

NOTICE OF MEETING (•) OF THE

COMMISSIONERS COURT OF JACK COUNTY, TEXAS

• Assistive Listening Devices Available on Request for Use during Court Session

Notice is hereby given that a Meeting of the above named Commissioners Court will be held on Monday the 27th day of August, 2018 at 9:00 o'clock a.m., in the County Courthouse, Jacksboro, Texas, at which time the following subjects* will be discussed and appropriate action taken, to-wit:

These subjects may or may not be discussed in the order shown. All items listed below as part of the called "Consent Agenda Items" require no deliberation by the Court. Each Court member has the prerogative of removing an item from this agenda so that it may be considered separately.

1. PUBLIC FORUM (Limited to 5 minutes per person);
2. PAYMENT OF CLAIMS;
3. CONSENT AGENDA ITEMS:
 - (a) Approval of Minutes of Meetings for August 16, 2018 and August 23, 2018;
 - (b) Review and Acceptance of Auditor & Treasurer's Monthly Report for period ending July 31, 2018;
 - (c) Approve adoption of Memorandum of Understanding/Care Coordination with the Helen Farabee Centers regarding substance abuse services;
 - (d) Authorize Advertising for Bids for Fuel and Lubricants for FY19 for Sheriff's Department and Commissioner Precincts;
 - (e) Authorize Advertising for Bids for Rock and Road Materials for Commissioner Precincts for FY19;
4. **Timed Agenda:** 9:00 a.m. - Second Public Hearing on Proposed County Budget for FY19;
5. Budget Workshop FY19;
6. Discussion of Commissioner Precinct Operations;
7. Reports, if any, by other Department Heads;
8. Update by Burnett Hunt on LEC venting project and authorization to proceed and County submission on insurance on same;
9. Consider adoption of County Unclaimed Property Policy to become effective on October 1, 2018 - Treasurer;
10. Review/Discussion of most recent schedule by TxDOT regarding construction and improvements in state and county road system for 2018 through 2021;
11. Update on Mitigation Action Grant – County Judge;
12. FUTURE AGENDA ITEMS; AND;
13. ADJOURNMENT.

Dated this the 23rd day of August, 2018

Commissioners Court of Jack County, Texas

Mitchell G. Davehport, Judge of Commissioners Court

FILED FOR RECORD

_____ O'CLOCK _____ M

AUG 23 2018

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners Court, is a true and correct copy of said Notice, and that I posted a true and correct copy of said Notice on the bulletin board at the Courthouse door of Jack County, Texas, at a place readily accessible to the general public at all times on the 23rd day of August, 2018, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 23rd day of August, 2018, at 4:30p m.

Vanessa James by Suzanne Brooks
Vanessa James, County Clerk of Jack County, Texas



MINUTES

On this the 27th day of August, 2018 the Commissioners Court of Jack County, Texas met in Regular session at 9:09 a.m. with the following elected officials present:

John Berry, Commissioner Pct. 1
James L Brock, Commissioner Pct. 2
Henry Birdwell, Jr., Commissioner Pct. 3
Terry Ward, Commissioner Pct. 4
Mitchell G. Davenport, County Judge

FILED FOR RECORD

_____ O'CLOCK _____ M

SEP 04 2018

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

PUBLIC FORUM

No members of the public to address the Court..

PAYMENT OF ACCOUNTS AND CLAIMS

Judge Davenport made a motion to pay all accounts and claims submitted for approval. Commissioner Brock seconded and the motion passed unanimously (5-0).

CONSENT AGENDA ITEMS

- (a) Approval of Minutes of Meetings for August 16, 2018 and August 23, 2018;
- (b) Review and Acceptance of Auditor & Treasurer's Monthly Report for period ending July 31, 2018;
- (c) Approve adoption of Memorandum of Understanding/Care Coordination with the Helen Farabee Centers regarding substance abuse services;
- (d) Authorize Advertising for Bids for Fuel and Lubricants for FY19 for Sheriff's Department and Commissioner Precincts;
- (e) Authorize Advertising for Bids for Rock and Road materials for Commissioner Precincts for FY19;

Judge Davenport made a motion to adopt the consent agenda items. Commissioner Birdwell seconded and the motion passed unanimously (5-0).

