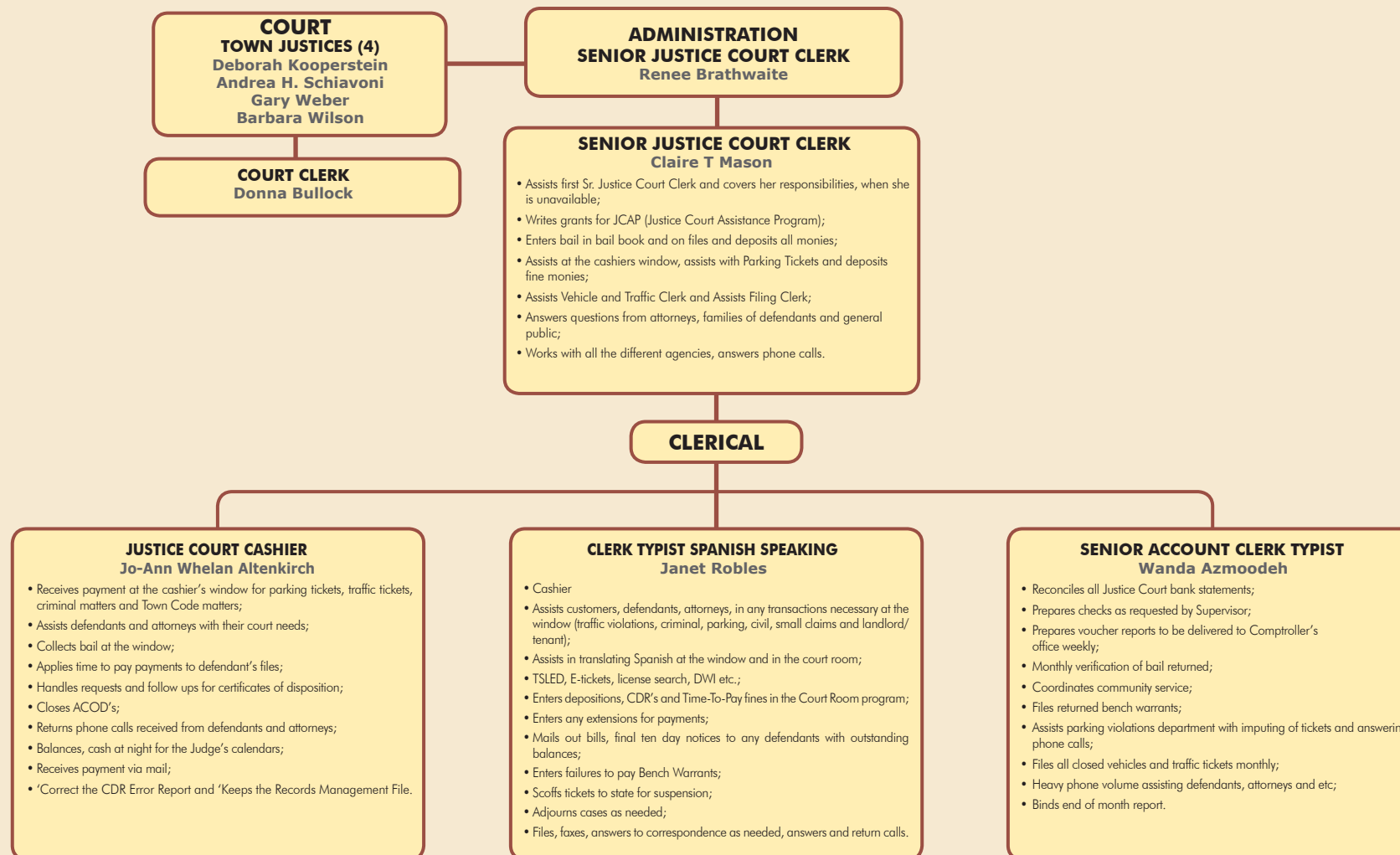


JUSTICE COURT OFFICE

2018 ORGANIZATIONAL CHART



JUSTICE COURT OFFICE

2018 ORGANIZATIONAL CHART

ADMINISTRATION
SENIOR JUSTICE COURT CLERK
 Renee Brathwaite

SENIOR JUSTICE COURT CLERK
 Claire T Mason

CRIMINAL

SENIOR JUSTICE COURT CLERK
 Jacqueline McKay

- Open safe in morning and handout work that is stored inside
- Give Cashiers money for the cash register
- Docket prisoner paperwork
- Docket other informations for V&T's, OWI's, and other criminal matters
- Issue Bench and Arrest Warrants when requested by Police agencies and Judges
- Assist the public with questions
- Prepare JC111's to send a person to jail, or bring them out, and also if they're sentenced to jail.
- Prepare probation paperwork
- Prepare civil judgement paperwork and submit it Supervise the office, when the Supervisor's are unavailable Interact with the different agencies in regards to paperwork
- Prepare paperwork that is necessary that is needed for new files- Suspension forms, refusal hearing dates, 510 suspensions
- Assist in different departments, when needed Enter defendants bail payments into computer Closeout files after they've been disposed Assist the Judges in the courtroom
- Assign 18b attorneys when defendant is deemed eligible by the Judge

JUSTICE COURT CLERK
 Carol Taylor

- Checks messages/return phone calls; Time-stamps faxes/takes appropriate action;
- Processes and distributes paperwork in Court folder, from Police Department
- Data Entry of Prisoner paperwork, for all arraignments. Makes copies for necessary offices.
- Dockets and enters new cases from all agencies. (SH Town Police, NYS Police, Sag Harbor Village Police, University Police: Stony Brook, Environmental Conservation, SH Town Public Safety, among others) to include Traffic, Criminal, Town and ECL matters;
- Contact with all agencies, attorneys and the general public in regards to court information, dates and procedures;
- Prepares warrants and criminal summonses in regard, to new and existing cases;
- Adjourns cases and sends notices to all parties involved;
