

**TOWN OF WATERFORD, NEW YORK**

**TOWN COURT**

**FINANCIAL REPORT**

**DECEMBER 31, 2022 AND 2021**

**TOWN OF WATERFORD, NEW YORK**

**TOWN COURT**

**DECEMBER 31, 2022 AND 2021**

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# **CHARALAMBOS L. HADJIOANNOU**

*Certified Public Accountant*

## **Independent Auditor's Report**

To the Town Supervisor and  
Members of the Town Board of  
Town of Waterford  
Waterford, New York

I have audited the accompanying financial statements of the Town of Waterford Court, which comprise the statements of cash receipts and disbursements – cash basis of the Town Court Justices and Town Court Bail accounts as of December 31, 2022 and 2021 and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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, I express no such opinion. An audit also includes evaluation of the appropriateness of accounting policies used and the reasonableness of significant

accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the cash receipts and disbursements of the Town of Waterford Court accounts as listed in the table of contents for the years ended December 31, 2022 and 2021 in accordance with the cash basis of accounting as described in Note 1.

### **Basis of Accounting**

I draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are 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. My opinion is not modified with respect to that matter.

A handwritten signature in black ink, appearing to read "C. L. Hadjioannou", with a long horizontal flourish extending to the right.

C. L. Hadjioannou, CPA  
Castleton, New York  
August 31, 2023

**TOWN OF WATERFORD, NEW YORK**

**TOWN COURT JUSTICES ACCOUNTS**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<u><b>2022</b></u>	<u><b>2021</b></u>
<b>Beginning Cash Balance</b>	\$ 5,285	\$ 2,325
<b>Receipts</b>		
Fines and fees	<u>\$ 64,801</u>	<u>\$ 69,680</u>
<b>Total Cash Available</b>	<u>\$ 70,086</u>	<u>\$ 72,005</u>
<b>Disbursements</b>		
New York State Comptroller	\$ 34,350	\$ 35,578
Saratoga County	2,350	2,065
Town of Waterford	29,739	28,977
Village of Waterford	<u>-</u>	<u>100</u>
<b>Total Disbursements</b>	<u>\$ 66,439</u>	<u>\$ 66,720</u>
<b>Ending Cash Balance</b>	<u>\$ 3,647</u>	<u>\$ 5,285</u>
The ending cash balance is accounted for as follows:		
<b>Due to:</b>		
Town of Waterford	<u>\$ 3,647</u>	<u>\$ 5,285</u>

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**TOWN OF WATERFORD, NEW YORK**

**TOWN COURT BAIL ACCOUNT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<u><b>2022</b></u>	<u><b>2021</b></u>
<b>Beginning Cash Balance</b>	\$ 11	\$ 10
<b>Receipts</b>		
Bail Collected	<u>\$ 1</u>	<u>\$ 3,001</u>
Total Cash Available	<u>\$ 12</u>	<u>\$ 3,011</u>
<b>Disbursements</b>		
Disposition of bail receipts and restitution payments	<u>\$ 1</u>	<u>\$ 3,000</u>
Total Disbursements	<u>\$ 1</u>	<u>\$ 3,000</u>
<b>Ending Cash Balance</b>	<u>\$ 11</u>	<u>\$ 11</u>

The ending cash balance is accounted for as follows:

**Cash Held:**

Bail monies	<u>\$ 1</u>	<u>\$ 1</u>
Due to Town of Waterford	<u>\$ 10</u>	<u>\$ 10</u>

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**TOWN OF WATERFORD, NEW YORK**

**TOWN COURT**

**NOTE TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2022 AND 2021**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town Justices collect and receive monies pursuant to Town Law. These monies are then transmitted to various governmental units and disbursements are made as provided by law. Substantially all of the monthly cash balances for the Justices' accounts are transmitted and/or disbursed following the month of collection. The records and reports of the Town Court are maintained on a single-entry basis of accounting consistent with their mode of operation, and the accompanying statements of cash receipts and disbursements present the aforementioned transactions. Cash is the only Court asset.

The Town Court policy is to prepare financial statements on the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles. The effects on the financial statements taken as a whole of the variances between the cash basis of accounting and accounting principles generally accepted in the United States are unknown.

The Town Board exercises general oversight over the activities of the Town Court. A separate unaudited annual financial report update document is issued for the Town. The Town reports the Town Court activity in its General Fund.

See independent auditor's report

**TOWN OF WATERFORD, NEW YORK**

**TOWN COURT**

**PRIOR YEAR FINDINGS AND RECOMMENDATIONS**

**DECEMBER 31, 2022 AND 2021**

**INADEQUATE SEGREGATION OF DUTIES**

Due to the limited staffing of the Town Court system, it is difficult to achieve adequate segregation of duties among its employees.

Even though the Town Court has implemented compensating controls, I recommend that the Town Court continually evaluates and monitor the current compensating internal controls and change or enhance as necessary. This process will help counter the inadequate segregation of duties among its employees.

**MONTHLY BANK RECONCILIATIONS**

The Town Court monthly bank reconciliations do not include a summary of activity for the month.

The court should consider changing the monthly bank reconciliation format. One section should summarize the monthly activity starting with last month's balance while another section will reconcile the bank statement balance to the Town Court's books and records.

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