

**TOWN OF RIVERHEAD
JUSTICE COURT**

**COMBINING SCHEDULE OF COLLECTIONS
AND DISBURSEMENTS**

Year Ended December 31, 2018

Independent Auditors' Report

Honorable Supervisor and Town Board
Town of Riverhead
Riverhead, New York

Report on the Cash Collections and Disbursements

We have audited the cash collections and disbursements of the accompanying Combining Schedule of Cash Collections and Disbursements of the Town of Riverhead Justice Court for the year ended December 31, 2018, and the related note to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the basis of accounting described in Note A.2; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the cash collections and disbursements of the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash collections and disbursements of the Town of Riverhead Justice Court for the year ended December 31, 2018, in accordance with the basis of accounting as described in Note A.2.

Basis of Accounting

We draw attention to Note A.2 to the financial statement, which describes the basis of accounting. The financial statement was prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Restriction on Use

This report is intended solely for the information and use of the Town of Riverhead's Town Board, the Office of Court Administration and management and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

PKF O'Connor Davies, LLP

Hauppauge, New York

February 16, 2022

TOWN OF RIVERHEAD
JUSTICE COURT
COMBINING SCHEDULE OF COLLECTIONS AND DISBURSEMENTS
Year Ended December 31, 2018

	Town Justices		Bail	Petty Cash	
	Allen M. Smith	Lori M. Hulse	Account	Account	Combined
Cash Balance at the Beginning of the Year (Unaudited)	\$ 47,393	\$ 27,436	\$ 384,057	\$ 100	\$ 458,986
Add:					
Collection of Fines, Penalties, and Fees	598,262	786,071			1,384,333
Bail Collected			219,906		219,906
Less:					
Disbursements to the Town of Riverhead	604,000	775,941			1,379,941
Return of Bail and Other			213,467		213,467
Cash Balance at the End of the Year (Unaudited)	<u>\$ 41,655</u>	<u>\$ 37,566</u>	<u>\$ 390,496</u>	<u>\$ 100</u>	<u>\$ 469,817</u>

See note to the schedule.

TOWN OF RIVERHEAD
JUSTICE COURT
NOTE TO FINANCIAL STATEMENT
December 31, 2018

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Reporting Entity

The Town of Riverhead Justice Court is a special fund established by the Office of the New York State Comptroller pursuant to Section 99-a of the State Finance Law. The purpose of Section 99-a is to provide centralized accounting for the fines, penalties, forfeitures and fees collected by all of the Justice Courts in New York State, including the Town of Riverhead Justice Court. All Justice Courts in New York State are administered by the Division of Local Government and School Accountability, Justice Court Fund, within the Office of the State Comptroller.

The cash balances and related liabilities of the individual Town of Riverhead Justices, as well as the bail and petty cash accounts, are reported in the Town of Riverhead's Agency Fund.

2. Basis of Presentation

The financial statement was prepared to present the cash collections and disbursements of the Town of Riverhead Justice Court. Under this presentation, fines, penalties, forfeitures, fees and bail collections are considered to be increases to the related cash balances and disbursements to other governments, the return of bail and forfeited bail are considered decreases to the related cash balances. The operating expenditures for the Town of Riverhead Justice Court are accounted for in the General Fund of the Town of Riverhead. The financial statement is not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America.

3. Unaudited Cash Balances

The unaudited cash balances of the Town Justices at December 31, 2018 represent fines, penalties, forfeitures, and other items collected during December 2018 that have not yet been remitted to New York State and the Town of Riverhead. The bail account cash balance at December 31, 2018 represents the bail deposits collected through year end that have not yet been returned, or applied towards fines, penalties, forfeitures or fees. The petty cash account is used, when necessary, for miscellaneous expenses and is replenished by the General Fund of the Town of Riverhead.

The Town of Riverhead's Justice Court investment policy is governed by State statutes and the Town of Riverhead's investment policy. Justice Court monies must be deposited in FDIC-insured commercial banks and trust companies located within the state. The Village is authorized to use certificates of deposit, savings, time, demand, and money market accounts. Permissible investments include direct obligations of the United States Government, including treasury bills and notes.

Collateral is required for all bank account amounts in excess of amounts covered by federal deposit insurance. Obligations that may be pledged as collateral include obligations of the United States and its agencies and obligations of the State and its municipalities and school districts.

TOWN OF RIVERHEAD
JUSTICE COURT
NOTE TO FINANCIAL STATEMENT
December 31, 2018

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

4. Disbursements to Town of Riverhead

Chapter 465, Laws of 1998 permits the Town of Riverhead Justice Court to transmit monthly collections directly to the Town of Riverhead without first sending them to the Office of the New York State Comptroller for distribution. The Town of Riverhead will then remit any amounts owed to New York State.