

Titus County Texas

Banking Procedures Related to AG Opinion GA-0636

January 9, 2023

1. Elected Officials will continue to prepare all appropriate documentation for receipting, recording and reporting receipts and disbursements, as prescribed by law and guidelines for doing such by recognized authority for their office (TAC, handbooks, etc). Any questions regarding adequacy of documentation should be answered and approved by Auditor's Office.
2. Monthly reporting to the Treasurer's Office will remain as the standard for accounting and reporting monthly results and will continue to be subject to the audits performed by the Auditor's Office.
3. County Fees and Funds accounts will be styled without the elected officials name as the funds within the account are owned by Titus County. Registry funds may not be subject to this requirement.
4. Each bank account will require two signatures. The Fees and Funds account disbursements and withdrawals will be signed by either the elected official or chief deputy and the second signature will be the County Treasurer or County Auditor.