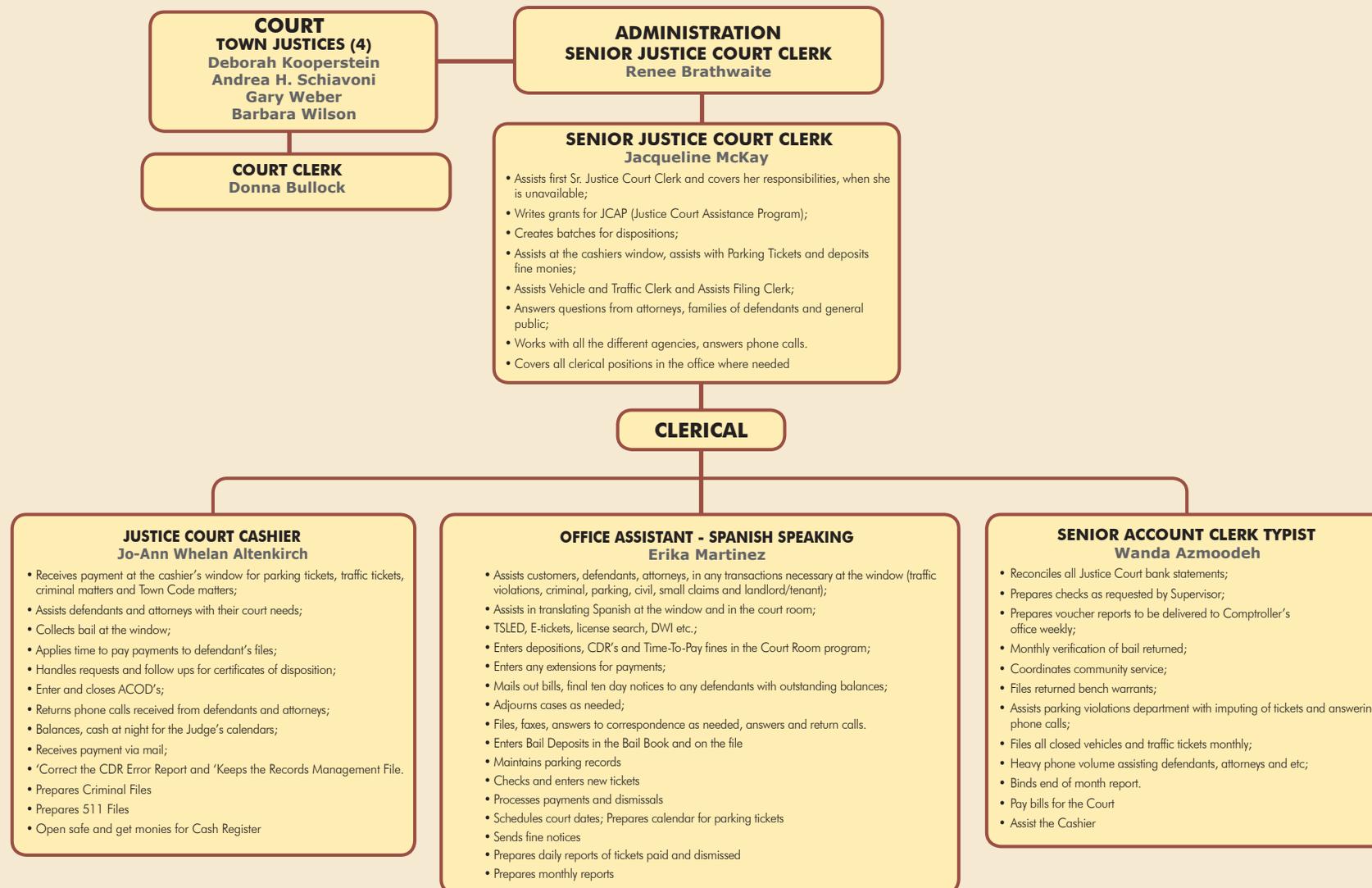


# JUSTICE COURT OFFICE

## 2020 ORGANIZATIONAL CHART





# JUSTICE COURT OFFICE

## 2020 ORGANIZATIONAL CHART

**ADMINISTRATION**  
**SENIOR JUSTICE COURT CLERK**  
 Renee Brathwaite

**SENIOR JUSTICE COURT CLERK**  
 Jacqueline McKay

### CRIMINAL

**JUSTICE COURT CLERK**  
 Christina Hutchinson

- 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 JCIII's to send a person to jail, or bring them out, and also if they're sentenced to jail.
- 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
- Handle parking and Town Code
- Assist in all departments when needed

**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

**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. 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;
- 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.
- Orders Pre-Plea and Pre-Sentencing Reports from the Probation Department and provide Disposition Notices to probation, when the case is concluded.
- Restores probations, conditional discharges or drinking driver program violators to the judge's calendar, by letter or warrant.

### PARKING

**JUSTICE COURT CLERK - SPANISH SPEAKING**  
 Milce Garcia

- 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;
- Help maintain Parking and Town Code Records

**DRIVER MESSENGER**  
 (Vacant)

- 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 scuff 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 OFFICE ASSISTANT**  
 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.

**OFFICE ASSISTANT**  
 Janet Robles -Spanish Speaking

- All office folders; criminal code, traffic, closed, ACOD, warrants and scuffed tickets;
- Records of outgoing and incoming.
- 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
- Assists the public and gives information available to them.
- Processes assigned council ledgers.
- Scan forms into the software
- Creates files for new Town Code Violation, traffic violations, and criminal matters, issuing summonses or warrants;
- Processes attorney and defendant mail and faxes, copies of paperwork, adjournment notifications and forwards correspondence to the Judge;
- 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;