TIMED AGENDA

9:00 A.M. – Second Public Hearing on Proposed County Budget for FY19;

No members of the Public addressed the Court. Those in attendance were there for discussion of other items.

BUDGET WORKSHOP FY19

Commissioners continued working on FY19 budget.

COMMISSIONER PRECINCT OPERATIONS

No discussion.

DEPARTMENT HEADS

Judge Davenport told Commissioners he received a phone call about a pipeline going in on the East side of the County. There was also discussion made about phone lines going down again last week which is the third time since December.

Frank Hefner reported they have been training on the video Magistration system.

UPDATE BY BURNETT HUNT ON LEC VENTING PROJECT AND AUTHORIZATION TO PROCEED AND COUNTY SUBMISSION ON INSURANCE ON SAME

No update at this time.

CONSIDER ADOPTION OF COUNTY UNCLAIMED PROPERTY POLICY TO BECOME EFFECTIVE ON OCTOBER 1, 2018-TREASURER

County Treasurer Kim Gibby presented an Unclaimed Property Policy for Approval. She explained how "stale-dated" checks from officer fee accounts are to be turned over to the treasurer after 3 years to be held in the fund until claimed. Any amount over \$250 is to be turned

over to the State Comptroller. She added that of the \$7,169.56 dollars currently in the Unclaimed Property Fund, \$4,591.24 is Capital Credit funds to C.A.S.A. and the Jack County Child Welfare Board.

Commissioner Berry made a motion to adopt the proposed unclaimed property policy and begin October 1, 2018. Commissioner Ward seconded and the motion passed unanimously (5-0).

REVIEW/DISCUSSION OF MOST RECENT SCHEDULE BY TXDOT REGARDING
CONSTRUCTION AND IMPROVEMENTS IN STATE AND COUNTY ROAD SYSTEM FOR
2018 THROUGH 2021

Judge Davenport gave Commissioners current information he received from TXDOT regarding road repairs and changes along with the schedule that was sent to him.

UPDATE ON MITIGATION ACTION GRANT-COUNTY JUDGE

Nothing new reported.

FUTURE AGENDA ITEMS

None.

ADJOURNMENT

There being no further business motion was made by Commissioner Brock to adjourn. Judge Davenport seconded the motion to adjourn and the motion passed unanimously (5-0).


Meeting was adjourned at 2:05 p.m.



John Berry, Commissioner Pct. #1



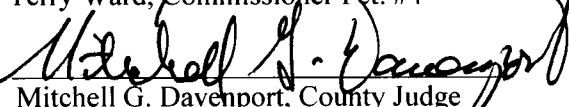
James Brock, Commissioner Pct. #2



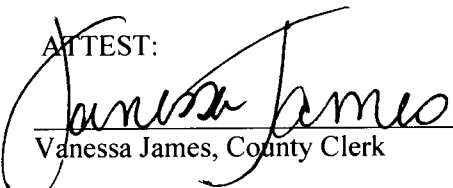
Henry Birdwell, Jr., Commissioner Pct. #3



Terry Ward, Commissioner Pct. #4



Mitchell G. Davenport, County Judge

ATTEST:


Vanessa James, County Clerk



ALL RECORDS FROM 08/27/2018 TO 08/27/2018 DATE-TO-BE-PAID

APPROVAL PAGE

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT BY COMMISSIONER'S COURT.

- CO JUDGE DAVENPORT
- COMM #1 BERRY
- COMM #2 BROCK
- COMM #3 BIRDWELL
- COMM #4 WARD
- CO TREAS GIBBY

DATE 8/27/18
 [Signature]
 [Signature]
 [Signature]
 [Signature]
 [Signature]

FILED FOR RECORD

_____ O'CLOCK _____ M

AUG 27 2018

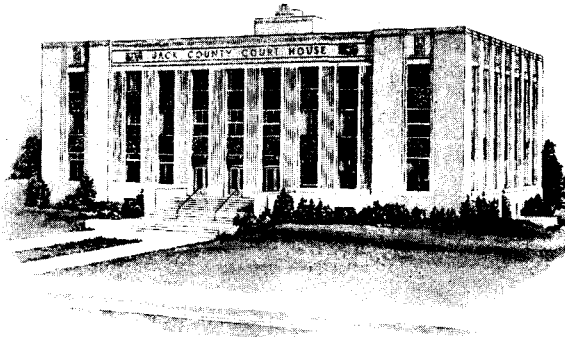
VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

