

**TOWN OF ENFIELD COURT
BETTY F. POOLE, TOWN JUSTICE
182 ENFIELD MAIN ROAD
ITHACA, NY 14850**

January 15, 2016

RE: ANNUAL REPORT
TOWN OF ENFIELD COURT
BETTY F. POOLE, TOWN JUSTICE

Activity for Justice Poole's part of the Town of Enfield Court for 2015 is as follows:

Number of cases closed:	265
Number of Cases opened:	465
Arraignments for other Courts	19
Charges Transferred to T.C. County	12
Pending Cases – (Includes Scofflaws)	382

FINES AND FEES

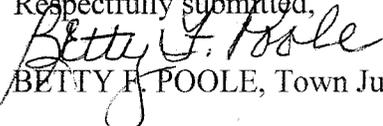
Criminal, Motor Vehicle	\$10,085.00
NYS Surcharges	11,876.50
Civil Charges	1,275.00
Bail Poundage	15.00

TOTAL REMITTED TO TOWN OF ENFIELD \$ 23,251.00

Bail Received \$ 5,500.00

ADDITIONAL ACTIVITIES

Arrest warrants and Bench warrants issued; search warrants issued; orders of protections issued; conditional discharges; probation inquiries and documentation; jail terms; bench trials; jury trials; motion hearings; felony preliminary hearings held; small claims trials; summary proceedings and warrants of evictions; arraignments for other courts; certificates of dispositions; case researching; processing of scofflaws; decisions written; legal research, pre trial hearings, annual budget processes, implementing on-line access to various web sites, dictation and transcription of hearings and preparing written decisions on all. Attend annual continuing legal education classes and training; attend various county meetings with agencies, TCMA meetings and correspondence.

Respectfully submitted,

BETTY F. POOLE, Town Justice

CHECKLIST FOR ANNUAL REVIEW OF JUSTICE COURT RECORDS

2015

Cash Receipts Book

YES NO

- Are pre-numbered receipt forms issued for all collections? *yes*
- Are duplicate copies of receipt forms kept for court records? *yes*
- Are receipts recorded up-to-date?

Tompkins Trust

Last Recorded Receipt

12522 Date 12/21/15 Amount \$ 168.00

- Is the receipt book maintained in a manner to identify date received, payer and the amount of fines, fees, bail and other categories of collection? *yes*
- Are deposits identified? *yes*
- Are duplicate deposit slips kept for court records? *no*
- Do deposit amounts agree with cash receipt amount? *yes*
- Are deposits made within 72 hours of collection? *yes*
- Are deposits recorded up-to-date? *yes*

Last Recorded Deposit # _____ Date 12/29/15 Amount 1454.00

Justice Checking Account

- Are pre-numbered checks used for all disbursements other than petty cash? *yes*
- Are all checks signed by the Justice? *yes*
- Are checks recorded up-to-date?

Last Recorded ~~Deposit~~ Check # 499 Date 12/7/15 Amount \$ 2028.00

Bank Reconciliations

- Are bank accounts reconciled promptly after bank statements are received? *yes*

Last Bank Statement Reconciliation for each Bank Account wash account

Date Performed 1/15/16 Month Ending December, 2015

Additional Supporting Records

Is a list of bail maintained?

yes

Is a record of uncollected installment payments maintained?

no doesn't accept installment payments

Dockets and Case Files

Are separate dockets maintained for various classification of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?

yes

Are case files maintained for all cases?

yes

Are indexes maintained for all cases?

docket # for each case

Do dockets for disposed cases appear to be complete?

yes

Do dockets for disposed cases agree with amounts reported?

yes

Accountability

Is accountability determined at the end of each month?

Do accountability amounts agree with bank reconciliations and supporting information?

yes

bail fund

Last determination of Accountability: Date Performed 1/15/16 Month Ending December 2015

Reports to Division of Criminal Justice Services

Are reports made timely to the Division of Criminal Justice Services?

yes

Has the Court received any notices regarding late reporting? If yes, why were reports late and what corrective actions were taken?

no

Reports to Justice Court Fund

YES NO

- Are monthly reports made timely to the Justice Court Fund? *yes*
- Do reported amounts agree with cash receipt and disbursement books? *yes*
- Do reported amounts agree with docket dispositions and case files? *yes*
- Has the court received any notices regarding late reporting? *no*

If yes, why were reports late and what corrective actions were taken?

