**Court Audit Meeting, Colton Town Board, January 21, 2022**

**State of New York, County of St. Lawrence, 94 Main St., 13625**

Present: Kevin Beary, Deputy Supervisor Councilpersons: Jacob Poste

 Donna Buckley, Dep. Clerk Lisa Fisher

Others present: Court Clerk Brittney Gravlin

Mr. Beary opened the audit meeting at the Courthouse, 9 Sugarbush Lane, South Colton, NY 13687 at 10:00 a.m. as advertised.

Mr. Beary read aloud the General Record Keeping Requirements for Town Justice Courts and started with the checklist for initial review.

The committee members reviewed:

1. Cash Receipts - last recorded receipt # 114799 dated:12/28/2021
2. Cash Disbursements last deposit was made December 30, 2021
3. Bank Reconciliations last check recorded #1187 dated: 1/4/22 $6665.50 payable to the Town of Colton
4. Supporting Documentation viewed
5. Dockets & Case Files explained
6. Accountability – last determination date performed 1/6/22 for month ending December 2021
7. Reports to Division of Criminal Justice Services – no notice of late reporting
8. Reports to Justice Court last reported 1/5/22 for December 2021 $6665.50
9. Reports to Dept. of Motor Vehicle also done within time frame and finalized 1/3/22
10. TSLED – 49 cases reported in the last report, 14 pending cases. After this, they receive a final notice then either get their drivers’ license suspended or a civil judgement submitted against them.

The Board accepted the reports and stated job well done.

Motion #1

**ADJOURNMENT**

Motion made by Ms. Fisher, seconded by Mr. Poste to adjourn.

Ayes 3 Fisher, Poste, Beary

Noes 0

Motion carried, adjourned at 10:30 a.m.

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 Donna Buckley, Deputy Town Clerk