### CIVIL

**SENIOR 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.
- 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.
- Trains the clerks to assist in Civil procedures

**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.
- 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.
- Prepare Arrest Warrants and Bench Warrants
- Scan forms into the software

### PART-TIME

**JUSTICE COURT CLERK**  
 Tatyana Dawson

- Creates files for new Town Code Violation, traffic violations, and criminal matters, issuing summonses or warrants;
- Processes attorney and defendant mail and faxes, copies of paperwork, adjournment notifications and forwards correspondence to the Judge;
- 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.
- Assist Justice Court Clerks in all aspects
- Clerk in the Courtroom
- Scuff tickets to the State
- Prepare Civil Judgements

**JUSTICE COURT CLERK**  
 Lindsay Smith (PT)

- Creates files for new Town Code Violation, traffic violations, and criminal matters, issuing summonses or warrants;
- Processes attorney and defendant mail and faxes, copies of paperwork, adjournment notifications and forwards correspondence to the Judge;
- 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.
- Assist Justice Court Clerks in all aspects
- Clerk in the Courtroom
- Mail out bills and 10 day notices



# Department Summary

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*Department: Justice Court*

**Budget Year:** 2020

**Division:** Justice Court

**Tax District:** Full Town

**Cost Center #:** 1110

**Manager:** Renee Brathwaite

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**NOTES:**

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## **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

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*Department: Justice Court*

**Budget Year:** 2020  
**Division:** Justice Court  
**Tax District:** Full Town

**Cost Center #:** 1110  
**Manager:** Renee Brathwaite

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**NOTES:**

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## **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 Assistant Program (JCAP), as well as the Justice Court Survey through OCA.

