

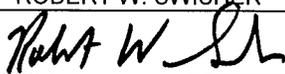
**ANNUAL AUDIT REPORT  
FOR THE YEAR 2019**

**MUNICIPAL COURT OF:** TOWNSHIP OF RARITAN  
**COUNTY OF:** HUNTERDON

**COURT INFORMATION:**

ADDRESS:	<u>RARITAN TOWNSHIP MUNICIPAL COURT</u>	PHONE:	<u>(908) 782-8818</u>
	<u>ONE MUNICIPAL DRIVE</u>	COUNTY:	<u>HUNTERDON</u>
	<u>FLEMINGTON, NJ 08822</u>	JUDGE:	<u>WILLIAM G. MENNEN</u>
		COURT	
		DIRECTOR:	
		COURT	
		ADMINISTRATOR:	<u>LYNNE M. TIMLIN</u>

**REPORT COMPLETED BY:**

NAME:	<u>ROBERT W. SWISHER</u>	R.M.A. NUMBER:	<u>439</u>
SIGNED BY:	<u></u>	DATE:	<u>June 25, 2020</u>
ADDRESS:	<u>308 EAST BROAD STREET</u>		
	<u>WESTFIELD, NEW JERSEY 07090</u>		

## RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2019

AGENCY	BEGINNING BALANCE AS OF DECEMBER 31, 2018	RECEIPTS	DISBURSEMENTS	ENDING BALANCE AS OF DECEMBER 31, 2019
STATE OF NEW JERSEY	15,922.42	217,721.38	217,699.08	15,944.72
COUNTY: FINES	4,977.00	88,110.91	86,367.41	6,720.50
MUNICIPALITY	14,979.58	279,975.56	273,747.04	21,208.10
MUNICIPALITY - P.O.A.A.		24.00	24.00	
MUNICIPALITY - PUBLIC DEFENDER	600.00	7,152.50	6,107.50	1,645.00
LOCAL PARK COMMISSION		75.00	75.00	
WEIGHTS AND MEASURES	1,900.00	38,900.00	40,800.00	
FISH & GAME		1,350.00	1,350.00	
RESTITUTION		1,828.45	1,818.45	10.00
SPCA				
MISCELLANEOUS				
<b>TOTAL MAGISTRATE</b>	<b>38,379.00</b>	<b>635,137.80</b>	<b>627,988.48</b>	<b>45,528.32</b>
<b>BAIL</b>	<b>3,175.00</b>	<b>27,620.00</b>	<b>25,820.00</b>	<b>4,975.00</b>
	<b>41,554.00</b>	<b>662,757.80</b>	<b>653,808.48</b>	<b>50,503.32</b>

\*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? Yes If so please list:  
Township of Raritan, Borough of Hampton

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2. Amount paid or charged in 2019 to 2019 appropriations for salaries of judge(s) \$44,990.92  
 Other staff \$139,321.61 And expenses \$11,616.54
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? No  
 If so, is it prominently posted in the place where fines are to be paid to the violations clerk?  
N/A
5. List staff members that are bonded:
 

Judge	<u>William G. Mennen</u>	Amount of Bond	<u>Blanket Bond</u>
Court Director		Amount of Bond	
Court Administrator	<u>Lynne M. Timlin</u>	Amount of Bond	<u>Blanket Bond</u>
Deputy Court Adm.		Amount of Bond	
Deputy Court Adm.		Amount of Bond	<u>Blanket Bond</u>
Other staff	<u>Christine Matthews</u>	Amount of Bond	<u>Blanket Bond</u>
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 receipts money? Yes
2. Who is responsible for completing the Daily Bank Deposit? Court Administrator
3. Who is responsible for transporting the Daily Deposit to the bank? Court Administrator
4. What procedures are followed to transport the moneys to the bank (i.e. security)?  
The Court Administrator transports the money to the local 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?  
12/31/2019, 6/8/20

**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)?  
Lynn Lorenz - 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? Not for the Bail Account
17. Are overpayment checks written on a monthly basis? Yes Interest? \_\_\_\_\_

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

