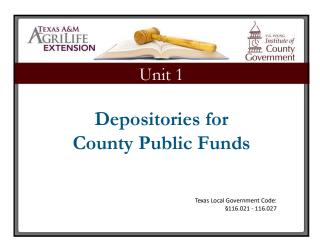


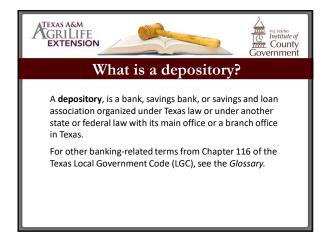




- Understand banking terms and depository selection procedures
- Know the proper procedures for developing and submitting required reports
- List the procedures for preparing a county budget
- Know how to determine collection costs



5





- Money collected or held by a district, county, or precinct officer in a county and by the officers of a defined district or subdivision in the county, including the funds of a municipal or quasi-municipal subdivision or corporation that has the power to select its own depository, but has not done so
- Warrants, checks, and vouchers evidencing the money deposited in the county depository are subject to audit and countersignature as provided by law

-LGC Chapter 116

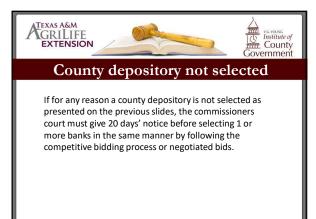


8



# Slide 8

KH15 No requirement for specific date to select depository Kathy Hollomon, 9/23/2021 added information regarding what can be negotiated Kathy Hollomon, 9/23/2021 KH16





# Notice of intention to contract

The commissioners court must post notices that it intends to receive applications for a depository bank.

- · The county judge shall place over the judge's name in a newspaper of general circulation in the county weekly notice for at least 20 days before the date to submit an application under §116.023(a). If no newspaper is published in the county, notice must be placed in a newspaper published in the nearest county
- Notice shall also be posted at the courthouse door Local Government Code §116.022

11



A bank in the county wanting to be a county depository must deliver its application to the county judge on or before the first day of the term of the commissioners court at which the depositories are to be selected.

### Each application must include:

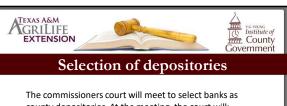
- Specified information about the bank's financial condition
- A certified check or cashier's check for at least 0.05% of the county's revenue for the preceding year



After the commissioners court selects its depository, it will return the checks from the other applicants.

applications, if necessary, to select a depository.

13



county depositories. At the meeting, the court will:

- Enter into the court minutes all applications filed with the county judge.
- 2. Consider all applications.
- 3. Select the qualified applicants offering the most favorable terms and conditions for handling county

14

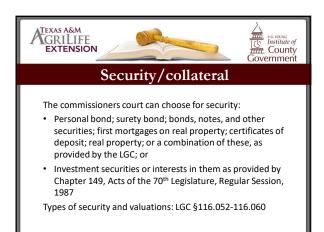


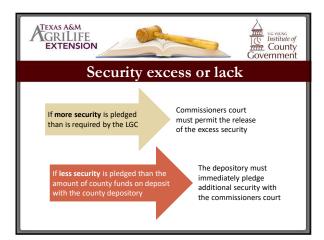
Commissioners court may reject applicants whose management or condition does not warrant placing county funds in their possession.

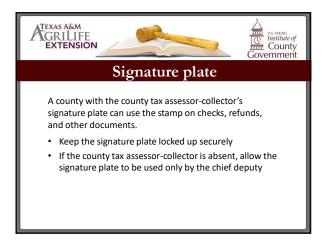
Conflict of interest provisions: Texas LGC §131.903

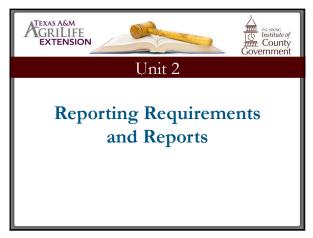
Selected applicant has 15 days to file security.

The court shall, by an order entered in its minutes, designate the bank as a depository or sub-depository for county funds effective until the end of the 60th day after the date fixed for the next depository selection. Texas LGC §116.025