# Department Summary

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*Department: Justice Court*

**Budget Year:** 2020  
**Division:** Justice Court  
**Tax District:** Full Town

**Cost Center #:** 1110  
**Manager:** Renee Brathwaite

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**NOTES:**

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**Goals & Objectives:**

1. Continue to cross train the staff to optimize resources and improve level of service.
2. Continue to optimize the CDR, EDATA, 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 1/1/20	Alloc. %
<b>Justice Court</b>													
<b>Justice Court</b>													
<b>Justice Court - 1110</b>													
Senior Justice Court Clerk	ADMINISTRATIVE	115,920	5,000	0	120,920	29,340	8,405	15,407	2,476	55,627	176,547	35.0	100.0
Court Clerk	ADMINSUPPORT	53,338	1,601	0	54,939	13,440	4,275	7,001	1,146	25,862	80,801	12.7	100.0
Driver Messenger -TBR 32403	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 2	39,620	0	0	39,620	28,488	3,258	5,337	3,134	40,217	79,837		100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 8	50,754	2,030	0	52,784	14,400	4,106	6,726	1,093	26,325	79,110	8.7	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 5	48,980	0	0	48,980	28,488	3,813	6,245	1,049	39,595	88,575	4.2	100.0
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 4	48,307	0	0	48,307	28,488	3,761	6,159	1,035	39,443	87,750	3.3	100.0
Justice Court Clerk - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	46,962	0	0	46,962	13,104	3,656	5,988	1,006	23,754	70,716	0.9	100.0
Justice Court Cashier	CSEA40HOUR-NEW / CSEA40HOUR-NEW - C / Step 6	50,754	4,060	0	54,815	28,488	4,262	6,980	1,100	40,830	95,644	15.7	100.0
Office Assistant - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	42,662	0	0	42,662	28,488	3,321	5,440	916	38,165	80,826	0.5	100.0
Office Assistant - Spanish Speaking	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	46,756	2,805	0	49,562	28,488	3,854	6,313	1,012	39,667	89,229	13.3	100.0
Senior Account Clerk Typist	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 5	58,109	5,811	0	63,920	14,400	4,968	8,137	1,261	28,766	92,686	21.9	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 2	54,774	3,286	0	58,060	28,488	4,515	7,396	1,182	41,581	99,641	13.8	100.0
Senior Justice Court Clerk	CSEA40HOUR-NEW / MC20249 / Step 1	61,870	6,187	0	68,056	28,488	5,290	8,664	1,341	43,783	111,839	22.7	100.0
Senior Office Assistant	CSEA40HOUR-NEW / CSEA40HOUR-NEW - D / Step 5	54,175	4,334	0	58,509	28,488	4,549	7,451	1,173	41,661	100,169	19.7	100.0
Town Justice	ELECTOFFICIALS	78,115	1,563	0	79,678	29,340	6,201	10,156	1,668	47,364	127,042	11.0	100.0
Town Justice	ELECTOFFICIALS	78,115	3,906	0	82,021	29,340	6,380	10,449	1,676	47,845	129,866	22.0	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 1/1/20	Alloc. %
<b>Justice Court</b>													
<b>Justice Court</b>													
Town Justice	ELECTOFFICIALS	78,116	3,906	0	82,022	29,340	6,380	10,450	1,676	47,845	129,867	26.8	100.0
Town Justice	ELECTOFFICIALS	78,115	3,906	2,603	84,624	1,380	6,579	10,776	1,685	20,419	105,043	4.0	100.0
Justice Court Clerk	PART-TIME	15,138	0	0	15,138	0	1,178	0	336	1,515	16,652		100.0
Justice Court Clerk	PART-TIME	15,138	0	0	15,138	0	1,178	0	336	1,515	16,652		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
Student Intern I - Vacant	SEASONAL	1,912	0	0	1,912	0	146	0	24	170	2,082		100.0
<b>Total Justice Court - 1110</b>		<b>1,123,365</b>	<b>48,396</b>	<b>2,603</b>	<b>1,174,364</b>	<b>430,476</b>	<b>90,513</b>	<b>145,075</b>	<b>26,396</b>	<b>692,459</b>	<b>1,866,823</b>		

