\$ 381,127.57</u></u>	<u><u>\$ 40,683.50</u></u>

QUESTIONNAIRE - REPORT OF MUNICIPAL COURT

1. Name of Municipality Township of Colts Neck
2. Name of Judge Richard B. Thompson
3. Amount paid or charged in 2010 to 2010 appropriations for:

Salary of Judge	\$	<u>25,637.00</u>	Other Salaries	\$	<u>67,489.72</u>	Other Expenses	\$	<u>5,264.24</u>
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4. Who keeps books? (Name and Position) Colleen Schulster, Court Administrator
5. Is the cash book adequate? YES
6. Is the cash book in the form suggested by the Administrative Director of the Courts? YES
7. Are satisfactory forms of dockets in use? YES
8. If not, specify just what books or records are maintained _____
9. Is an approved schedule of fines prominently posted in the place where fines are to be paid to the violations clerk? YES
10. Are the records properly kept (and if not, what steps should be taken to improve records?)
YES
11. Is a separate bank account maintained? YES
12. Are deposits made promptly, and in definite amounts? YES
13. Is cash reconciled? YES How often? MONTHLY
14. Are moneys turned over to municipality, county or state on or before the 15th of each month?
YES
15. Is Judge Bonded?* YES Amount of Bond \$ Blanket Bond
Name of Clerk of Court Colleen Schulster Amount of Bond \$ Blanket Bond
Name of Violations Clerk Colleen Schulster Amount of Bond \$ Blanket Bond
16. Insert the date of expiration of Judge's term December 31, 2012
17. Are uniform, duplicate, consecutively numbered receipts used? YES
18. Are uniform traffic tickets serially numbered, properly controlled and accounted for? YES
19. Are fiscal records kept in a safe place? YES
20. As of what date or dates was cash counted, cash reconciliation made and bank balance confirmed? ** December 31, 2010
21. Insert the date to which the audit was made in accordance with the provisions of N.J.S. 40A:5-5
December 31, 2010

Signed  RMA Number 483
(Mandatory Signature Required)

Address 912 Highway 33, Suite 2, Freehold, NJ 07728

* If bond is below required minimum, recommendation should be made.
** There must be a surprise count and reconciliation of cash prior to or subsequent to December 31. Your answer to #20 must disclose this date and all other dates of cash count and reconciliation.

TOWNSHIP OF COLTS NECK
COUNTY OF MONMOUTH, NEW JERSEY

STATEMENT OF MUNICIPAL COURT
COMMENTS AND RECOMMENDATIONS

Year ended December 31, 2010

During our audit of the Township's Municipal Court, we noted that a time payment was not received timely, nor could the Township provide documentation to substantiate that subsequent collection procedures were performed.

In order to improve controls over the Township's Municipal Court, we recommend that untimely payments be monitored and subsequent collection procedures be performed.