



VILLAGE OF COLD SPRING

KATHLEEN E. FOLEY, MAYOR

85 MAIN STREET
COLD SPRING, NEW YORK 10516

TEL. 845-265-3611
MAYOR@COLDSPRINGNY.GOV

MEMORANDUM

Date: July 24, 2025

To: Joan Casazza

From: Kelly Pologe

RE: Village of Cold Spring

Enclosed please find a copy of the audit of the Village of Cold Spring Justice Court records for the fiscal year ending May 31, 2024. Also attached is Resolution 27-2025 accepting the results of the audit by the Village of Cold Spring Board of Trustees.

Please feel free to contact me with any questions.

Sincerely,

Kelly Pologe, Deputy Clerk

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records

NAME OF MUNICIPALITY:

VILLAGE OF COLD SPRING JUSTICE COURT

MONTH REVIEWED:

06/01/23

through

05/31/24

NAME(S) OF JUSTICE:

THOMAS J. COSTELLO

REVIEW PERFORMED BY:

Laura Bozzi

DATE

7/11/25

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

Yes

No

Cash Receipts Book

- Are pre-numbered receipt forms issued for all collections? ☒ ☐
- Are duplicate receipts kept for court records? ☒ ☐
- Are receipts recorded up-to-date? ☒ ☐

Last Recorded Receipt: Number 676951
Date 5/28/24
Amount 193.00

- | | | |
|--|-------------------------------------|--------------------------|
| ▶ 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? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits identified? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are duplicate deposit slips kept for court records? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do deposit amounts agree with cash receipt amounts? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits recorded up-to-date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Last Recorded Deposit:

Date	<u>5/30/21</u>
Amount	<u>375.00</u>

- Is the receipt book totaled and summarized at the end of each month? ☒ ☐

Last Month Totaled and Summarized: 5/30/24 : \$6,294.00

Cash Disbursements Book

- | | | |
|--|-------------------------------------|--------------------------|
| ► Are pre-numbered checks used for all disbursements besides petty cash? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ► Are all checks signed by the justice? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ► Are canceled checks (or check images) returned with bank statements | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
and kept for court records?		
► Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p><i>Last Recorded Check:</i></p> </div> <div style="width: 30%;"> <p><i>Number</i> <u>1071</u></p> <p><i>Date</i> <u>5/20/24</u></p> <p><i>Amount</i> <u>\$6.00</u></p> </div> <div style="width: 30%;"></div> </div>		

Bank Reconciliations

► Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Last Bank Reconciliation for Each Bank Account:</i></p> <p><i>Date Performed</i> <u>7/10/24</u> <i>Month Ending</i> <u>5/2024</u></p>		

Additional Supporting Records

► Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
► Is a record of uncollected installment payments maintained?	<input type="checkbox"/>	<input type="checkbox"/>

N/A

Dockets and Case Files

► Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
► Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
► Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
► Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
<u>Cash Book Reconciliation</u>		
▶ Is the cashbook reconciled to the adjusted bank balances at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Does the cashbook total agree with bank reconciliation and supporting information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Last Cash Book Reconciliation:

Date Performed 7/10/24
Month Ending May 2024

Reports to Division of Criminal Justice Services

▶ Are reports made timely to the Division of Criminal Justice Services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, why were reports late and what corrective steps were taken?		

Reports to Justice Court Fund

▶ Are monthly reports made timely to the Justice Court Fund?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do reported amounts agree with docket dispositions and case files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do amounts agree with cash receipt and disbursement books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Last Report Submitted: Month Ending 5/1/2024
Date 6/7/24
Amount \$13,583.00

▶ Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, why were reports late and what corrective steps were taken?		

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

Yes

No

Reporting to Department of Motor Vehicles - TSLED Program

- Are reports from TSLED to the court maintained and utilized?



Last TSLED Report Available: Date 5/31/24

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report?

49

- Is the number of pending cases reasonable?



- How many cases are shown pending for over 90 days? 14

- What actions have been taken to dispose of these cases?

Suspend license of those eligible

Overall Evaluation

Very organized, as always!

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records

NAME OF MUNICIPALITY:

VILLAGE OF COLD SPRING JUSTICE COURT

MONTH REVIEWED:

06/01/23

through

05/31/24

NAME(S) OF JUSTICE:

THOMAS J. COSTELLO

REVIEW PERFORMED BY:

<i>Tweep Woods</i>

DATE

<i>7/11/25</i>

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p><i>Last Recorded Receipt:</i></p> <p>Number <u>676951</u></p> <p>Date <u>5/28/24</u></p> <p>Amount <u>\$193</u></p> </div> <div style="width: 200px;"></div> </div>		
▶ 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p><i>Last Recorded Deposit:</i></p> <p>Date <u>5/30/2024</u></p> <p>Amount <u>\$275</u></p> </div> <div style="width: 200px;"></div> </div>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p><i>Last Month Totaled and Summarized:</i></p> <p><u>\$25 \$6,294.</u></p> </div> <div style="width: 200px;"></div> </div>		