**NOTES:**

# Town of Southampton

## 2020 Tentative Budget

### Justice Court - 1110

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
<b>Real Property Taxes:</b>														
1001	Property Taxes	1,928,606	1,917,886	2,056,489	2,054,044	2,054,044	2,090,206	2,052,173	(1,871)	(0.09%)	2,120,332	2,082,017	29,844	1.45%
	<b>Total Real Property Taxes</b>	<b>1,928,606</b>	<b>1,917,886</b>	<b>2,056,489</b>	<b>2,054,044</b>	<b>2,054,044</b>	<b>2,090,206</b>	<b>2,052,173</b>	<b>(1,871)</b>	<b>(0.09%)</b>	<b>2,120,332</b>	<b>2,082,017</b>	<b>29,844</b>	<b>1.45%</b>
<b>Other Revenue:</b>														
2680	Insurance Recoveries	0	0	0	0	2,756	0	0	0	0.00%	0	0	0	0.00%
2701	Miscellaneous Tax Receipts	0	150	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	1,670	0	0	1,206	0	0	0	0.00%	0	0	0	0.00%
3330	County Aid	90,000	71,480	90,000	90,000	66,725	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
	<b>Total Other Revenue</b>	<b>90,000</b>	<b>73,299</b>	<b>90,000</b>	<b>90,000</b>	<b>70,687</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>	<b>0.00%</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenue</b>	<b>2,018,606</b>	<b>1,991,186</b>	<b>2,146,489</b>	<b>2,144,044</b>	<b>2,124,731</b>	<b>2,180,206</b>	<b>2,142,173</b>	<b>(1,871)</b>	<b>(0.09%)</b>	<b>2,210,332</b>	<b>2,172,017</b>	<b>29,844</b>	<b>1.39%</b>
<b>Salaries:</b>														
6100	Salaries	1,033,061	965,464	1,061,765	1,059,649	645,757	1,085,441	1,085,441	(25,792)	(2.43%)	1,112,626	1,112,626	(27,185)	(2.50%)
6105	Part Time Salaries	36,598	25,469	37,330	37,330	18,131	37,924	37,924	(594)	(1.59%)	38,530	38,530	(606)	(1.60%)
6110	Longevity	50,795	43,513	51,594	51,594	2,005	48,396	48,396	3,198	6.20%	49,133	49,133	(737)	(1.52%)
6127	Cash in Lieu of Health Benefits	5,637	2,436	2,595	2,595	1,251	2,603	2,603	(8)	(0.31%)	2,603	2,603	0	0.00%
	<b>Total Salaries</b>	<b>1,126,092</b>	<b>1,036,882</b>	<b>1,153,285</b>	<b>1,151,169</b>	<b>667,145</b>	<b>1,174,364</b>	<b>1,174,364</b>	<b>(23,195)</b>	<b>(2.01%)</b>	<b>1,202,892</b>	<b>1,202,892</b>	<b>(28,528)</b>	<b>(2.43%)</b>
<b>Employee Benefits - Current:</b>														
6810	Employee Retirement - Active	151,965	141,438	147,390	147,390	85,125	146,191	145,075	2,316	1.57%	149,788	148,643	(3,569)	(2.46%)
6830	FICA Tax Expenditure	86,913	76,759	89,807	89,492	49,819	91,159	90,513	(1,021)	(1.14%)	93,255	92,593	(2,080)	(2.30%)
6835	MTA Tax	3,883	3,412	4,032	4,018	2,199	4,098	4,067	(49)	(1.21%)	4,198	4,166	(99)	(2.43%)
6840	Worker's Compensation	16,040	14,369	32,747	32,747	18,296	31,043	21,911	10,836	33.09%	31,847	22,479	(568)	(2.59%)