- JC111's for all transfers to and from Suffolk County Jail;
- Report Scofflaws to DMV; Access DMV data and E-Justice;
- Enters dispositions on all tickets and criminal files; dismisses other files, does totals and batches for each judge;
- Completes DWI from court, enters tickets to be sent to DMV, enters dispositions in computer (time to pay, DMV program) then file.

PARKING

JUSTICE COURT CLERK
 Christina Hutchinson

- Parking/ Town Code
- Parking:
- Maintains parking records
 - Checks and enters new tickets
 - Processes payments and dismissals
 - Forwards requests for dismissal to Town Attorney, Sag Harbor attorney, or Parks and Recreation
 - Department for review
 - Schedules court dates; Prepares calendar for parking tickets
 - Sends fine notices
 - Prepares daily reports of tickets paid and dismissed
 - Prepares monthly reports
- Town Code:
- Creates files for new Town Code violations
 - Processes attorney and defendant mail and faxes, copies of paperwork, adjournment notification and forwards correspondence to the Judge
 - Clerk for Judge, when in courtroom
 - Creates courtroom calendar for Town Code and prepares and assembles files for that day
 - Answer and return phone calls

DRIVER MESSENGER
 Korrina Goree

- Answers and returns phone calls & distributes faxes and mail
- Distributes paperwork from agencies & data entry of criminal paperwork
- Data entry of civil and small claims & data entry of traffic tickets
- Send out fine amounts for guilty pleas and arraignment dates
- Create a calendar and assemble files
- Clerk in the courtroom, adjourn cases and send out new dates
- Assign 18B attorneys to files and assign dates for DWI refusal hearings
- Prepare suspensions on scoff tickets, bench warrants and arrest warrants
- Recall bench warrants to the agencies
- Prepare JC111 for prisoners
- Enter bail into bail book when needed
- Backup cashier and civil clerk at the window
- Complete DWI forms and send to DMV
- Deliver and Retrieve mail and files from Town Hall
- Keeps the Town car cleaned and checked