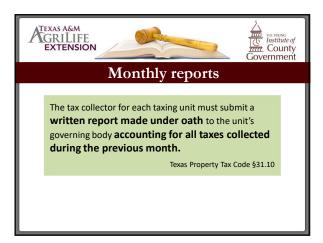




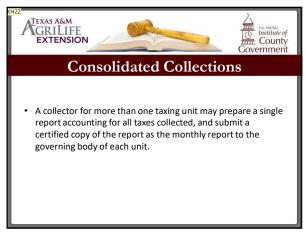


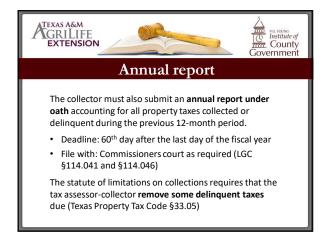




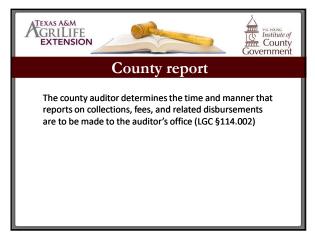




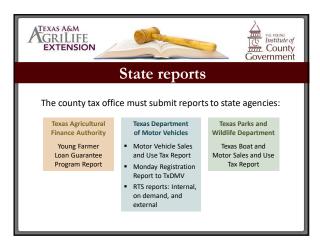




KH22 New slide - single slide split for clarification Kathy Hollomon, 9/23/2021

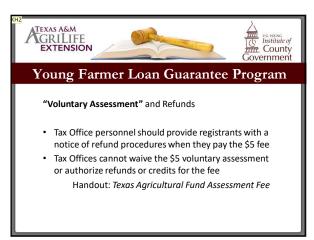








Texas Transportation Code §502.404





# Slide 28

KH1 Slide 26 Updated second bullet to include ability to refund and updated code section.

Kathy Hollomon, 9/23/2021

# Slide 29

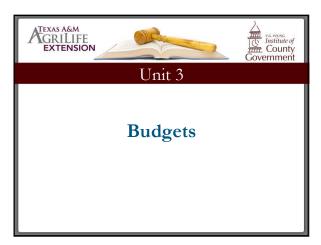
KH2 Added Slide re requirement to collect and offer notice of refund procedures

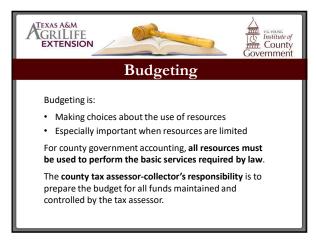
Kathy Hollomon, 9/23/2021









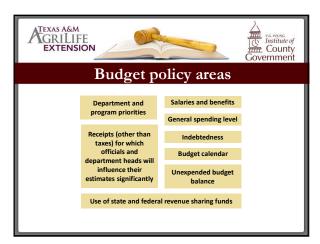








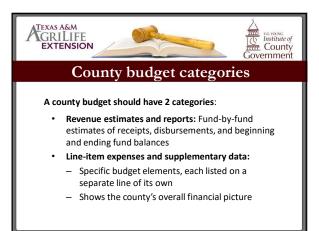










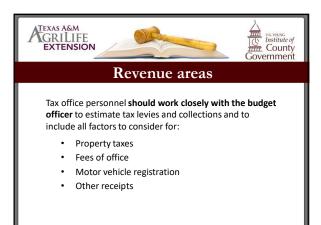


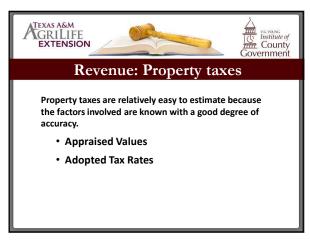
44



• Highlight any property valuations and tax abatements

that may affect property tax revenues















Unless the tax levy and collections formulas are known to make calculations possible, the same terms to estimate 'fees of office' must also apply to 'other receipts.'

- Many counties charge for various services and facilities —dump grounds, swimming pools, and board for prisoners of other jurisdictions
- Because the revenue is minimal, it is not worth the effort to make reasonable projections about its use

52



# Expenses and supplementary data

When possible and practicable, assign expenditures in the county budget to the appropriate department. This practice:

- · Helps the officials, department heads, and court members know the total cost of operating each office
- Allows some expenses to be easily applied to the proper office (telephone bills, Social Security, etc.)

Other expenses (such as for supplies) may require another system to assign to departments.

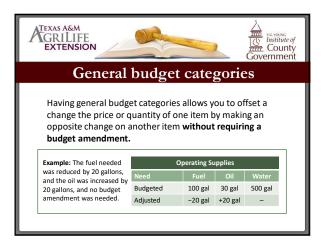
53



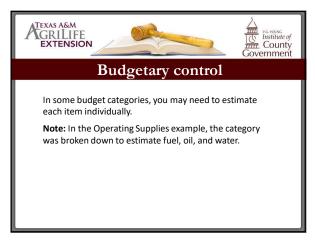
Make account titles consistent throughout the budget. This practice makes it easier to compare various funds and departments.