ALL RECORDS FROM 08/27/2018 TO 08/27/2018 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	INVOICE NUMBER	AP DATE	PD PO NO	AMOUNT
JACK COUNTY RURAL VFD ATTN: JASON HULL PO BOX 150 JACKSBORO TX 76458	2018 010-400-413	FIRE/CIVIL	DEFENS FY 2017-18 CONTRIBU		08/27/18	11	31,834.40 ----- 31,834.40 -----
TOTAL CHECKS TO BE WRITTEN							31,834.40

JACK COUNTY



KIM GIBBY
County Treasurer
100 N. Main St., Ste. 201
Jacksboro, Texas 76458

JACKSBORO, TEXAS

AUDITOR & TREASURER'S CERTIFICATE

I hereby certify that the following constitutes the Jack County Treasurer's Report for the monthly period ending on July 31, 2018.

This report was prepared for the purposes of comparing and reconciling the actual balances of the County's cash accounts and investments, if any, to its general ledger for the period stated.

Respectfully submitted,

Kim Gibby
Kim Gibby, Jack County Treasurer

Agreed:
Lisa Perry
Lisa Perry, Jack County Auditor

FILED FOR RECORD

_____ O'CLOCK _____ M

AUG 27 2018

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

ORDER APPROVING TREASURER'S REPORT

After comparing and examining the Treasurer's Report for the monthly period ending July 31, 2018, and determining that the report is correct, the Court finds that the report should be approved. It is therefore ORDERED that the report is approved.

It is FURTHER ORDERED that the amounts received and paid from each fund, and the cash balance remaining in the Treasurer's custody are as indicated in the report itself.

ORDERED this 27th day of August, 2018.

John R. Berry
John R. Berry,
Commissioner, Pct. 1, Jack County

James Brock
James Brock,
Commissioner, Pct. 2, Jack County

Henry D. Birdwell, Jr.
Henry D. Birdwell, Jr.,
Commissioner, Pct. 3, Jack County

Terry Ward
Terry Ward,
Commissioner, Pct. 4, Jack County

Mitchell G. Davenport
Mitchell G. Davenport,
County Judge of Jack County, Texas

ATTEST:
Vanessa James
Vanessa James, County Clerk of Jack County, Texas



TREASURER'S REPORT JULY 2018 - BOOK BALANCE

UNCLAIMED PROPERTY ACCOUNT				
Date		Description		Balance
7/1/18		BEGINNING BALANCE	\$ 6,939.56	
		Credits	\$ -	
		Debits	\$ -	
		ENDING BALANCE	7/31/2018	\$ 6,939.56
EXTRADITION ACCOUNT				
Date		Description		Balance
7/1/18		BEGINNING BALANCE	\$ 2,339.65	
		Credits	\$ 230.00	
		Debits	\$ -	
		ENDING BALANCE	7/31/2018	\$ 2,569.65
JP FEE ACCOUNT				
Date		Description		
7/1/18		BEGINNING BALANCE	\$ 11,440.18	
	Ck#5410	City of Jacksboro	\$ (162.00)	
	Ck#5412	June credit card payments transferred to GF	\$ (9,948.57)	
	Ck#5413	Unclaimed Property transfer	\$ (230.00)	
		Deposits (Bank Card)	\$ 11,071.80	
		Deposit (Interest)	\$ 15.40	Balance
		ENDING BALANCE	7/31/18	\$ 12,186.81
00078 ACCOUNT				
Date		Description		
7/31/18		BALANCE SHOWN ON STATEMENT	\$ 5,507,316.03	
		Outstanding Checks	\$ (117,786.59)	Balanced to book
		ENDING BALANCE	7/31/18	\$ 5,389,529.44

