

97<sup>th</sup> ANNUAL  
COUNTY JUDGES  
AND  
COMMISSIONERS  
ASSOCIATION OF  
TEXAS CONFERENCE  
OCTOBER 2019

# THE OFFICE OF COUNTY TREASURER

Dolores Ortega Carter  
Travis County Treasurer

# LEGAL AUTHORITY OF THE OFFICE



- ▶ Texas Constitution  
Article 16, Section 44
  
- ▶ Texas Local  
Government Code  
Chapters 83 & 113

# ASSUMING OFFICE

- Election
  - Requirements to hold Office
  - Bonding Requirements
    - Local Government Code 83.002
    - Set by Commissioners Court within statutory guidelines
  - 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 Academy (formally County Investment Officer) thru T.A.C.
  - ❖ Any county official
  - ❖ Now requiring 15 hours of continuing education per year



# COUNTY TREASURER

## “IN BRIEF”

- ▶ The County Treasurer is the Chief Custodian of county finance for all county funds, collecting and accounting for all monies belonging to the County from whatever source derived.
- ▶ The County Treasurer preserves the system of checks and balances in the financial administration of county government

*“The basis of effective government is public confidence, and that confidence is endangered when ethical standards falter or even APPEAR to falter”*

# DUTIES AND RESPONSIBILITIES

- ▶ Daily Cash Management
  - Receipts
  - Expenditures
- ▶ Bank Reconciliation
- ▶ Liaison between bank and county departments
  - New Accounts
  - New Users
- ▶ Fraud Prevention
- ▶ Depository Contract
- ▶ Daily Investment Decisions
- ▶ Preservation of Principal
- ▶ Ensures proper liquidity of funds
  - Cash Flow Management
- ▶ Investment Policy
  - Approved by Commissioners Court annually

COUNTY BANKER

INVESTOR RELATIONS

# DUTIES AND RESPONSIBILITIES

- ▶ Timekeeping
- ▶ Production of Payroll
- ▶ Benefit Accrual Administrators
- ▶ Direct Deposit Programs
- ▶ Benefits/Deductions Payable
- ▶ Garnishment Administrators
- ▶ Quarterly 941's to IRS
- ▶ Annual W-2's
- ▶ Job/Applicant Processing
- ▶ Job Classification
- ▶ Compensation
- ▶ Benefits Administrator
- ▶ Compliance
- ▶ Development of Personnel Policies
- ▶ Training
- ▶ Workers Compensation
- ▶ Unemployment
- ▶ Risk Management

PAYROLL/FINANCIAL

HUMAN RESOURCES

# DUTIES AND RESPONSIBILITIES

- ▶ Vendor Payments
- ▶ Validates authenticity of invoices
- ▶ Validates appropriate funding allocation
- ▶ Submits claims to Commissioners Court for Approval and Recording
- ▶ Disburses Payments
- ▶ Processes 1099's
- ▶ Periodic Payments to Jurors
  - Weekly
  - Monthly
- ▶ Charitable Organization Donation Administration

ACCOUNTS PAYABLE

JURY PAYMENT



# DUTIES AND RESPONSIBILITIES

## OTHER DUTIES

- Quarterly State Fines and Fees Report to State Comptroller
- County Budgets
- Indigent Health Care Claims Processing
- Collections—Bingo revenue
- Grants/Contracts
- County Indebtedness
- Holds Collateral for Bail Bond Companies

# OPPORTUNITIES



Utilize the financial expertise  
and resources of your  
County Treasurer

Maximize the Opportunity

*"Small opportunities are  
often the beginning of  
great enterprises"*

# RESOURCES

[www.county.org](http://www.county.org)

[www.statutes.legis.state.tx.us](http://www.statutes.legis.state.tx.us)

[www.oag.state.tx.us](http://www.oag.state.tx.us)

[www.americanpayroll.org](http://www.americanpayroll.org)

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