



**Town of Diana June 6, 2024 - 6pm in the Courtroom, Town of Diana Court Justice Final
Audit of Justice Court Records Minutes**

Date: 06/03/2024

Supervisor Smith called the Justice/Court Audit to order at 6:05 pm.

Supervisor Smith asked the required questions of the Town of Diana Justice, and he and the board members Audited Justice Aaron Elliman's court files from January 2024 through May 31, 2024, as required.

Justice Elliman thanked the town board and town supervisor for the opportunity to serve as Town of Diana Justice, and explained that he had some life changes that drove him to the decision to resign. He further stated he will be available, if needed, to assist the newly appointed Justice, if needed. Justice Elliman stated it has been an honor to serve the Town of Diana.

Supervisor Smith and the board members thanked Justice Aaron Elliman for his time as the Town of Diana Justice and wished him well.

Supervisor Smith asked the board members if they had any other questions for Justice Elliman. There were no other questions. Supervisor Smith called for a motion to adjourn the meeting.

Motion to Adjourn:

Motioned by: Councilwoman Ritz

Seconded by: Councilman Pierce

All in favor: Aye. None opposed. Motion carried.

Board Meeting adjourned at 6:25 PM.

Submitted by

Andrea M. Paterson
Town of Diana Clerk

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

TOWN OF DIANA

Month Reviewed:

JANUARY 2024 Through MAY 2024

Name of Justice:

Aaron Elliman

Review Performed By:

Tahya Suel
Celine A. Pierce
Katelyn Ritz
Lynn J. ...

Date

6/3/24
6/3/24
6/3/24
6/3/24

Annual Checklist for Review of Justice Court Records

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:
 # 14551 Date 5/28/2024 Amount \$25.00
- ▶ 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?
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?
- ▶ Are deposits recorded up-to-date?
Last recorded deposit:
 Date 5/28/2024 Amount \$25.00
- ▶ Is the receipt book totaled and summarized at the end of each month?
Last Month Totaled and Summarized \$1707.00

Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements other than petty cash?
- ▶ Are all checks signed by the Justice?
- ▶ Are canceled checks (or check images) returned with bank statements and kept for court records?
- ▶ Are checks recorded up-to-date?
Last recorded check:
 # 506 Date JUNE 3, 2024 Amount \$1707.00

Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received?
Last Bank Reconciliation for Each Bank Account:
 Date Performed JUNE 3, 2024 Month Ending MAY 31, 2024

Additional Supporting Records

- ▶ Is a list of bail maintained?
- ▶ Is a record of uncollected installment payments maintained?

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?
- ▶ 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.
- ▶ Do dockets for disposed cases appear to be complete?
- ▶ Do dockets for disposed cases agree with amounts reported?

Cash Book Reconciliation

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

Last Cash Reconciliation:

Date Performed JUNE 3, 2024 Month Ending MAY 31, 2024

Reports to the 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 the reports late and what corrective actions were taken? _____

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund?
- ▶ Do reported amounts agree with docket dispositions and case files?
- ▶ Do reported amounts agree with cash receipt and disbursement books?
Last report submitted: Month Ending MAY 31, 2024 Date JUNE 3, 2024 Amount \$1707.00
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____

Note: Cases over 60 days are eligible to be scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized?
Last TSLED Report Available: Date 4/30/2024

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

- ▶ How many cases are shown as pending in the last TSLED report? OUT-OF-STATE - 6
IN-STATE - 78
- Is the number of pending cases reasonable? YES
 - How many cases are shown as pending for more than 90 days? 13
 - What actions have been taken to dispose of these cases? _____

FILES & CIVIL JUDGEMENTS

Overall Evaluation

Great records. Records are neat and orderly.

Great Job Glad you were there

Zach.