VEHICLE & TRAFFIC

SENIOR CLERK TYPIST
 Grace Lebkowski

- Enters daily cash in computer and balances with daily bank deposit;
- Records daily cash figures in ledger (recorded by Judges and totaled monthly - must balance with monthly reports in Albany);
- Enters traffic tickets when needed;
- Organizes traffic tickets alphabetically;
- Prints electronic tickets as needed, match's guilty and not guilty pleas;
- Download e-tickets;
- Sends dispositions electronically to Albany;
- Receives, time-stamps, distributes mail to various departments, and completes all other duties related to mailing;
- Prepares Coram Nobis, to vacate original disposition on tickets - signed by judge, completes new form and sends copies to DMV and attorneys;
- Calls DMV on problem tickets, when necessary makes copies and sends tax to Albany;
- Correct the TSLED Error Report.

CLERK TYPIST
 Kimberly A. Rosko

- File Room Attendant
- All office folders; criminal code, traffic, closed, ACOD, warrants and scoffed tickets;
 - Records of outgoing and incoming.
- Courtroom
- Dismisses tickets and adjourns cases and sends notices to defendants and/or attorney;
 - Creates courtroom calendars and prepares and assembles files for the next day;
 - Locates and schedules interpreters for different language cases.
 - Handling Faxes and Clerk in the Courtroom
- Phones
- Assists the public and gives information available to them.
- Scofflawed Tickets
- Scoffs all tickets that have not been addressed in a two month time period.
- 18B Attorney
- Processes assigned council ledgers.

CIVIL

JUSTICE COURT CLERK
 Elizabeth Roy

- Answer questions regarding landlord/Tenant, Civil and Small Claims matters. Receive petitions, motions, etc. for filing.
- Review Warrants and Judgments filed with the court in landlord/ Tenant and Civil cases before presenting to the judge. Process and mail them upon return from judge.
- Process Transcripts of Judgment for Landlord/Tenant, Civil and Small Claims.
- Prepare appropriate paperwork and forward files to the Appellate Term upon Notices of Appeal. Schedule court dates for Settlement of Transcripts when required.
- Clerk in the courtroom and then process adjournments and close out cases in computer. Keep calendar of civil court cases.
- Prepare weekly civil cash report.
- Backup for processing of Civil Summonses and Notices of Petition
- Give court dates to prose plaintiffs, and prose petitioners.

JUSTICE COURT CLERK
 Victoria Sardegna

- Answer questions regarding landlord/Tenant, Civil, Small Claims, Criminal and Traffic matters.
- Write up and enter into Courtroom program, Landlord/Tenant Notice of Petition, Civil Summonses, Criminal and Traffic cases.
- Clerk in courtroom (Civil, Criminal/Traffic), update electronic file, process adjournments and close out
- Civil cases in computer. Prepare Civil case calendars.
- Prepare Criminal | Traffic calendar on specific scheduled weekends. Notify via fax legal Aid and any other agency if services are needed the first work day following a weekend arraignment. Prepare JC-111 forms when necessary.
- Back-up Civil clerk - Betty Roy.
- Update electronic file when needed to Civil Judgment as ordered by Judge. Write up Judgment for unpaid fines and surcharges (Civil Judgments).
- When necessary, bring files from courtroom to cashier; bench warrants from file room to cashier to courtroom.

