

Jasper County 2017 Payment of Bills Policy

Recurring Payables

The Jasper County Commissioners' Court approves the list of invoices below to be paid monthly upon detailed description of expenses by the vendors.

Once the vendor provides a detailed explanation of services rendered at the beginning of each year, payments will begin and processed during the first check run of the month.

| | | |
|------------------------------|------------|------------------------------|
| Ronald Billingsley | \$500.00 | Rent JP 1 |
| Judy Wright | \$80.00 | Cleaning Services |
| Kathy Brewster | \$550.00 | Cleaning Buna Sub-Courthouse |
| Kathy Brewster Courthouse | \$250.00 | Cleaning Evadale Sub- |
| Jasper Newton County Public | \$4,250.33 | Monthly Direct Assistance |
| Samuel Job | \$500.00 | Rent JP 5 |
| Bobbie Ruggles Courthouse | \$250.00 | Cleaning Kirbyville Sub- |
| Michael Strother | \$1,178.00 | Consultant Fees |
| East Texas Telemed | \$1,666.66 | Medical Director – Jail |
| Jasper County | \$500.00 | Rent-EM Office Space |

Court Appointed Attorney Fee Schedule

Fees shall be paid according to the schedule listed hereafter except in circumstances shown to and approved by the trial judge. Payment may then be adjusted up or down to meet these circumstances.

1. Trial \$250.00 per half day in trial
Hourly compensation for trial in preparation at \$75.00 per hour when approved by the trial judge.
2. Disposition:
 - a. Felony cases and Juvenile cases:
\$450.00 for plea/dismissal of a single case
\$225.00 for plea/dismissal of each additional case on the same defendant
 - b. Misdemeanor cases:
\$250.00 for plea/dismissal of a single case
\$125.00 for plea/dismissal of each additional case on the same defendant
 - c. Motions to revoke or Adjudicate:
\$75.00 per hour not to exceed the above trial rate or plea/dismissal rate as applicable
 - d. Additional compensation for trial preparation at
\$75.00 per hour as approved by the trial judge and justified by the merits of the case.
3. Appeal: Hourly compensation for appeal cases at \$75.00 per hour as approved by the trial judge.
4. Death Penalty Capital Cases:
 Lead Counsel: \$ To be negotiated
 Second Chair: \$ To be negotiated
5. CPS cases:
 \$450.00/case or \$75.00/hour plus expenses
6. Enforcement of Child Support:
 \$450.00/case or \$75.00/hour plus expenses

The Jasper County Commissioners' Court approves the Fee Schedule above for Attorneys appointed to defendants deemed indigent. Upon reconciliation by the County Auditor's office and verification that the pay voucher is within the guidelines of the Fee Schedule, the County Auditor may pay these Court Appointed Attorneys without a second approval by the Commissioners' Court.

Travel Policy

When traveling outside Jasper County, employees will be reimbursed for mileage, at the State rate. Meals and Incidentals will be paid to each employee based on the amounts approved for their location of travel. The rates are kept on the www.gsa.gov website. Upon reconciliation by the County Auditor's office and verification that the expenses requested are within the guidelines the Commissioners' Court intended, the County Auditor may pay these Employee Travel request at their earliest convenience.

Utility Payment of Bills Policy

Jasper County Commissioners' Court approves the attached list of Utility Vendor for the Jasper County Auditor to verify and pay on a monthly basis. This will allow the County Auditor's office to promptly pay these vendors and prevent late fee charges.

Adult and Juvenile Expenditures Policy

Adult and Juvenile Probation are special local entities. Expenditures for these departments do not require Commissioners' Court approval, therefore their expenditures will be processed at the most convenient time for the County Auditor's office.

Laws

IAW Section 113.064 of the Local Government Code "(a) In a county that has the office of county auditor, each claim, bill, and account against the county must be filed in sufficient time for the auditor to examine and approve it before the next meeting of the Commissioners' Court. A claim, bill, or account may not be allowed or paid until it has been examined and approved by the Auditor. (b) The auditor shall stamp each approved claim, bill, or account. If the auditor considers it necessary, the auditor may require that a claim, bill, or account be verified by and affidavit indicating its correctness."

IAW Section 113.065 of the Local Government Code "The County Auditor may not audit or approve a claim unless the claim was incurred as provided by law."

IAW Section 111.092 of the Local Government Code "The County Auditor shall oversee the warrant process to ensure that the expenses of any department do not exceed the budget appropriations for that department."

IAW Section 115.021 of the Local Government Code “The Commissioners’ Court of a county shall audit and settle all account against the County and shall direct the payment of those accounts.”

IAW Section 140.003 of the Local Government Code “Juvenile and Adult Probation Departments are considered specialized local entities. Each specialized local entity shall deposit in the county treasury of the county in which the entity has jurisdiction. The county shall hold, deposit, disburse, invest and otherwise care for the funds on behalf of the specialized local entity as the entity directs.

Procedures

AP processing will be on the 2nd and 4th Friday of the month.

Invoices are due in the County Auditor’s office by the Wednesday before at noon. Invoices will be verified and entered into the system on Wednesday afternoons.

Fund requirements reports will be emailed to each member of the Commissioners’ Court for review on Thursday morning.

Should a member of the Commissioners’ Court have an issue with a bill scheduled for payment, they will get with the County Auditor or Assistant Auditor and make our department aware of the issue.

If no issues are found, checks will be processed after noon on Thursday.

Check copies and invoices will be matched on Friday mornings.

Checks will be released to the Treasurer’s office on Fridays after noon.



Renee Weaver
Jasper County Auditor