Reporting to Department of Motor Vehicles – TSLE&D Program

Information is submitted electronically at the end of every Court day. The number of cases heard, the number pending for more than 60 days and actions that have been taken are on the Annual Report from the Court and is made a part of this report.

Overall Evaluation

seems complete and done in a timely.

Audit Committee

Date

Ann S. Rubin

1/20/16

[Signature]

1-20-16

[Signature]

1/20/16

Michael Miller

1/20/2016

TOWN OF ENFIELD

01/02/2016
10:59:53

TOWN CLERK'S 2015 ANNUAL REPORT

RECEIPTS

4	MARRIAGE LICENSES	160.00
48	COPIES	12.00
3	CERTIFIED COPIES	30.00
	DECALS	2,314.00
81	BUILDING PERMITS	10,255.00
3	MISCELLANEOUS REVENUE	10.00
4	CULVERT PERMITS	900.00
792	DOG LICENSES	9,403.00

TOTAL RECEIPTS: **\$23,084.00**

DISBURSEMENTS

	PAID TO SUPERVISOR FOR GENERAL FUND	18,783.57
	PAID TO SUPERVISOR FOR CULVERT PERMITS	900.00
	PAID TO NYS DEC FOR DECALS	2,186.43
	PAID TO NYS ANIMAL POPULATION CONTROL FUND	1,124.00
	PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	90.00

TOTAL DISBURSEMENTS: **\$23,084.00**

Alice M. Linton

ALICE LINTON, TOWN CLERK

JANUARY 2, 2016

CHECKLIST FOR REVIEW OF TOWN CLERK'S RECORDS

2015

Cash Receipts Book

YES NO

- ⑩ Where does the Town Clerk maintain her funds? Tompkins Trust Company
- ⑩ Is the cash receipts book maintained up-to-date? yes
- Is the cash receipts book maintained in a manner to identify date received, payer, purpose and the amount (either individual or totals referenced to subsidiary receipt records, e.g. building permits, driveway pipes) yes
- Are deposits identified? yes
- Do deposit amounts agree with cash receipt amounts? yes
- Are deposits made in a timely manner? weekly
- Are different routes taken to the bank when the clerk is making a deposit? not usually
- Are deposits recorded up-to-date? yes

Last Recorded Deposit Date 12/31/16 Amount \$ 183.00

- Is the cash receipts book totaled and summarized at the end of each month? yes
- Town Clerk has one checking account bank statements are not reconciled by any one else

Cash Disbursement Book

- Is the cash disbursement book maintained up-to-date? yes
- Is the cash disbursement book maintained in a manner to identify amount disbursed? yes
- Are pre-numbered checks used for all disbursements other than petty cash? yes
- Are all checks signed by the Town Clerk? yes
- Are copies of canceled checks returned with bank statements and maintained on file? yes
- Are checks recorded up-to-date? yes

Last Recorded Check # 1969 Date 12/31/15 Amount \$ 108.00

Cash Reconciliations

- Are bank accounts reconciled? yes
- Are bank accounts reconciled by a second person? no
- Does the reconciled bank balance agree with the cash balance record in the accounting records? yes

Last Bank Reconciliation for each Bank Account: Town Clerk account

Date Performed 1/7/16 Month Ending: December 2015

- Is accountability (what the town clerk owes the Supervisor) determined at the end of each month? yes
- Does the accountability amount agree with bank reconciliation and supporting records? yes

Reporting

- Are monthly reports and payments made to the Supervisor? yes
- Are monthly reports and payments made timely to other agencies? yes
- Do reported amounts on monthly reports agree with cash receipts and disbursements book? yes
Dept. of Health, Dept of Ag & Markets, building permits, culvert fees, copying fees, certifying fees

Other Concerns

- Are unused checks safeguarded? locked in filing cabinet
- Are undeposited cash receipts safeguarded? locked in our vault
- Are unissued licenses (e.g., hunting, dog) safeguarded? locked in
- Are receivable control accounts maintained, if applicable? not applicable
- Are revenues from town clerk fees compared with those of previous years? yes, during budget process by Supervisor

Overall Evaluation

good

Audit Committee

Date

Ann J. Reder

1/20/16

[Signature]

1-20-16

Michael Mills

1/20/2016

[Signature]

1/20/16