PART-TIME

JUSTICE COURT CLERK
 Marilyn Raynor

- Enters not guilty pleas;
- Orders supporting depositions from officers;
- Schedules conference calendar on traffic violations;
- Sends notices to defendants with conference dates;
- Schedules trial calendars on traffic violations - notifies attorneys;
- Subpoena Officers for trials;
- Sends trial notices to defendants and officers and attorneys;
- Prints out state traffic violation hard copies;
- Matches up not guilty pleas town, state, Sag Harbor and county traffic violations and enter pleas;
- Makes up extra calendars for judges on specific dates;
- Schedules bi-weekly to monthly calendars for no supporting depositions and mails notices to defendants;

JUSTICE COURT CLERK
 Linda Cooke

- Creates files for new Town Code Violation, traffic violations, and criminal matters, issuing summonses or warrants;
- Orders Pre-Plea and Pre-Sentencing Reports from the Probation Department and provide Disposition Notices to probation, when the case is concluded;
- Processes attorney and defendant mail and faxes, copies of paperwork, adjournment notifications and forwards correspondence to the Judge;
- Restores probations, conditional discharges or drinking driver program violators to the judge's calendar, by letter or warrant;
- Prepares necessary forms, such as suspensions or refusal hearings forms for DWI's, JC111 paperwork for the jail, TV1 and TV2's, and CDR's;
- Clerks for Judge, pulling files, preparing jail paperwork and adjourning cases;
- Enters new arrest paperwork, assigns docket numbers, processes paperwork, copies files for District or Town Attorney and Defense Attorney.

Department Summary

Department: Justice Court

Budget Year: 2018

Division: Justice Court

Tax District: Full Town

Cost Center #: 1110

Manager: Renee Brathwaite

NOTES:

Departmental Mission & Responsibilities:

The Justice Court is a multifaceted Court, processing all criminal, civil, traffic and parking summonses issued within Town of Southampton. Complaints are handled from the following agencies: Southampton Town Police, New York State Police, Suffolk County Sheriff, Suffolk County Police, Park Rangers, Environmental Conservation, Bay Constables, Fire Marshal and Building and Zoning. Each court case involves many procedures. For the cases, the initial information must be keyed in and the defendant's plea must be entered. Bail, if set and paid, must be entered, deposited in the bank and a record kept for auditing purposes. The cases must be scheduled for arraignment, for conferences, and maybe for trial. The Judge's decision must be noted, if any payment, it is posted to the computer, deposited in the bank, the processing of paperwork; and then the final procedure is to close the case manually and electronically both in CDR and TSLED.

Department Summary

Department: Justice Court

Budget Year: 2018
Division: Justice Court
Tax District: Full Town

Cost Center #: 1110
Manager: Renee Brathwaite

NOTES:

Workload:

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. Annually, the Justice Court handles over 45,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. On average, this Court has over 50,000 people pass through the metal detector with over 16,500 activation's.

Arraignments are held on Saturday, Sunday and Monday mornings and Wednesday mornings and afternoons, as well as all Holidays. Small Claims and Civil Court is held on Monday and Friday Mornings, as well as some Wednesday evenings. Traffic tickets are heard every day of the week, whether in morning or afternoon sessions. Criminal cases are heard on Tuesday, Wednesday and Thursday in the morning and afternoon sessions. The Town Code cases are heard on Friday afternoons and Parking tickets are heard on Thursday afternoons. Jury and non-jury trials are heard on Thursday. Drug Court is heard on Tuesday afternoons. Veterans Court is heard on Wednesday mornings. Night Court is held on Wednesday nights for Small Claims, Civil and some Town Code matters.

To handle this workload, there are four (4) Judges using three (3) courtrooms, along with one (1) Chief Court Clerk, thirteen (13) full time clerks, two (2) part time clerks, one (1) law clerk, two (2) stenographers, and two (2) interpreters. Every summer there are Law interns to assist the Judges. Also, assisting the Courts are four (4) court officers (budgeted through the Police Department) and a Domestic Violence staff (budgeted through the Business Management Department, supported through Justice Court fines and fees as per Chapter 8 of the Town Code).

In November 2003, the Drug Court (East End Regional Intervention Court (EERIC)) was started with Southampton Town Justice Deborah Kooperstein and Riverhead Town Justice Allen Smith. As of August 2016, Town Justice Andrea Schiavoni has joined the Drug Court staff. It started with one defendant and now has many defendants and over fifty (50) graduates. In April of 2014, the Veterans Court was started with Southampton Town Justice Andrea Schiavoni. It Started with one defendant and now has 5 defendants.

