

# Gillespie County Treasurer

## Duties and Responsibilities of the Office of County Treasurer

**Financial Reporting ...** The County Treasurer must prepare and submit specialized financial reports as are required by law.

The County Treasurer must report at least monthly a financial report to the Commissioners Court ... the report shall be a detailed report of 1) money received and disbursed; 2) debts due to and owed by the County; and 3) all other proceedings in the Treasurer's Office.

The County Treasurer must report at least quarterly an investment report to the Commissioners Court ... the report shall be a detailed report of all investments held by the County.



**Accounts Receivable / Payable ...** The County Treasurer, as chief custodian of County finance, shall oversee the receipt of all monies belonging to the County from whatever source derived ... maintain an account(s) for the same in a designated depository or depositories.

The County Treasurer shall pay, apply, and disburse monies belonging to the County in such manner as the Commissioners Court may require or direct, not inconsistent with constituted law.

The County Treasurer is the proper official authorized to make delivery of all County checks or warrants to the payee.

**County Investments ...** The County Treasurer, as the official County Investment Officer, shall invest available County funds in a prudent manner. All investments shall be in compliance with the Public Funds Investment Act (Texas Government Code, Chapter 2256) and the "Gillespie County Investment Policy".

Investments are made and monitored to meet the County's required cash flow adhering to the three required standards ... *safety* of principal first, *liquidity* to meet cash flow second, and then *yield* ... with a strong emphasis on *safety over yield*.

**County Budget ...** The County Treasurer shall assist the Commissioners Court and the County Auditor ... as well as other County Offices ... in the budget process.

**Prescription Discount Card - NACO...** The County Treasurer is the liaison for the County Prescription Discount Card – NACO.



**Unclaimed Funds ...** Chapter 76 of the Texas Property Code provides for property valued at \$100.00 or less ... provided it meets certain conditions ... to be delivered to the County Treasurer to be held in a separate fund (Unclaimed Monies Fund) for perpetuity or until claimed. The County Treasurer shall maintain a list of such monies.

**State Fees and Fines Report ...** The County Treasurer is the agent for certain state reports. These reports are required to be completed monthly, quarterly, and annually then submitted to the State Comptroller along with the proper payment.

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**County Hotel Occupancy Tax ...** The County Treasurer has been directed by the Commissioners Court to establish a collection, accounting, and reporting program for the County Hotel Occupancy Tax which became effective January of 2007.

**Human Resources and Payroll ...** The County Treasurer's Office bears the responsibility of being the Human Resource Department as well as the Payroll Department. In fulfilling these responsibilities the Office must develop and administer employment policies as approved by Commissioners Court, develop and administer employee orientation, maintain proper personnel files on all County employees (former and current), administer County provided employee benefits.

The Office also prepares and distributes the County bi-weekly payroll ... inclusive of all related taxes, garnishments, retirement funds, insurance premiums, etc.

**Workers Compensation ...** The County Treasurer's Office is the workers compensation contact ... assisting employees/the County with potential/actual claims ... responsible for reports to the workers compensation adjuster ... responsible for reconciling quarterly/annual reports and billings.

**Unemployment ...** The County Treasurer's Office is the unemployment contact ... assisting employees/the County with potential/actual claims ... responsible for reports to the unemployment administrator ... responsible for reconciling quarterly/annual reports and billings.

**Payroll Reporting ...** The County Treasurer's Office is responsible for preparing and submitting bi-weekly, monthly, quarterly, and annual required payroll and payroll related reports to State, Federal, Local Governments and other entities ... including employee W-2s and related reports.

**Risk Management ...** The County Treasurer's Office manages an employee risk management program.

**Records Management ...** The County Treasurer must develop and maintain a records management procedure for all records within the County Treasurer's possession. This procedure/plan must be approved by the Texas State Library and Archives Commission ... (<http://www.tsl.state.tx.us/>).

The Treasurer's Office manages the annual/semi-annual or as needed County-Wide records shredding/recycling program.

As with all Elected County Officials ... the primary duties of County Treasurer are defined by the Texas Local Government Code.  
This is a summary of those duties and other duties and responsibilities assumed by the Gillespie County Treasurer.  
This summary is brief and is not intended to be all inclusive.