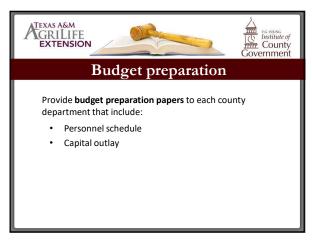
**Example:** It can be difficult to compare expenses if some offices include part-time and overtime help as 'salaries' but other offices set up separate line items for them.

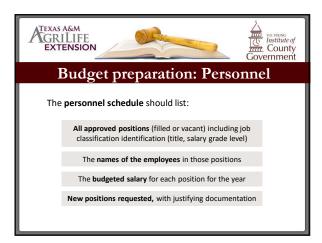


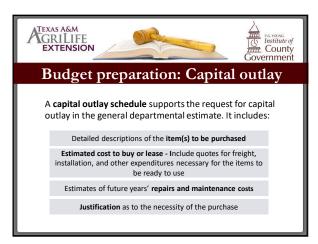


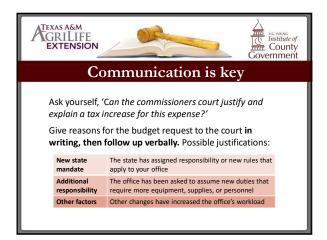


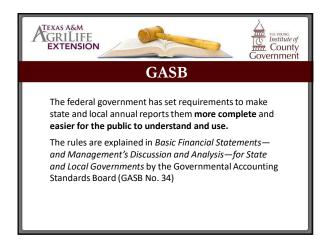


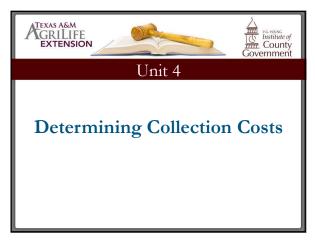


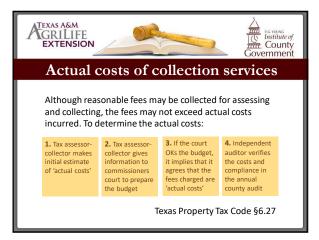


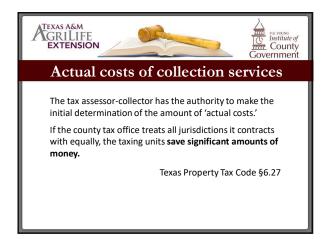








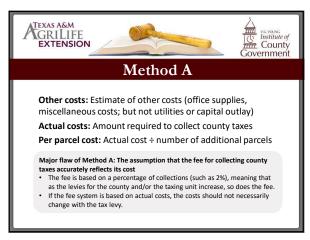




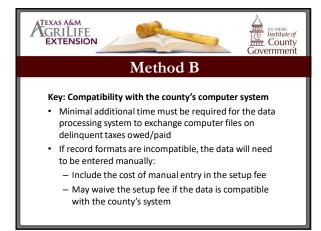


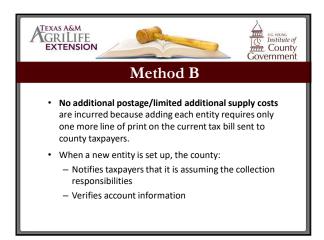


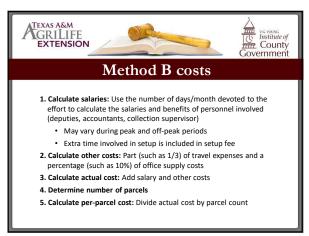


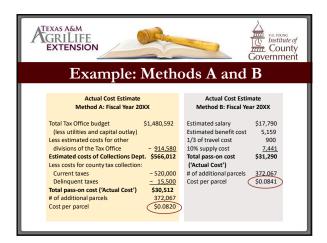














# Example notes

- · Both methods estimate the county's cost of providing tax collection services ~ \$.08/parcel
- · Emphasize that this is only a rough, preliminary estimate based on a given set of assumptions
- · Actual costs could exceed \$.08 or be almost \$0
- Cannot estimate actual costs accurately without a comprehensive study of county tax office costs
- · Estimate should be made with input from tax assessorcollector, county auditor, data processing director, and independent auditor

76



Calculate the actual cost for outside collections annually and specify it in the budget for commissioners' court approval.

To help the commissioners court easily comply with State law, set up the department budget to list collection costs separately from other county tax office functions.

Other county taxing units should review their methods of setting collection fees to ensure that they reflect only 'actual costs' to maximize the efficiency for all entities involved.

77



Thank you for completing this Accounting in the Tax Office course.

Questions or comments? Call the V.G. Young Institute at 979-845-4572.

Please help us improve the course material by completing a brief survey and speaker evaluation.