

**Ulysses Town Court**  
**10 Elm Street Trumansburg, NY 14886**  
**Voice: (607)387-5411 Fax: (607)387-3728**

COPY

*Hon. Mark R. Dresser*  
*Hon. Thomas A. Schlee*  
*Town Justice*



*Angela Champion*  
*Court Clerk*

January 2, 2024

Dear Supervisor Olson:

Pursuant to Uniform Justice Court Act §2019-a, it is the duty of every justice to present his/her records and docket, at least once a year and upon the last audit day of the town, to the auditing board of the town, which shall examine said records or docket, or cause same to be examined, and enter in the minutes of its proceedings the fact that they have been duly examined.

Consistent with Section 2019-a of the Uniform Justice Court Act, we hereby advise that the court's records and docket for the Ulysses Town Court for the most recently concluded calendar year (2023) are available to be presented for such examination. We look forward to working with you to schedule such examination in an expeditious manner.


It is our understanding that OCA's Internal Audit Services (IAS) unit will be corresponding with you as well in the very near future in this regard. Subsequent to the audit or examination, please forward to the IAS unit the audit report, as well as the Board's resolution noting that the records have been duly examined, and that the fines therein collected have been turned over to the proper officials of the Town of Ulysses as required by law. Such materials may be mailed to the following:

Internal Audit Services Unit  
Attn: Joan Casazza  
185 Jordan Road, Suite 1  
Troy, New York 12180

In the alternative, such materials may be sent via email to: [icasazza@nycourts.gov](mailto:icasazza@nycourts.gov). Thank you.

Very truly yours,

  
Judge Mark R. Dresser

  
Judge Thomas A. Schlee

cc: Hon. Carol A. Cocchiola, 6<sup>th</sup> Judicial District Supervising Judge  
Joshua Shapiro, Esq. 6<sup>th</sup> Judicial District Special Counsel

**Appendix F -**

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

| <u>Cash Receipts</u>   | <u>YES</u>                          | <u>NO</u>                |
|--|-------------------------------------|--------------------------|
| Is the cash receipts journal up-to-date?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are pre-numbered receipt forms issued for all collections?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are duplicate receipt copies kept for court records?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are receipts recorded up-to-date?<br><i>DF04803</i><br>Last Recorded Receipt: # _____ Date <u>12/11/23</u> Amount <u>\$183.00</u>  |                                     |                          |
| Are duplicate deposit slips kept for court records?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do deposit amounts agree with cash receipt amounts?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date?<br>Last Recorded Deposit: Date <u>12/11/23</u> Amount <u>\$183.00</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are un-deposited cash receipts safeguarded?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the cash receipts journal totaled and summarized monthly?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| <u>Cash Disbursements</u>  | <u>YES</u>                          | <u>NO</u>                |
|--|-------------------------------------|--------------------------|
| Is the cash disbursements journal up-to-date? <i>(Cash Book Report)</i>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are pre-numbered checks used for all disbursements (other than petty cash)?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are all checks signed by the justice?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are canceled checks or check images returned with bank statements and maintained on file?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are all unused checks properly controlled (blank check stock)?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are checks recorded up-to-date?<br>Last Recorded Check: # <u>1153</u> Date <u>12/1/23</u> Amount <u>\$1790.00</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

#1154 1/2/24 \$594.00

## Appendix F –

### General Recordkeeping Requirements for Town and Village Justice Courts continued

| <u>Cash Reconciliations</u>   | <u>YES</u>                          | <u>NO</u>                |
|---|-------------------------------------|--------------------------|
| Is the bank account reconciled after bank statements are received?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last Bank Reconciliation for Each Bank Account:</i><br>Date Performed <u>1/10/24</u> Month Ending <u>Dec. 2023</u> |                                     |                          |

| <u>Deposit Protection</u>  | <u>YES</u>                          | <u>NO</u>                |
|--|-------------------------------------|--------------------------|
| Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| <u>Additional Supporting Records</u>                        | <u>YES</u>                          | <u>NO</u>                |
|---|-------------------------------------|--------------------------|
| Is a list of bail maintained?                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is a record of uncollected installment payments maintained? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| <u>Dockets and Case Files</u>   | <u>YES</u>                          | <u>NO</u>                |
|---|-------------------------------------|--------------------------|
| Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are case files maintained for all cases?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are indexes maintained for all cases?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do dockets for disposed cases appear to be complete?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do dockets for disposed cases agree with amounts reported?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| <u>Accountability</u>   | <u>YES</u>                          | <u>NO</u>                |
|---|-------------------------------------|--------------------------|
| Is accountability (a comparison of cash to liabilities) determined at the end of each month?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last Determination of Accountability:</i><br>Date Performed <u>1/10/24</u> Month Ending <u>Dec. 2023</u>   |                                     |                          |