In June of 2002, the Court started to accept credit cards with Master Card and Visa. With this additional workload and the volume increasing each year, the computer system had to be updated and the Court chose Service Education Inc. (SEI). In May of 2004, the system became Windows NT platform and the Court was able to electronically submit the monthly reports to the State. In 2005, the system was updated to allow the Court to upload the Criminal Dispositions (CDR) and the vehicle and traffic violations (EDATE). At that time, the system also allowed the New York State Police to be able to start the new TRACS tickets. In 2014, the system also allowed the Town Police to be able to start using he TRACS system. In 2008, the Court obtained access to use the EJUSTICE system and the DMV Call system. In August of 2012 the Court started an amnesty program, which allowed the court to pilot an online credit card payment program through N-Court.

With such a large workload, there is a huge demand on equipment, computers and technological devices. Since 2001, the Court staff has been successful in writing and applying for grants to secure these items. The application of grants are submitted to the Office of Court Administration (OCA), the Justice Court

Department Summary

Department: Justice Court

Budget Year: 2018

Division: Justice Court

Tax District: Full Town

Cost Center #: 1110

Manager: Renee Brathwaite

NOTES:

Goals & Objectives:

1. Continue to cross train the staff to optimize resources and improve level of service.
2. Continue to optimize the CDR, EDATE, EJUSTICE, and DMV Call programs.
3. Continue to optimize the online credit card payment program through N-Court for parking tickets.
4. To consider the online credit card program through N-Court for traffic tickets.
5. Complete the update record keeping and microfilming of the court's data.
6. Consider the expansion of the front lobby of the court.

Legal Authority:

The Traffic Violations Bureau of the Court was established pursuant to Sec. 67-1 of the Town Code.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Justice Court													
Justice Court													
Justice Court - 1110													
Senior Justice Court Clerk	ADMINISTRATIVE	108,968	4,000	0	112,968	27,346	8,278	15,705	1,670	52,999	165,967	33.0	100.0
Court Clerk	ADMINSUPPORT	48,816	1,436	0	50,252	12,682	3,887	6,987	763	24,319	74,570	10.7	100.0
Senior Justice Court Clerk	ADMINSUPPORT	63,672	3,121	0	66,793	12,682	5,166	9,285	991	28,123	94,916	23.8	100.0
Driver Messenger	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 7	40,689	1,628	0	42,317	26,686	3,566	6,409	4,480	41,140	83,457	6.0	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	48,580	1,943	0	50,523	13,642	3,908	7,024	761	25,334	75,857	6.7	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	45,598	0	0	45,598	26,686	3,528	6,342	710	37,266	82,864	2.2	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	44,853	0	0	44,853	12,406	3,471	6,238	699	22,813	67,666	1.3	100.0
Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	44,941	3,595	0	48,536	26,686	3,753	6,745	712	37,895	86,431	19.1	100.0
Clerk Typist Spanish Speaking	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	44,941	2,696	0	47,637	26,686	3,684	6,621	709	37,700	85,337	11.3	100.0
Justice Court Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	2,926	0	51,685	26,686	3,997	7,184	767	38,633	90,318	13.7	100.0
Justice Court Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	2,926	0	51,685	26,686	3,997	7,184	767	38,633	90,318	11.8	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	52,601	5,260	0	57,861	13,642	4,473	8,039	832	26,986	84,847	19.9	100.0
Senior Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	48,759	3,901	0	52,660	26,686	4,071	7,318	770	38,845	91,505	17.7	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 6	52,601	5,260	0	57,861	26,686	4,473	8,039	832	40,030	97,891	20.7	100.0
Town Justice	ELECTOFFICIALS	72,631	1,424	0	74,055	27,346	5,729	10,297	1,119	44,491	118,546	9.0	100.0
Town Justice	ELECTOFFICIALS	72,631	3,560	0	76,191	27,346	5,893	10,591	1,126	44,955	121,146	20.0	100.0
Town Justice	ELECTOFFICIALS	72,631	3,560	0	76,191	12,682	5,893	10,591	1,126	30,291	106,482	24.8	100.0