COMBINED STATEMENT OF CASH RECEIPTS JULY 2018

010	GENERAL FUND	\$ 3,002,536.24	\$ 77,525.32	\$ (404,327.03)	\$ 2,675,734.53	
011	PCT 1	\$ 258,433.05	\$ 28,675.00	\$ (17,318.14)	\$ 269,789.91	
012	PCT 2	\$ 293,056.74	\$ 30,686.54	\$ (17,284.63)	\$ 306,458.65	
013	PCT 3	\$ 333,203.47	\$ 28,675.00	\$ (28,593.76)	\$ 333,284.71	
014	PCT 4	\$ 317,279.22	\$ 32,118.52	\$ (22,428.96)	\$ 326,968.78	
015	ROAD & BRIDGE	\$ 446,601.13	\$ 40,680.76	\$ (114,700.00)	\$ 372,581.89	
016	R&B HEAVY EQUIP	\$ 3,159.27	\$ 1,327.56	\$ (57.41)	\$ 4,429.42	
021	FEMA	\$ -	\$ -	\$ -	\$ -	
022	CTIF	\$ 11,355.02	\$ 9.58	\$ -	\$ 11,364.60	
026	LATERAL ROAD FUND	\$ 165,970.81	\$ -	\$ (254.10)	\$ 165,716.71	
035	LAW LIBRARY FUND	\$ 38,670.85	\$ 490.00	\$ (270.00)	\$ 38,890.85	
060	JAIL I&S (AD VALOREM)	\$ 376,538.56	\$ 2,983.86	\$ (18,368.75)	\$ 361,153.67	
	TEXSTAR	\$ 41,767.33	\$ 67.28	\$ -		\$ 41,834.61
	FUND TOTALS				\$ -	\$ 402,988.28
071	APPELLATE JUDICIAL	\$ 40.00	\$ 70.00	\$ (40.00)	\$ 70.00	
072	CO COURT RTA	\$ 114,340.95	\$ 2,510.00	\$ -	\$ 116,850.95	
073	DISTRICT COURT RTA	\$ 6,685.93	\$ 120.00	\$ -	\$ 6,805.93	
074	COURT REPORTER FUND	\$ 240.00	\$ 150.00	\$ -	\$ 390.00	
078	COUNTY CLERK RM&P	\$ 141,101.09	\$ 2,513.77	\$ -	\$ 143,614.86	
079	DISTRICT CLERK RM&P	\$ 10,409.70	\$ 64.18	\$ -	\$ 10,473.88	
080	RECORDS PRESERVATION	\$ 14,308.45	\$ 150.00	\$ -	\$ 14,458.45	
081	WORK PROGRAM	\$ 45.17	\$ -	\$ -	\$ 45.17	
082	GUARDIANSHIP FUND	\$ 2,496.67	\$ 60.00	\$ -	\$ 2,556.67	
083	EMERGENCY MGMT	\$ (76,411.63)	\$ -	\$ -	\$ (76,411.63)	
084	COURTHOUSE RENOVATION	\$ 355,204.85	\$ -	\$ -	\$ 355,204.85	
085	COURTHOUSE RENOVATION I&S	\$ (173,063.21)	\$ -	\$ -	\$ (173,063.21)	
086	UNCLAIMED PROPERTY ACCT	\$ 6,939.56	\$ 230.00	\$ -		\$ 7,169.56
087	EXTRADITION ACCT	\$ 2,339.65	\$ -	\$ -		\$ 2,339.65
088	JP FEE ACCT	\$ 11,278.18	\$ 11,087.20	\$ (20,524.67)		\$ 1,840.71
091	CO. JUDGES STATE SUPPLEMENT	\$ 3,378.12	\$ -	\$ -	\$ 3,378.12	
092	DIST & CO COURT TECH FUND	\$ 6,840.34	\$ 14.87	\$ -	\$ 6,855.21	
093	PROBATE EDUCATION FUND	\$ 3,698.32	\$ 23.00	\$ -	\$ 3,721.32	
094	RECORDS MANAGEMENT FUND	\$ 496.37	\$ 160.59	\$ -	\$ 656.96	
095	COURTHOUSE SECURITY	\$ 126,832.74	\$ 657.11	\$ -	\$ 127,489.85	
096	JUSTICE COURT TECH. FUND	\$ 27,723.33	\$ 316.00	\$ -	\$ 28,039.33	
097	JACK COUNTY JAIL (TEXSTAR)				\$ -	\$ -
		\$ 87,286.05	\$ 99.42	\$ -		\$ 87,385.47
	FUND TOTALS				\$ -	\$ 87,385.47
099	STATE FINES /FEES	\$ 10,806.25	\$ 10,719.04	\$ (12.00)	\$ 21,513.29	
	GRAND TOTALS	\$ 5,971,588.57	\$ 272,184.60	\$ (644,179.45)	\$ 5,459,023.72	\$ 5,599,593.72

