




**QUESTIONNAIRE - REPORT OF MUNICIPAL COURT**

1. Name of Municipality Township of Ocean
2. Name of Judge James A. Liguori
3. Amount paid or charged in 2013 to 2013 appropriations for:  

Salary of Judge	\$ 28,884.22	Other Salaries	\$ 79,221.95	Other Expenses	\$ 11,474.20
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4. Who keeps books? (Name and Position) Debra Ann Wight, Court Administrator
5. Is the cash book adequate? Yes
6. Is the cash book in the form suggested by the Administrative Director of the Courts? Yes
7. Are satisfactory forms of dockets in use? Yes
8. If not, specify just what books or records are maintained N/A
9. Is an approved schedule of fines prominently posted in the place where fines are to be paid to the violations clerk? Yes
10. Are the records properly kept (and if not, what steps should be taken to improve records?)  
Yes
11. Is a separate bank account maintained? Yes
12. Are deposits made promptly, and in definite amounts? Yes
13. Is cash reconciled? Yes How often? Monthly
14. Are moneys turned over to municipality, county or state on or before the 15th of each month?  
Yes
15. Is Judge Bonded?\* Yes Amount of Bond Blanket  
Name of Clerk of Court Debra Ann Wight Amount of Bond Blanket  
Name of Deputy Clerk Steve Millette Amount of Bond Blanket
16. Insert the date of expiration of Judge's term January 2, 2015
17. Are uniform, duplicate, consecutively numbered receipts used? Yes
18. Are uniform traffic tickets serially numbered, properly controlled and accounted for? Yes
19. Are fiscal records kept in a safe place? Yes
20. As of what date or dates was cash counted, cash reconciliation made and bank balance confirmed? \*\* December 31, 2013
21. Insert the date to which the audit was made in accordance with the provisions of N.J.S. 40A:5-5  
December 31, 2013

Signed  RMA Number 483  
(Mannual Signature Required)

Address 912 Highway 33, Suite 2, Freehold, NJ 07728

\* If bond is below required minimum, recommendation should be made  
\*\* There must be a surprise count and reconciliation of cash prior to or subsequent to December 31. Your answer to #20 must disclose this date and all other dates of cash count and reconciliation.