Cash Disbursements Book

- | | | |
|--|-------------------------------------|--------------------------|
| ▶ Are pre-numbered checks used for all disbursements besides petty cash? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are all checks signed by the justice? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are canceled checks (or check images) returned with bank statements | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
and kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p><i>Last Recorded Check:</i></p> </div> <div style="width: 30%;"> <p><i>Number</i> <u>1071</u></p> <p><i>Date</i> <u>5/20/2024</u></p> <p><i>Amount</i> <u>\$6.00</u></p> </div> </div>		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p><i>Last Bank Reconciliation for Each Bank Account:</i></p> <p><i>Date Performed</i> <u>7/10/24</u></p> </div> <div style="width: 30%;"> <p><i>Month Ending</i> <u>5/2024</u></p> </div> </div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/> NA	<input type="checkbox"/>
<u>Dockets and Case Files</u>		
▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
<u>Cash Book Reconciliation</u>		
▶ Is the cashbook reconciled to the adjusted bank balances at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Does the cashbook total agree with bank reconciliation and supporting information?	<input type="checkbox"/>	<input type="checkbox"/>

Last Cash Book Reconciliation:

Date Performed
Month Ending

7/10/2024
5/20/2024

Reports to Division of Criminal Justice Services

- | | | |
|---|-------------------------------------|-------------------------------------|
| ▶ Are reports made timely to the Division of Criminal Justice Services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Has the court received any notices regarding late reporting? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Reports to Justice Court Fund

- | | | |
|--|-------------------------------------|--------------------------|
| ▶ Are monthly reports made timely to the Justice Court Fund? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do reported amounts agree with docket dispositions and case files? | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do amounts agree with cash receipt and disbursement books? | <input type="checkbox"/> | <input type="checkbox"/> |

Last Report Submitted:

Month Ending

Date

Amount

5/2024
6/7/2024
\$13,583.

- | | | |
|--|--------------------------|-------------------------------------|
| ▶ Has the court received any notices regarding late reporting? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|-------------------------------------|

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

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

Yes

No

Reporting to Department of Motor Vehicles - TSLED Program

- Are reports from TSLED to the court maintained and utilized?



Last TSLED Report Available: Date 5/31/2024

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report?

49

→ Is the number of pending cases reasonable?



→ How many cases are shown pending for over 90 days? 14

→ What actions have been taken to dispose of these cases?

Suspension of license.

Overall Evaluation



VILLAGE OF COLD SPRING

KATHLEEN E. FOLEY, MAYOR

85 MAIN STREET
COLD SPRING, NEW YORK 10516

TEL. 845-265-3611
MAYOR@COLDSPRINGNY.GOV

MEMORANDUM

Date: July 24, 2025
To: Joan Casazza
From: Kelly Pologe
RE: Village of Cold Spring

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Please feel free to contact me with any questions.

Sincerely,

Kelly Pologe, Deputy Clerk

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records

NAME OF MUNICIPALITY:

VILLAGE OF COLD SPRING JUSTICE COURT

MONTH REVIEWED:

06/01/24

through

05/31/25

NAME(S) OF JUSTICE:

HON. THOMAS J. COSTELLO

REVIEW PERFORMED BY:

Laura Bozzi

DATE

7/11/25

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p><i>Last Recorded Receipt:</i></p> <p>Number <u>677264</u></p> <p>Date <u>5/30/25</u></p> <p>Amount <u>\$140.00</u></p> </div> </div>		
▶ 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p><i>Last Recorded Deposit:</i></p> <p>Date <u>5/30/25</u></p> <p>Amount <u>0280 \$355.00</u></p> </div> </div>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;"> <p><i>Last Month Totaled and Summarized:</i></p> <p><u>\$3790</u></p> </div> </div>		

Cash Disbursements Book

- | | | |
|--|-------------------------------------|--------------------------|
| ▶ Are pre-numbered checks used for all disbursements besides petty cash? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are all checks signed by the justice? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are canceled checks (or check images) returned with bank statements | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>						
and kept for court records?								
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<i>Last Recorded Check:</i> <table style="display: inline-table; vertical-align: top; margin-left: 20px;"> <tr> <td style="padding-right: 10px;">Number</td> <td style="border-bottom: 1px solid black; text-align: center;">1083</td> </tr> <tr> <td>Date</td> <td style="border-bottom: 1px solid black; text-align: center;">5/7/25</td> </tr> <tr> <td>Amount</td> <td style="border-bottom: 1px solid black; text-align: center;">\$35,700.25</td> </tr> </table>			Number	1083	Date	5/7/25	Amount	\$35,700.25
Number	1083							
Date	5/7/25							
Amount	\$35,700.25							