GENERAL LEDGER
CASH BALANCE

COMBINED
STATEMENT OF CASH
(ending cash bal)

SEP 25 2018

VINCE WALKER, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

**POLICY AND PROCEDURES FOR
CENTRALIZED UNCLAIMED FUNDS REPORTING
JACK COUNTY, TEXAS**

THE PURPOSE OF THIS POLICY AND RELATED PROCEDURES IS TO ESTABLISH AND STANDARDIZE ACCOUNTING POLICY FOR THE HANDLING OF UNCLAIMED FUNDS LESS THAN \$100.

THIS POLICY IS ALSO APPLICABLE TO HOLDERS CHOOSING TO CENTRALIZE THE ACCOUNTING AND REPORTING FOR UNCLAIMED FUNDS OVER \$100 WITH THE JACK COUNTY TREASURER.

THE EFFECTIVE DATE OF THIS POLICY IS October 1, 2018.

Chapters 72 through 76 of the Texas Property Code set the requirements for unclaimed property. Section 72.001(e) defines a "holder" as a "person, wherever organized or domiciled, who is: (1) in possession of property that belongs to another, (2) a trustee; or (3) indebted to another on an obligation." Chapter 72.001(d) also states "A holder of property presumed abandoned under this chapter is subject to the procedures of Chapter 74." Chapter 74 requires annual reporting and remittance of unclaimed property to the Texas Comptroller of Public Accounts for amounts over \$100.

Each elected officer or department head with signature authority/responsibility for a bank account would be considered a holder under these statutes. Additionally, the Jack County Treasurer is a holder of property and as such is required to report and remit amounts over \$100 to the Comptroller annually. Chapter 76 of the Property Code requires holders of property to report and remit amounts less than or equal to \$100 to the County Treasurer. The County Treasurer is responsible for development and management of an unclaimed property program for amounts equal to or less than \$100.

In order to improve efficiency and reduce the amount of time and reports required, the Jack County Treasurer has agreed to act as the holder for unclaimed property over \$100 for Jack County until such time the funds can be remitted to the State. This allows each elected official/department head to submit the information and funds to the Treasurer when property dormancy has occurred and provides for centralized reporting to the Comptroller. If the elected official/department head chooses to retain their holder status for funds greater than \$100, they will be responsible for reporting and remitting the property to the Comptroller as set out in Chapter 74 of the Property Code. Elected officials/department heads choosing to retain their holder status for funds over \$100 are asked to notify the Treasurer's office in writing.

A. GENERAL DEFINITIONS

1. **Inmate Trust Funds** - Undeliverable or uncashed checks for the balance of inmate trust funds while in jail. Sent to the County Treasurer after 90 days and due diligence.
2. **"Stale" Checks** - Uncashed checks written by any local official with a checking account. Sent to the County Treasurer after 90 days and due diligence.

