

**Town Clerk and
Registrar of Vital Statistics**
Jennifer Reardon

**Superintendent of
Highways**
Jamie Durant

Tax Collector
Ann Dabiew

**TOWN OF BOMBAY
PO Box 208
379 Lantry Road
BOMBAY, N.Y. 12914
FRANKLIN COUNTY
Supervisor
Christopher Jock
518-358-0111**

Justices of the Peace
C. Curtis Smith
Terrance Durant

Town Council
Patrick Mayer
Michael Kelley
Daniel Shea
Sarah Devlin

February 18, 2020

George Danyluk
Internal Control Liaison
NYS Office of Court Administration
2500 Pond View, Suite LL01
Castleton-on-Hudson, NY 12033

This certifies that an audit of the Bombay Town Court Justice records for fiscal year ending December 31, 2019 was conducted on February 12, 2020 by the Bombay Town Board. All town council members, Justice Smith, Justice Durant, and court clerk Ann Dabiew were present. The review of Justice Court records included:

Cash Receipts – Found to be up to date and maintained. Receipts are issued by computer and duplicate receipts are kept. Last recorded receipt for Justice Smith was #F4481 in the amount of \$168.00. Last recorded receipt for Justice Durant was #D6854 in the amount of \$100.00. Duplicate deposit slips are kept for court records and amount agree with cash receipts. Court Clerk Ann Dabiew reports that deposits are ALWAYS made within 72 hours and most are done within 24 hours. All cash receipts are totaled and summarized monthly.

Cash Disbursements – Records are up to date and maintained. All checks are signed by the justices. Canceled checks and check images are maintained with bank statements and all unused checks are properly controlled. Last recorded check for Justice Smith is #1133 dated in the amount of \$3461.00. Last recorded check for Justice Durant is #1092 dated in the amount of \$6910.00.

Cash Reconciliations – Bank accounts are reconciled after bank statements are received. Each account was reconciled until the end of January 2020.

Additional Supporting Records – A list of bail is maintained and a record of uncollected installment payments is maintained.

Case Files – All “dockets” are kept on a computer program. Cases are classified and maintained.

Accountability – Accountability is determined at the end of each month. Liabilities agree with net bank balances as of January 2020. There is no cash kept on hand as reported by Court clerk Ann Dabiew.

Division of Criminal Justice Services – Reports are made timely to the Division of Criminal Justice Services and the court has NOT received any notices regarding late reporting.

Reports to Justice Court Fund – Monthly reports are made in a timely manner to the Justice Court Fund and the Town Clerk. Reports agree with cash receipts and disbursement books. The last report submitted by both justices was for month ending January 2020. The court has NOT received any notices regarding late reporting.

Reporting to Dept. of Motor Vehicles – TSEL&D Program – Information is found to be reported timely, reports are maintained and utilized. Justices report that the number of pending cases are WITHIN reason. There have been no notices received about pending cases or late monthly reporting.

CONCLUSIONS: The Bombay Town Board finds no immediate problems with Justice Court record keeping or bank statements. Surveillance cameras purchased by a recent JCAP grant have been installed at the payment window, in the halls, and the court room. Both Justices were forthcoming with all records, receipts, and reports. Both Justices answered all questions to the best of their ability.

Respectfully Submitted,

Jennifer A. Reardon
Bombay Town Clerk