## Appendix F -

### General Recordkeeping Requirements for Town and Village Justice Courts continued

| <u>Reports to Division of Criminal Justice Services</u>                               | <u>YES</u>                          | <u>NO</u>                           |
|---|-------------------------------------|-------------------------------------|
| Are reports made timely to the Division of Criminal Justice Services?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Has the court received any notices regarding late reporting?                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <i>If yes, why were reports late and what corrective actions were taken?</i><br>_____ |                                     |                                     |

| <u>Reports to Justice Court Fund</u>  | <u>YES</u>                          | <u>NO</u>                           |
|---|-------------------------------------|-------------------------------------|
| Are monthly reports made timely to the Justice Court Fund?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Do reported amounts agree with cash receipt and disbursement books?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Do reported amounts agree with docket dispositions and case files?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <i>Last Report Submitted:</i><br><i>Month Ending</i> <u>12/23</u> <i>Date</i> <u>1/2/24</u> <i>Amount</i> <u>\$594.00</u> |                                     |                                     |
| Has the court received any notices regarding late reporting?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <i>If yes, why were reports late and what corrective actions were taken?</i><br>_____                                     |                                     |                                     |

| <u>Reporting to Department of Motor Vehicles - TSLE&amp;D Program</u>                                    | <u>YES</u>                          | <u>NO</u>                           |
|--|-------------------------------------|-------------------------------------|
| Is information reported timely to TSLE&D?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Are reports from TSLE&D to the court maintained and utilized?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <i>Last TSLE&amp;D Report Available:</i> _____ <i>Date</i> <u>11/30/23</u>                               |                                     |                                     |
| How many cases are shown as pending in the last TSLE&D report? <u>17</u>                                 | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Is the number of pending cases reasonable?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| How many cases are shown as pending for more than 90 days? <u>2</u>                                      | <input type="checkbox"/>            | <input type="checkbox"/>            |
| What actions have been taken to dispose of these cases? <u>1 - Scuffed</u><br><u>1 - Adj for payment</u> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Has the court received any notices regarding pending cases?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <i>If yes, why were the cases pending and what corrective actions were taken, if any?</i><br>_____       |                                     |                                     |
| Has the court received any notices regarding late monthly reporting?                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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**Appendix F –**

**General Recordkeeping Requirements for Town and Village Justice Courts continued**

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|   |           |  |
|---|-----------|--|
| <i>If yes, why were the reports late and what corrective actions were taken?</i><br><hr/> | <b>NA</b> |  |
|---|-----------|--|

**Comments and Conclusions**

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# Annual Checklist for Review of Justice Court Records

Name of Municipality: Town of Ulysses

Period Reviewed: 1/1/2023 through 12/31/2023

Name of Justice: Honorable Mark R. Dresser

Review Performed By: Mark Bagg Date 1/12/2024  
Raymond Weate Date 1/12/2024  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

**Appendix F –**

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

| <u>Cash Receipts</u>   | <u>YES</u> | <u>NO</u>                |
|--|------------|--------------------------|
| Is the cash receipts journal up-to-date?   | X          | <input type="checkbox"/> |
| Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?                          | X          | <input type="checkbox"/> |
| Are pre-numbered receipt forms issued for all collections?   | X          | <input type="checkbox"/> |
| Are duplicate receipt copies kept for court records?   | X          | <input type="checkbox"/> |
| Are receipts recorded up-to-date?<br><i>Last Recorded Receipt: # <u>SF 3502</u> Date <u>12/19/23</u> Amount <u>\$ 240.00</u></i>   |            |                          |
| Are duplicate deposit slips kept for court records?  | X          | <input type="checkbox"/> |
| Do deposit amounts agree with cash receipt amounts?  | X          | <input type="checkbox"/> |
| Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date?<br><i>Last Recorded Deposit: Date <u>12/19/23</u> Amount <u>\$ 240.00</u></i> | X          | <input type="checkbox"/> |
| Are un-deposited cash receipts safeguarded?  | X          | <input type="checkbox"/> |
| Is the cash receipts journal totaled and summarized monthly?   | X          | <input type="checkbox"/> |

| <u>Cash Disbursements</u>  | <u>YES</u> | <u>NO</u>                |
|--|------------|--------------------------|
| Is the cash disbursements journal up-to-date? ( <i>Cash Book Report</i> )  | X          | <input type="checkbox"/> |
| Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls? | X          | <input type="checkbox"/> |
| Are pre-numbered checks used for all disbursements (other than petty cash)?  | X          | <input type="checkbox"/> |
| Are all checks signed by the justice?  | X          | <input type="checkbox"/> |
| Are canceled checks or check images returned with bank statements and maintained on file?  | X          | <input type="checkbox"/> |
| Are all unused checks properly controlled (blank check stock)?   | X          | <input type="checkbox"/> |
| Are checks recorded up-to-date?<br><i>Last Recorded Check: # <u>1275</u> Date <u>12/1/23</u> Amount <u>\$ 825.00</u></i>   | X          | <input type="checkbox"/> |