Bank Reconciliations

▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
<i>Date Performed</i> <u>6/10/25</u> <i>Month Ending</i> <u>May 2025</u>		

Additional Supporting Records

▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input type="checkbox"/>	<input type="checkbox"/>

NA

Dockets and Case Files

▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

Yes

No

Cash Book Reconciliation

- ▶ Is the cashbook reconciled to the adjusted bank balances at the end of each month? ☒ ☐
- ▶ Does the cashbook total agree with bank reconciliation and supporting information? ☒ ☐

Last Cash Book Reconciliation:

Date Performed
Month Ending

6/10/25
May 2025

Reports to Division of Criminal Justice Services

- Are reports made timely to the Division of Criminal Justice Services? ☒ ☐
- Has the court received any notices regarding late reporting? ☐ ☒

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

Reports to Justice Court Fund

- ▶ Are monthly reports made timely to the Justice Court Fund? ☒ ☐
- ▶ Do reported amounts agree with docket dispositions and case files? ☒ ☐
- ▶ Do amounts agree with cash receipt and disbursement books? ☒ ☐

Last Report Submitted:

Month Ending

Date _____

Amount

g. May 2025

6/9/25

\$29,005.75

- Has the court received any notices regarding late reporting? ☐ ☒

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

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

Yes

No

Reporting to Department of Motor Vehicles - TSLED Program

- Are reports from TSLED to the court maintained and utilized? ☒ ☐

Last TSLED Report Available: Date 5/31/25

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report?

3841

- Is the number of pending cases reasonable? ☒ ☐

- How many cases are shown pending for over 90 days? 39

- What actions have been taken to dispose of these cases?

Suspend license for those eligible

Overall Evaluation

Very organized, as always!

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records

NAME OF MUNICIPALITY:

VILLAGE OF COLD SPRING JUSTICE COURT

MONTH REVIEWED:

06/01/24

through

05/31/25

NAME(S) OF JUSTICE:

HON. THOMAS J. COSTELLO

REVIEW PERFORMED BY:

<i>Tween Woods</i>

DATE

<i>7/11/2025</i>

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

Yes

No

Cash Receipts Book

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

Last Recorded Receipt: *Number*
 Date
 Amount

677264
5/30/2025
\$140.00

- ▶ 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?
- ▶ Are deposits identified?
- ▶ Are duplicate deposit slips kept for court records?
- ▶ Do deposit amounts agree with cash receipt amounts?
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?
- ▶ Are deposits recorded up-to-date?

Last Recorded Deposit:

Date
Amount

5/30/2025
~~K2790~~ 1350

- Is the receipt book totaled and summarized at the end of each month?

Last Month Totaled and Summarized:

\$ 3790

Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements besides petty cash?
- ▶ Are all checks signed by the justice?
- ▶ Are canceled checks (or check images) returned with bank statements

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
and kept for court records?		
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> <div> <p><i>Last Recorded Check:</i></p> </div> <div> <p><i>Number</i> <i>Date</i> <i>Amount</i></p> </div> </div> <div style="margin-left: 100px;"> <p>1083 1068 5/7/25 \$35,700.25</p> </div>		

Bank Reconciliations

▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Last Bank Reconciliation for Each Bank Account:</i></p> <p><i>Date Performed</i> <u>6/10/25</u> <i>Month Ending</i> <u>5/2025</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Supporting Records

▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	NA <input type="checkbox"/>	<input type="checkbox"/>

Dockets and Case Files

▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

	<u>Yes</u>	<u>No</u>
<u>Cash Book Reconciliation</u>		
▶ Is the cashbook reconciled to the adjusted bank balances at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Does the cashbook total agree with bank reconciliation and supporting information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Last Cash Book Reconciliation:

Date Performed
Month Ending

6/10/2025
7/2025

Reports to Division of Criminal Justice Services

▶ Are reports made timely to the Division of Criminal Justice Services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, why were reports late and what corrective steps were taken?		
<hr/>		
<hr/>		
<hr/>		

Reports to Justice Court Fund

▶ Are monthly reports made timely to the Justice Court Fund?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do reported amounts agree with docket dispositions and case files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Do amounts agree with cash receipt and disbursement books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Last Report Submitted:

Month Ending
Date
Amount

5/2025
6/9/2025
\$29,005.75

▶ Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, why were reports late and what corrective steps were taken?		
<hr/>		
<hr/>		

Town and Village Justice Courts

Annual Checklist for Review of Justice Court Records (cont'd)

Yes

No

Reporting to Department of Motor Vehicles - TSLED Program

- Are reports from TSLED to the court maintained and utilized? ☐ ☐

Last TSLED Report Available: Date 5/21/25

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report?

2941

→ Is the number of pending cases reasonable? ☒ ☐

→ How many cases are shown pending for over 90 days? 4+39

→ What actions have been taken to dispose of these cases?

Suspension of license for failure to appear.

Overall Evaluation
