

SPOTLIGHT

Texas is made up of 254 counties, each with a team of locally elected and appointed county officials serving their community. Polk County's elected offices include a County Judge and four Road & Bridge Commissioners that make up the Commissioners Court, the County Court at Law Judge, four Justices of the Peace, four Constables, a County Clerk, District Clerk, District Attorney, Treasurer, Tax Assessor-Collector and Sheriff.

There is no hierarchy in county government, so the only boss of these elected officials is *You, the People*.

There are two District Court systems that serve Polk County, the 258th and the 411th Courts, which are responsible for appointing our County Auditor. The County Judge appoints the Emergency Management Coordinator, and all other officials are appointed by the Commissioners Court to run various county departments. These include Aging Services Director, Environmental Enforcement Officer, Fire Marshal, Grant & Contract Coordinator, Human Resources Manager, IT & Systems Administrator, Maintenance Superintendent, Museum Curator, Permits/Inspections Supervisor, Social Services Director and Veterans Services Officer. Learn more about your local offices by reading this latest installment of

Spotlight on Polk County:

Treasurer

602 E. Church St., Ste. 101 Livingston, TX 77351

936-327-6816

Polk County

As the county's banker, the Treasurer is the chief custodian of the county finances and must keep county funds in the county depository banks. Our depository banks are local, and the County Treasurer is the liaison between the county and the depository banks. All funds belonging to the county received by any county official must be turned over to the county treasurer along with other fines, forfeitures and related fees. The Treasurer's office also receives online payments for fees by credit card, I-Docket, E-files, Research Texas, and E-Bonds. Money received is posted to the individual general ledger account to keep an accurate balance for each fund. Criminal and Civil fines and fees that are collected are paid out quarterly to the state comptroller.

The Treasurer's office maintains records of all deposits and withdrawals and reconciles all the bank statements, assuring the accuracy and safety of all county funds.

The Treasurer in Polk County is also the Investment Officer and sets up Investment accounts along with submitting the updated Investment Policy to the Commissioners Court for approval annually. Reports on all county finances are submitted by the Treasurer to the Commissioners Court.

Payroll is processed in this office along with submitting all taxes to the federal government, submitting the quarterly 941 form, and issuing W-2's to Polk County employees.

After expenditures are approved by the Commissioner Court, the checks are processed by the County Auditor's office and then disbursed by the Treasurer's office. Other duties of the Treasurer include paying cash to all jurors on the first day of service, sending unclaimed funds over 100.00 to the state, sending quarterly forms and collecting all Hotel/Motel taxes from short-term rentals in unincorporated areas of the county, along with other miscellaneous duties.

The Treasurer's office consists of the County Treasurer, Chief Deputy Treasurer, and the Deputy Clerk.

The Treasurer's office is located at 602 East Church Street, Suite 101, Livingston, Texas.

(936) 327-6816.