



TOWN OF WEST SENECA

TOWN SUPERVISOR
GARY A. DICKSON
TOWN COUNCIL
ROBERT J. BREIDENSTEIN
JOSEPH J. CANTAFIO
SUSAN KIMS
JEFF PIEKAREC

ALISSA C. STRAUS
DIRECTOR OF FINANCE

TO: Honorable Town Board / Town of West Seneca

FROM: Alissa Straus
Director of Finance

DATE: February 14, 2022

RE: 2022 Budget Transfer – JCAP

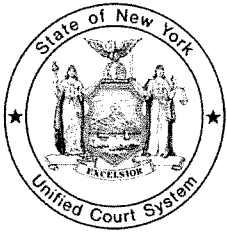
Kindly authorize the following 2022 budget transfer for expenses related to the Town Justice Department related to the JCAP grant.

Increase

<u>\$23,123.79</u>	01.1110.50202 – Town Justice – Equipment - JCAP
\$23,123.79	Total Increases

Decrease

<u>\$23,123.79</u>	01.1110.50200 – Town Justice – Equipment
\$23,123.79	Total Decreases



STATE OF NEW YORK
UNIFIED COURT SYSTEM
EMPIRE STATE PLAZA
4 ESP, SUITE 2001
ALBANY, NEW YORK 12223-1450
(518) 453-8650

LAWRENCE K. MARKS
Chief Administrative Judge

Norman St. George
Deputy Chief Administrative Judge
Courts Outside New York City

February 7, 2022

Mrs. Maureen Brownsey
West Seneca Town Court
1250 Union Road, Room 206
West Seneca, NY 14224

Dear Mrs. Brownsey:

We are pleased to advise you the West Seneca Town Court has been awarded a grant under the 2021-22 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system.

The West Seneca Town Court is one of 302 courts receiving JCAP funding this year. Details regarding your award are set forth on the enclosed 2021-22 Justice Court Assistance Program Award Reconciliation Report. Funds will be sent on or before April 1, 2022 to your municipality via direct deposit or check and must be spent within 180 days. If the amount you spend purchasing the items(s) approved on the enclosed JCAP Reconciliation Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item awarded at a set monetary amount. Please contact the Office of Justice Court Support at 800-232-0630 for further direction. The Reconciliation Report, along with paid receipts that certify total amount spent, are required to be returned to the Office of Justice Court Support via fax: (518) 471-4807 or e-mail: jcap@nycourts.gov.

Very truly yours,

Honorable Norman St. George

CC: Office of Justice Court Support
Special Counsel

2021-22 Justice Court Assistance Program Award Reconciliation Report

Please fax this Report along with paid receipts to the dedicated JCAP Fax Number 518-471-4807, email jcap@nycourts.gov or mail to: Office of Justice Court Support, 187 Wolf Road, Suite 103, Albany, N.Y.12205

In the space provided below, please sign and indicate the exact amount spent
***Funds to be spent within 180 days of receipt**

West Seneca Town Court, Erie County

District

Item Category	Item Name	Approved Quantity	Item Approved To
Other	Audio System	1	\$23123.79
Total Amount of Grant			\$23,123.79

SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form or used to offset the cost of another grant item awarded at a set monetary amount. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

*Please submit paid receipts indicating funds were spent on approved items along with this Reconciliation Report within 180 days from receipt. Remember to save your receipts for at least three years for audit and review purposes. **If the amount you spend purchasing the item(s) approved on this Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item. Please contact OJCS at 800-232-0630 for further direction.**

Total Amount Spent: _____

By signing this form, I affirm that all the above approved items were purchased.

Date: _____ **Print Name:** _____ **Signature:** _____

FOR OJCS USE ONLY

Application #	5236	Attachments	_____
Vendor ID#	1000004189	AO Date	_____
Voucher#	_____	DN/SP	_____
Submit Date	_____	Business Unit	_____
		Grant Amt	_____
		Final Approval	_____