3. **Trust Funds** - Funds of minors, or persons determined to be incompetent. The dormancy period begins on these funds after a disbursement order has been signed by the Judge and the check has been sent to the last known address. Funds sent to the County Treasurer after 90 days and due diligence.
4. **Interpleaded (civil) Cases** - Until a case is resolved, the court may require rent or other payments to be made to the registry. Dormancy period begins after disbursement order from the court and a check has been issued by the office to the last known address. Funds sent to the County Treasurer after 90 days and due diligence.
5. **Funds Paid in Satisfaction of a Judgment** - Includes payments into a registry by Court order and payments by judgment debtor to satisfy a claim when a judgment creditor cannot be found. Funds sent to the County Treasurer after 90 days and due diligence.
6. **Cash Bonds** - Bonds required in civil cases for specific performance, injunctions, sequestrations, TROs, and others. Dormancy period begins after court has released funds and check has been sent to the last known address. Funds sent to the County Treasurer after 90 days and due diligence.
7. **Funds in an Eminent Domain Proceeding** - Final proceeds from condemnation proceedings. Sent to the County Treasurer after 90 days and due diligence,
8. **Divorce Cases** - Property and funds from divorce cases required to be paid into the registry of the court. Dormancy period begins after judgment ordering disbursement and check has been mailed to the last known address. Funds sent to the County Treasurer after 90 days and due diligence.
9. **Child Support Funds** - Only applicable to checks/money orders made payable to the clerk. Checks/money orders made payable to the mother, father, guardian etc. are not negotiable by the clerk and are not to be reported or remitted as unclaimed funds. Funds held more than 3 days are considered dormant. Sent to the Treasurer after 90 days and due diligence.
10. **Dormancy** - Property/funds that remains inactive. Departments should consider property/funds dormant when it has been inactive for 90 days and is not waiting on a judgment or other governmental action to disburse. The Treasurer should consider unclaimed property dormant from date property is received from a department, based on the schedule provided by the Texas Comptroller of Public Accounts. (See attached schedule)
11. **Escheat Funds** - Property due to unidentified heirs when a person dies without a will. There is no waiting period for dormancy. The State may begin acquisition proceedings as soon as the court renders its judgment.
12. **Probate Funds** - Property due to identified but unlocated heirs when a person dies with a will. Dormancy begins six months after final accounting. These require a court order to pay County Treasurer/Comptroller.
13. **Cash Bail Bonds** - Unclaimed criminal cash bail bonds are registry funds but CCP Art. 17.02 require court order to release. These require reporting but not release to state or treasurer without court order. "Dormancy period begins on the date of entry of final judgment or order of dismissal in the action in which the funds were deposited" Section 117.002 of the Local Government Code and Supreme Court of Texas Opinion No. 98-0784.

14. **Property Tax Refunds due to tax roll changes** - Unclaimed refunds due to a change in the tax roll value. Claims do not expire, Must be refunded automatically. Sent to the County Treasurer after 90 days and due diligence.
15. **County Treasurer's Checks** - Uncashed checks issued by County Treasurer become non-negotiable after 1 year. Upon expiration, these funds become county revenue.
16. **Juror Checks** - Uncashed juror checks become non-negotiable after 90 days. These funds become county revenue upon expiration.
17. **Unclaimed Wages** - An amount of unclaimed wages is presumed abandoned if the existence and location of the person is unknown for longer than one year and a claim to the wages has not been asserted or an act of ownership of the wages has not been exercised. Presumably all wages are paid through the Jack County Treasurer and unclaimed wages will be remitted to the Unclaimed Fund after one year and due diligence.
18. **Property Tax Refunds** – Unclaimed refunds due to a change in the tax roll. Claims don't expire. Must be refunded or sent to Comptroller after 3 years.
19. **Property Tax Refunds** - Erroneous and overpayments. Sent to the Treasurer after 90 days and due diligence. These claims expire after 3 years and become county revenue.
20. **Excess of Tax Liability from Forced Sales** - Unclaimed excess of tax liability due to original property owner. Funds are distributed to each taxing unit in proportion to original claim 2 years after sale. Funds are never remitted to Treasurer or Comptroller.

B. UNCLAIMED FUNDS

Section 76.601 of the Texas Property Code states the treasurer of the depository shall maintain a fund known as the unclaimed money fund for abandoned property less than \$100. Monies are considered unclaimed when checks have been disbursed, but have not been negotiated or have been returned by mail. All funds submitted as unclaimed to the County Treasurer should have adequate information detailing owner's name, social security number, driver's license or state identification number, email address, and last known address. It should also include a description of the property (i.e. refund, erroneous/overpayment, tax roll changes, etc.), a balance of the account, and date of last transaction with the owner concerning the property, and any other information that might be deemed necessary. This information should be provided by the department remitting unclaimed funds to the County Treasurer.

Departments will be accountable for the funds in their depository accounts to determine if they meet the requirements, as defined, to be remitted to the Treasurer's office as unclaimed funds. It will be the responsibility of the department to send letters of due diligence to the owners prior to remitting any funds as unclaimed.

