

CLAY COUNTY AUDITOR
CLAY COUNTY COURTHOUSE ANNEX
214 N MAIN STREET
HENRIETTA, TEXAS 76365
PHONE: 940-538-5560

February 25, 2020

To: All Elected Officials/Department Heads

From: Gina Blevins

Subject: Monthly Reports

Offices that collect or handle money should submit monthly reports. Please provide my office with a monthly report each month, the same monthly report should be filed at a regular commissioner's court meeting at least once a month per Local Government Code 114.044. The report should have all of the fines imposed and collected, all judgements rendered and collected for the use of the county, and all jury fees collected by respective courts in favor or for the use of the county and, at the time of the report, shall present the receipts and vouchers that show the disposition of the money, fines, or judgements. If your office has monthly bank statements, I also need a copy of the reconciliation monthly on those too if you are not already doing so.

Please let me know if you have any questions.

Regards,



Gina Blevins

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