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Justice Court													
Justice Court													
Town Justice	ELECTOFFICIALS	72,631	3,560	5,637	81,828	1,318	6,324	11,366	1,145	20,153	101,981	2.0	100.0
Justice Court Clerk	PART-TIME	14,550	0	0	14,550	0	1,126	0	246	1,372	15,922		100.0
Justice Court Clerk	PART-TIME	14,550	0	0	14,550	0	1,126	0	246	1,372	15,922		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	35	179	2,053		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	35	179	2,053		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	35	179	2,053		100.0
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	143	0	35	179	2,053		100.0
Total Justice Court - 1110		1,069,659	50,795	5,637	1,126,092	374,573	86,913	151,965	20,614	634,065	1,760,156		

NOTES:

Town of Southampton

2018 Tentative Budget

Justice Court - 1110

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Tentative/2017 Amended Difference	2018 Tentative/2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/2018 Tentative Difference	2019 Tentative/2018 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	1,788,296	1,788,296	1,861,031	1,861,031	1,861,031	1,933,027	1,928,606	67,576	3.63%	1,962,047	1,957,534	28,927	1.50%
	Total Real Property Taxes	1,788,296	1,788,296	1,861,031	1,861,031	1,861,031	1,933,027	1,928,606	67,576	3.63%	1,962,047	1,957,534	28,927	1.50%
Other Revenue:														
2701	Miscellaneous Tax Receipts	0	0	0	0	396	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	1,677	0	0	1,304	0	0	0	0.00%	0	0	0	0.00%
3021	State Aid - Court Facilities	0	0	0	15,000	15,000	0	0	(15,000)	(100.00%)	0	0	0	0.00%
3330	County Aid	78,825	64,465	90,000	90,000	39,770	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
	Total Other Revenue	78,825	66,142	90,000	105,000	56,469	90,000	90,000	(15,000)	(14.29%)	90,000	90,000	0	0.00%
	Total Revenue	1,867,121	1,854,438	1,951,031	1,966,031	1,917,500	2,023,027	2,018,606	52,576	2.67%	2,052,047	2,047,534	28,928	1.43%
Salaries:														
6100	Salaries	982,772	945,835	1,004,873	1,004,873	708,020	1,033,061	1,033,061	(28,188)	(2.81%)	1,055,308	1,055,308	(22,247)	(2.15%)
6105	Part Time Salaries	36,598	35,374	36,598	36,598	22,960	36,598	36,598	0	0.00%	37,330	37,330	(732)	(2.00%)
6110	Longevity	22,351	22,396	50,959	50,959	0	50,795	50,795	163	0.32%	51,409	51,409	(614)	(1.21%)
6127	Cash in Lieu of Health Benefits	1,500	2,453	5,100	5,100	1,133	5,637	5,637	(537)	(10.53%)	5,637	5,637	0	0.00%
	Total Salaries	1,043,221	1,006,058	1,097,530	1,097,530	732,113	1,126,092	1,126,092	(28,561)	(2.60%)	1,149,684	1,149,684	(23,593)	(2.10%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	168,106	156,741	150,122	150,122	102,627	156,386	151,965	(1,843)	(1.23%)	159,671	155,157	(3,193)	(2.10%)
6830	FICA Tax Expenditure	79,806	74,910	83,959	83,959	54,289	86,913	86,913	(2,954)	(3.52%)	88,609	88,609	(1,696)	(1.95%)
6835	MTA Tax	3,547	3,329	3,732	3,732	2,275	3,883	3,883	(152)	(4.06%)	3,965	3,965	(82)	(2.10%)
6840	Worker's Compensation	6,794	7,257	14,226	14,226	9,692	16,040	16,040	(1,813)	(12.75%)	16,404	16,404	(365)	(2.27%)