*1276 1/2/24 \$ 720.00*

**Appendix F –**

**General Recordkeeping Requirements for Town and Village Justice Courts continued**

| <u>Cash Reconciliations</u>  | <u>YES</u>                          | <u>NO</u>                |
|--|-------------------------------------|--------------------------|
| Is the bank account reconciled after bank statements are received?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last Bank Reconciliation for Each Bank Account:</i><br>Date Performed <u>1/9/24</u> Month Ending <u>Dec. 2023</u> |                                     |                          |

| <u>Deposit Protection</u>  | <u>YES</u>                          | <u>NO</u>                |
|--|-------------------------------------|--------------------------|
| Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| <u>Additional Supporting Records</u>                        | <u>YES</u>                          | <u>NO</u>                |
|---|-------------------------------------|--------------------------|
| Is a list of bail maintained?                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is a record of uncollected installment payments maintained? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| <u>Dockets and Case Files</u>   | <u>YES</u>                          | <u>NO</u>                |
|---|-------------------------------------|--------------------------|
| Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are case files maintained for all cases?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are indexes maintained for all cases?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do dockets for disposed cases appear to be complete?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do dockets for disposed cases agree with amounts reported?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| <u>Accountability</u>   | <u>YES</u>                          | <u>NO</u>                |
|---|-------------------------------------|--------------------------|
| Is accountability (a comparison of cash to liabilities) determined at the end of each month?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last Determination of Accountability:</i><br>Date Performed <u>1/9/24</u> Month Ending <u>Dec. 2023</u>  |                                     |                          |



**Appendix F –**

General Recordkeeping Requirements for Town and Village Justice Courts continued

| <u>Reports to Division of Criminal Justice Services</u>                               | <u>YES</u>                          | <u>NO</u>                           |
|---|-------------------------------------|-------------------------------------|
| Are reports made timely to the Division of Criminal Justice Services?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Has the court received any notices regarding late reporting?                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <i>If yes, why were reports late and what corrective actions were taken?</i><br>_____ |                                     |                                     |

| <u>Reports to Justice Court Fund</u>   | <u>YES</u>                          | <u>NO</u>                           |
|--|-------------------------------------|-------------------------------------|
| Are monthly reports made timely to the Justice Court Fund?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Do reported amounts agree with cash receipt and disbursement books?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Do reported amounts agree with docket dispositions and case files?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <i>Last Report Submitted:</i><br><i>Month Ending</i> <u>12/23</u> <i>Date</i> <u>1/8/24</u> <i>Amount</i> <u>\$ 720.00</u> |                                     |                                     |
| Has the court received any notices regarding late reporting?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <i>If yes, why were reports late and what corrective actions were taken?</i><br>_____                                      |                                     |                                     |

| <u>Reporting to Department of Motor Vehicles - TSLE&amp;D Program</u>  | <u>YES</u>                          | <u>NO</u>                           |
|--|-------------------------------------|-------------------------------------|
| Is information reported timely to TSLE&D?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Are reports from TSLE&D to the court maintained and utilized?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <i>Last TSLE&amp;D Report Available:</i> _____ <i>Date</i> <u>11/30/23</u>                                   |                                     |                                     |
| How many cases are shown as pending in the last TSLE&D report? <u>17</u>                                     | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Is the number of pending cases reasonable?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| How many cases are shown as pending for more than 90 days? <u>2</u>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| What actions have been taken to dispose of these cases? <u>1- Scuffed</u><br><u>1- adjourned for payment</u> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Has the court received any notices regarding pending cases?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <i>If yes, why were the cases pending and what corrective actions were taken, if any?</i><br>_____           |                                     |                                     |
| Has the court received any notices regarding late monthly reporting?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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**Appendix F –**

**General Recordkeeping Requirements for Town and Village Justice Courts continued**

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|   |           |  |
|---|-----------|--|
| <i>If yes, why were the reports late and what corrective actions were taken?</i><br><hr/> | <b>NA</b> |  |
|---|-----------|--|

**Comments and Conclusions**

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# Annual Checklist for Review of Justice Court Records

Name of Municipality: Town of Ulysses

Period Reviewed: 1/1/2023 through 12/31/2023

Name of Justice: Honorable Thomas A. Schlee

Review Performed By: Michael Berger Date 1/12/2024  
Theresa J. Meag Date 1/12/2024  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_