

The office of
County Treasurer

Phase II: 2.005

Legal Authority of the Office

- History of the office
- Current constitutional/statutory authority
 - Texas Constitution, Article 16, Section 44
 - Texas Local Gov't Code, Chapters 83 & 113
- Combination of other officials' duties

Assuming Office

- Election
- Requirements to hold Office
- Bonding Requirements
 - Local Government Code 83.002
- Funding

Educational Requirements

Mandatory

- Continuing Education
 - LGC 83.003
 - 20 hours per year
- Public Funds Investment Act
 - Government Code Chapter 2256
 - 10 hours every 2 years

Discretionary

- County Investment Officer
 - Any county official
 - varied amount of con't edu. based upon number of years you have been certified
 - 20 – 15 hours per year

Duties and Responsibilities

- Statutory Responsibilities
 - (Local Government Code Chapter 113)

Duties and Responsibilities

County Banker

- Daily Cash Management
 - Accounts Receivable
 - Banking Corrections
- Liaison between bank and county departments
 - New Accounts
 - New Users
- Bank Reconciliation
- Fraud Prevention
- Depository Contract

Jury

- Periodic Payments to Jurors
 - Weekly
 - Monthly
- Charitable Organization Donation Administration

Quarterly Reports

- State Fees & Fines

Duties and Responsibilities

Payroll

- Timekeeping
- Production of Payroll
- Benefit Accrual Administrators
- Direct Deposit Programs
- Benefits/Deductions Payable
- Garnishment Administrators
- Quarterly 941's to IRS
- Annual W2's

HR Admin.

- Job/Applicant Processing
- Job Classification
- Compensation
- Benefits Administrator
- Compliance
- Development of Personnel Policies
- Training
- Workers Compensation
- Unemployment
- Risk Management

Investments

- Daily Investment Decisions
- Preservation of Principle
- Ensures proper liquidity of funds
- Investment Policy

Duties and Responsibilities

- County Budgets
- Grants & Contracts
- County Indebtedness
- Accounts Payable
 - Vendor/Supplier Payments
 - Validates authenticity of invoices
 - Validates appropriate funding allocation
 - Submits claims to Commissioners Court for Approval and Recording
 - Disburses Payments
 - 1099's to IRS

Other Duties

- Indigent Health Care Claims Processing
- Collections
- Holds Collateral for Bail Bond Companies

Review

- Outline current legal authority
- Examine procedure for assuming office
- Explain basic responsibilities

Resources

- www.county.org
- <http://www.statutes.legis.state.tx.us/>
- <http://www.oag.state.tx.us>
- <http://www.americanpayroll.org>