Town of Southampton
2018 Tentative Budget
Justice Court - 1110

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Tentative/2017 Amended Difference	2018 Tentative/2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/2018 Difference	2019 Tentative/2018 % of Change
6860	Medical Insurance - Active Employees	300,192	275,237	332,856	332,856	231,080	350,856	350,856	(18,000)	(5.41%)	350,856	350,856	0	0.00%
6865	Dental & Optical	23,464	21,709	23,464	23,464	16,228	23,717	23,717	(253)	(1.08%)	23,717	23,717	0	0.00%
6875	Disability	691	351	691	691	175	691	691	0	0.00%	691	691	0	0.00%
Total Employee Benefits - Current		582,600	539,535	609,050	609,050	416,366	638,485	634,065	(25,014)	(4.11%)	643,913	639,399	(5,335)	(0.84%)
Total Employee Costs		1,625,821	1,545,593	1,706,581	1,706,581	1,148,479	1,764,577	1,760,156	(53,576)	(3.14%)	1,793,597	1,789,084	(28,927)	(1.64%)
Equipment:														
6200	Equipment	0	0	0	15,000	0	0	0	15,000	100.00%	0	0	0	0.00%
Total Equipment		0	0	0	15,000	0	0	0	15,000	100.00%	0	0	0	0.00%
Contractual:														
6401	Contracts	0	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6406	Repair Equipment	200	60	200	200	0	200	200	0	0.00%	200	200	0	0.00%
6407	Repair Building	0	4,934	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6410	Postage	14,100	14,862	14,100	17,100	14,404	17,100	17,100	0	0.00%	17,100	17,100	0	0.00%
6411	Printing and Stationery	7,000	6,507	7,000	7,000	3,624	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
6412	Publications	1,900	2,676	1,900	1,900	873	1,900	1,900	0	0.00%	1,900	1,900	0	0.00%
6415	Telephone	500	447	500	500	354	500	500	0	0.00%	500	500	0	0.00%
6416	Travel, Dues and Related	7,150	5,581	7,300	7,614	7,589	7,800	7,800	(186)	(2.44%)	7,800	7,800	0	0.00%
6420	Other	450	206	450	950	146	450	450	500	52.63%	450	450	0	0.00%
6423	Small Equipment (Non-Capital)	1,500	599	1,500	1,386	0	1,500	1,500	(114)	(8.23%)	1,500	1,500	0	0.00%
6425	Office Supplies	4,500	5,741	4,500	6,300	4,472	5,000	5,000	1,300	20.63%	5,000	5,000	0	0.00%
6428	Drug Court Expense	20,000	15,619	15,000	15,000	11,197	25,000	25,000	(10,000)	(66.67%)	25,000	25,000	0	0.00%
6434	Interpreters	80,000	79,975	85,000	82,500	48,625	85,000	85,000	(2,500)	(3.03%)	85,000	85,000	0	0.00%

Town of Southampton
2018 Tentative Budget
Justice Court - 1110

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Tentative/2017 Amended Difference	2018 Tentative/2017 Amended % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Tentative/2018 Difference	2019 Tentative/2018 % of Change
6435	Stenographer	100,000	86,300	103,000	100,000	69,358	103,000	103,000	(3,000)	(3.00%)	103,000	103,000	0	0.00%
6477	Copier Leases	4,000	3,392	4,000	4,000	2,479	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
	Total Contractual	241,300	226,898	244,450	244,450	163,119	258,450	258,450	(14,000)	(5.73%)	258,450	258,450	0	0.00%
	Total Expenditures	1,867,121	1,772,491	1,951,031	1,966,031	1,311,598	2,023,027	2,018,606	(52,576)	(2.67%)	2,052,047	2,047,534	(28,927)	(1.43%)
	Net Surplus (Deficit)	0	81,947	0	0	605,901	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	0	0	0	0			0	0		