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
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
**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
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

[Links to various websites]

[Email address]

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