

ANNUAL COURT REPORT

FOR THE YEAR 2011

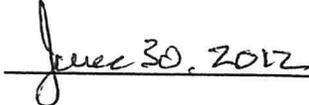
MUNICIPAL COURT OF: BOROUGH OF MANTOLOKING

COUNTY OF: Ocean

COURT INFORMATION:

ADDRESS:	Downer Avenue Mantoloking, NJ 08738	PHONE:	(732) 899 - 6600
		COUNTY:	Ocean
		JUDGE:	Samuel M. Morris, Esq
		COURT DIRECTOR:	N/A
		COURT ADMINISTRATOR:	Jennifer Eaton

REPORT COMPLETED BY:

NAME:	William E. Antonides	RMA NUMBER:	14
SIGNED BY:		DATE:	
ADDRESS:	P.O. Box 1137 Wall, NJ 07719		

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2011

<u>Agency</u>	Beginning Balance as of Dec. 31, 2010	Receipts	Disbursements	Ending Balance as of Dec. 31, 2011
State of NJ	\$ 2,621.80	\$ 24,488.66	\$ 25,805.83	\$ 1,304.63
County	1,606.50	27,102.50	27,359.00	1,350.00
Municipality	3,301.20	58,176.69	58,976.52	2,501.37
Municipality - POAA	8.00	36.00	42.00	2.00
Municipality - Public Defender	299.50	2,152.50	2,452.00	
County Lab	50.00		50.00	
Restitution		279.50		279.50
Interest		22.63	20.40	2.23
Overpayments		60.10	60.10	
Total General Account	\$ 7,887.00	\$ 112,318.58	\$ 114,765.85	\$ 5,439.73

*Was the ending balance disbursed by the 15th of the next month? Yes If not, explain? N/A

GENERAL MUNICIPAL COURT INFORMATION

1. Does this Municipal Court serve more than one Municipality? No If so, please list: N/A
2. Amount paid or charged in 2011 to 2011 appropriations for:
Salaries of Judge(s): \$16,562.00 Other Staff: \$25,267.41 Expenses: \$3,176.48
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:	Samuel M. Morris, Esq.	Amount of Bond: *
Ct. Dir.:	N/A	
Ct. Adm.:	Jennifer B. Eaton	Amount of Bond: *
Dep. Ct. Adm.:	Elizabeth Boettger	Amount of Bond: *
Other Staff:		

*Blanket Bond (coverage \$1,000,000)

6. When does the Judge's term expire? 12/31/13
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? Jennifer B. Eaton, Court Administrator
3. Who is responsible for transporting the Daily Deposit to the bank? Armored Car Employee
4. What procedures are followed to transport the monies to the bank (i.e., security)?
Monies are transported via armored truck to the bank.
5. Are deposits made within 48 hours of receipt? Yes If no, please explain. N/A
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. N/A
8. Do the deposit slips match the daily totals displayed on the ATS Daily Batch Report and Criminal Journal? Yes If no, please explain. N/A
9. Are the deposits 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?
Counted: 04/25/12 Reconciled and Confirmed: 12/31/2011

