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# CITIZENS SUMMARY

## Findings in the audit of the 21st Judicial Circuit City of Northwoods Municipal Division

Background	An audit of the Northwoods municipal court was initiated in association with a petition audit of the city. In April 2016, the Board of Aldermen voted to dissolve its municipal division and in June 2016, entered into a contract with the City of St. Ann. The court transferred all court, jail, and dispatching operations to the City of St. Ann. Municipal court cases for the cities of Northwoods, Vinita Park, and Charlack are handled through the St. Ann Municipal Court in what is known as the Consolidated Municipal Courts. The City of Northwoods continues to operate a police department. The municipal division was still in operation during the audit period, which is reflected in the audit findings.
Bond Account	Bank reconciliations for the bond account had not been completed since 2008 and a monthly list of open bonds was not prepared. The city's Court Clerk did not always refund bond money timely.
Municipal Division Procedures	Controls and procedures over receipting and depositing monies were not sufficient. The Prosecuting Attorney did not sign 40 of 52 (77 percent) tickets we tested. The city's Court Clerk did not ensure plea agreements were signed. The municipal division did not always assess fines and court costs in accordance with the Violation Bureau schedule. The municipal division regularly collected Crime Victim Compensation and Law Enforcement Training fees on dismissed cases, in violation of state law.
Booking Fees	The police department collected a \$25 booking fee; however, state law does not include provisions to collect such a fee.

Due to the nature of this report, no overall rating has been provided.