**Court Audit Meeting, Colton Town Board,**

**Colton Court Audit, February 14, 2024**

**State of New York, County of St. Lawrence, 9 Sugar Bush Lane, S. Colton NY**

Present: Court clerk Michelle Oehler, Stephen Knight, Lisa Fisher, Kevin Beary and Jennifer Cole

Councilman Stephen Knight opened the court audit at 10:00am.

Mr. Knight 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 #WFR10420 dated:12/22/2023 for $125.00
2. Cash Disbursements - last deposit was made 12/22/2023 in the amount of $200.00
3. Bank Reconciliations - last check recorded #1011 dated: 01/05/2023 in the amount of $4,190.00 for December 2023 reconciliation
4. Supporting Documentation viewed
5. Dockets & Case Files explained
6. Accountability – last reconciliation performed on 01/05/2023 for month ending December 2023
7. Reports to Justice Court last reported 1/05/2024 for December 2023 in the amount of $4,190.00
8. Reports to Dept. of Motor Vehicle also done within time frame and finalized 12/17/23
9. TSLED – 17 cases reported in the last report. After this, they receive a final notice then either get their drivers’ license suspended or a civil judgement submitted against them. Court Clerk works with T-SLED during this process.

Motion #1

**ADJOURNMENT**

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

Ayes 3 Fisher, Beary, Knight

Noes 0

Motion carried, adjourned at 10:36am

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 Jennifer Cole, Town Clerk