C. DUE DILIGENCE

Departments will be responsible for the due diligence requirements established by the Texas Property Code Sec 74.1011 on all funds that are dormant. Once the department has found property to be dormant for 90 days, a letter of due diligence must be sent to the last known address of the

owner notifying them of the property and providing the owner a method for claiming the property. If the property is claimed, the department shall void original payment, if necessary, and reissue payment. However, if no response is received or letter is returned by mail within 30 days of mailing, a copy of the letter and the funds are to be submitted to the County Treasurer as unclaimed.

D. COUNTY TREASURER VENDOR CHECKS

Checks that are paid to County vendors for goods or services by the County Treasurer will be reviewed with the monthly bank reconciliation. These checks become non-negotiable after one year. The Treasurer's office will be responsible for due diligence on vendor checks and will mail out affidavits regarding any outstanding payments to vendors for goods/services. Once the vendor has contacted the County for collection of monies owed to them, the original check will be voided and re-issued. However, if no response is received from the vendor within the allotted time, the original check will be voided and the monies will go into County revenue.

E. PUBLISHED NOTICE

The County will provide information on the county website regarding unclaimed funds. This information will include a list of names, general information, required documentation for making a claim, and claim forms.

A detailed list of unclaimed property will be provided to the Information Technology department annually in the calendar year immediately following the year which the property report is filed. This is to be published on the County website.

F. CLAIMING PROPERTY

The Treasurer will be responsible for reviewing all claims and required documentation, in an effort to determine if sufficient proof of ownership has been submitted. Claims that have been reviewed and verified will be processed to remit property back to the owner. If it is determined that sufficient proof of ownership has not been provided, payment will not be made.

Procedure: The claim form will include instructions for its completion and describes documentation needed in addition to the form. All claims have general requirements such as:

- Standard forms of identification for the owner and the claimant, if someone other than the original owner is claiming
- Verification of the reported address if different from the current address
- Death certificate and probated will or other heirship documents if the original owner is deceased

G. REPORTING UNCLAIMED FUNDS TO THE STATE

The Treasurer's office is responsible for the property/funds remitted to them as Unclaimed Funds.

All monies in the Unclaimed Funds account are reconciled at fiscal year end to the general ledger and reported to the Auditor's office.


The reporting period for the State is (3) years back starting on July 1st and ending June 30th. Property reported to the Treasurer as unclaimed is held three (3) years from date it is received before considered for reporting to the Texas Comptroller as Unclaimed Funds. The County Treasurer will perform the required due diligence on all funds that have been remitted to the County Treasurer as of the effective date of this policy.

The Unclaimed Funds data will be compiled and all eligible amounts in the account over \$100 will be entered into the State's unclaimed property software and submitted via internet by November 1st. A payment for the amount reported to the State will be disbursed payable to the Texas Comptroller of Public Accounts, The check, along with the official filing form will be mailed to the State on or before November 1st.


H. RECORD RETENTION

The Treasurer's office shall retain a record of all property reported to the state for 10 years from the date which the property is reportable, as stated in Section 74.103 of the Property Code. The Treasurer's office may choose to maintain a hard copy or an electronic copy of all payments deemed unclaimed funds.

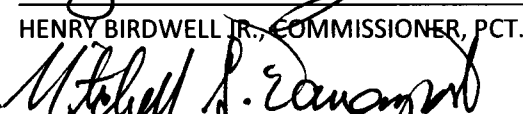
The Policy and Procedures for Centralized Unclaimed Funds Reporting for Jack County was adopted by the Commissioners Court of Jack County on this, the 13th day of November, 2018.



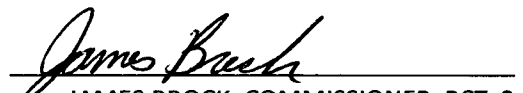
JOHN BERRY, COMMISSIONER, PCT. 1




HENRY BIRDWELL JR., COMMISSIONER, PCT. 3



MITCHELL G. DAVENPORT, COUNTY JUDGE

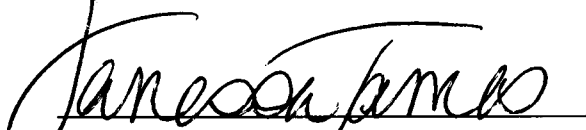


JAMES BROCK, COMMISSIONER, PCT. 2



TERRY WARD, COMMISSIONER, PCT. 4

ATTEST:



VANESSA JAMES, COUNTY CLERK