# Town of Southampton

## 2020 Tentative Budget

### Justice Court - 1110

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Difference	2021 Tentative/2020 % of Change
6860	Medical Insurance - Active Employees	350,856	354,271	419,484	419,484	245,579	432,744	405,636	13,848	3.30%	432,744	405,636	0	0.00%
6865	Dental & Optical	23,717	22,223	23,976	23,976	16,607	24,840	24,840	(864)	(3.60%)	24,840	24,840	0	0.00%
6875	Disability	691	121	418	418	0	418	418	0	0.00%	418	418	0	0.00%
	<b>Total Employee Benefits - Current</b>	<b>634,065</b>	<b>612,592</b>	<b>717,854</b>	<b>717,525</b>	<b>417,625</b>	<b>730,492</b>	<b>692,459</b>	<b>25,066</b>	<b>3.49%</b>	<b>737,091</b>	<b>698,775</b>	<b>(6,316)</b>	<b>(0.91%)</b>
	<b>Total Employee Costs</b>	<b>1,760,156</b>	<b>1,649,474</b>	<b>1,871,139</b>	<b>1,868,694</b>	<b>1,084,770</b>	<b>1,904,856</b>	<b>1,866,823</b>	<b>1,871</b>	<b>0.10%</b>	<b>1,939,982</b>	<b>1,901,667</b>	<b>(34,843)</b>	<b>(1.87%)</b>
	<b>Contractual:</b>													
6406	Repair Equipment	200	160	200	200	0	200	200	0	0.00%	200	200	0	(0.11%)
6410	Postage	17,100	13,675	17,100	17,100	6,891	17,100	17,100	0	0.00%	17,100	17,100	0	0.00%
6411	Printing and Stationery	7,000	5,765	7,000	7,000	1,922	7,000	7,000	0	0.00%	7,000	7,000	0	0.00%
6412	Publications	1,900	676	1,900	1,900	1,846	1,900	1,900	0	0.00%	1,900	1,900	0	0.00%
6415	Telephone	500	531	500	500	398	500	500	0	0.00%	500	500	0	0.00%
6416	Travel, Dues and Related	7,800	8,012	8,700	8,700	7,783	8,700	8,700	0	0.00%	8,700	8,700	0	0.00%
6420	Other	450	254	450	450	188	450	450	0	0.00%	450	450	0	0.00%
6423	Small Equipment (Non-Capital	1,500	1,963	2,000	2,000	1,007	2,000	2,000	0	0.00%	2,000	2,000	0	0.00%
6425	Office Supplies	5,000	6,996	5,500	5,500	4,839	5,500	5,500	0	0.00%	5,500	5,500	0	0.00%
6428	Drug Court Expense	25,000	29,563	30,000	30,000	17,316	30,000	30,000	0	0.00%	25,000	25,000	5,000	16.67%
6434	Interpreters	85,000	79,400	90,000	90,000	51,600	90,000	90,000	0	0.00%	90,000	90,000	0	0.00%
6435	Stenographer	103,000	91,371	108,000	108,000	57,382	108,000	108,000	0	0.00%	108,000	108,000	0	0.00%
6477	Copier Leases	4,000	1,717	4,000	4,000	833	4,000	4,000	0	0.00%	4,000	4,000	0	0.00%
	<b>Total Contractual</b>	<b>258,450</b>	<b>240,084</b>	<b>275,350</b>	<b>275,350</b>	<b>152,003</b>	<b>275,350</b>	<b>275,350</b>	<b>0</b>	<b>0.00%</b>	<b>270,350</b>	<b>270,350</b>	<b>5,000</b>	<b>1.82%</b>
	<b>Total Expenditures</b>	<b>2,018,606</b>	<b>1,889,558</b>	<b>2,146,489</b>	<b>2,144,044</b>	<b>1,236,773</b>	<b>2,180,206</b>	<b>2,142,173</b>	<b>1,871</b>	<b>0.09%</b>	<b>2,210,332</b>	<b>2,172,017</b>	<b>(29,844)</b>	<b>(1.39%)</b>

**Town of Southampton**  
**2020 Tentative Budget**  
 Justice Court - 1110

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/ 2019 Amended Difference	2020 Tentative/ 2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/ 2020 Tentative Difference	2021 Tentative/ 2020 Tentative % of Change
	Net Surplus (Deficit)	0	101,628	0	0	887,957	0	0			0	0		
	Net Surplus (Deficit)	0	101,628	0	0	887,957	0	0			0	0		