



MISSOURI COUNTY
TREASURERS' ASSOCIATION

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RSMO Chapter 54 - Treasurers
<https://revisor.mo.gov/main/OneChapter.aspx?chapter=54>
September 2020

Description	Chapter/Section	Related Statutes		
Election to office	<u>54.010</u>			
Term of Office	<u>54.030</u>	<u>48.053</u>		
Vacancy by death, resignation or otherwise, interim treasurer appointed	<u>54.033</u>	<u>105.030</u>		
Age and residential requirements, person ineligible as treasurer	<u>54.040</u>			
Bond	<u>54.070</u>	<u>107.010-107.110</u>		
New Bond or additional security	<u>54.080</u>			
Oath to be taken	<u>54.090</u>			
Office at county seat, business hours, vault, receive and disburse money	<u>54.100</u>			
Books and stationery provided by county	<u>54.110</u>			
Make duplicate receipts, keep accounting records	<u>54.120</u>	<u>109.130</u>		
Report receipts and expenditures to commission	<u>54.130</u>	<u>110.170</u>	<u>55.200</u>	<u>49.260</u>
Revenue kept in separate funds, warrants paid, from funds, keep accounting records	<u>54.140</u>	<u>50.480</u>	<u>50.490</u>	<u>550.270</u>
Keep account of receipts and disbursement, certified by commission	<u>54.145</u>			
Settle accounts with commission semiannually, death of Treasurer, interim appointments	<u>54.150</u>	<u>105.030</u>		
Custodian of school funds, bond required	<u>54.160</u>	<u>50.040-50.050</u>	<u>70.150-70.160</u>	<u>165.081</u>
Settle school money with commission semi-annually, death of Treasurer, interim appoint	<u>54.170</u>	<u>49.260</u>	<u>105.030</u>	
Statement of accounts delivered to clerk of each school district	<u>54.180</u>			
Penalty for failure to make settlement with Commission	<u>54.190</u>	<u>54.170 - 54.200</u>		
Treasurer shall turn over papers, equipment to successor	<u>54.200</u>			
Deputies and assistants, compensation	<u>54.230</u>			
Additional compensation of County Treasurers	<u>54.243</u>			
Make duplicate receipts for federal revenues	<u>54.245</u>			
Compensation, required training, filling vacancy	<u>54.261</u>	<u>50.343</u>	<u>105.030</u>	
County Commission may authorize additional compensation	<u>54.265</u>			
Compensation for attending required training	<u>54.267</u>	<u>67.130</u>		
Collector-Treasurer duties	<u>54.280</u>			
Annual settlement of accounts by first Monday in March	<u>54.290</u>			
Suit on official bond if Treasurer fails or refuses to pay	<u>54.300</u>			
Appropriation of moneys recovered from suit	<u>54.310</u>			
Collector-Treasurer compensation, required training	<u>54.320</u>	<u>50.333-50.343</u>	<u>139.031-139.350</u>	
Tax Maintenance fund for Collector-Treasurer in townships	<u>54.323</u>			
Delinquent and back taxes collected by Collector-Treasurer, audit of funds	<u>54.325</u>	<u>Chapter 50</u>		
Budget for Collector-Treasurer in townships, moneys remaining in funds at year end	<u>54.327</u>			
Bond of Collector-Treasurer	<u>54.330</u>			

Statute Listing
<https://revisor.mo.gov/main/Home.aspx>
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Description	Chapter/Section
911 - Emergency telephone tax levy	<u>190.305</u>
Administrative fee - Road and bridge, park, capital improvement funds	<u>50.515</u>
Advertise for sealed bids and contract for supplies	<u>50.760</u>
Annual Settlement of accounts by County Treasurer	<u>54.290</u>
Assessment fund - Percentage of ad valorem property tax collections	<u>137.720-137.750</u>
Bids for purchases	<u>50.660</u>
	<u>50.770</u>
	<u>50.783</u>
	<u>50.784</u>
Bond of County Officers	<u>107.010-107.110</u>
Budget - Required annual budget, file financial transactions and audit	<u>Article VI, Section 24</u>
Budget amendment for additional revenue	<u>50.622</u>
Budget law	<u>50.525-50.745</u>
Budget officer defined	<u>50.530</u>
Business records admissible in court upon affidavit	<u>490.692</u>
Campaign finance - Lobbyists, candidates and public officials	<u>105.470-105.492</u>
Campaign finance disclosure	<u>Chapter 130</u>
CART Fund	<u>Article IV, Section 30(a)</u>
	<u>231.441</u>
Cemeteries	<u>Chapter 214</u>
CERF Collector Fees - Delinquent Taxes	<u>50.1200</u>
	<u>150.150</u>
CERF Collector Fees - May accept credit cards	<u>52.290</u>
CERF contributions	<u>50.1020-50.1040</u>
	<u>50.1230</u>
CERF Recorder Fees	<u>50.1190</u>
Certain officers not to receive witness fees	<u>550.160</u>
Certificates of training - Treasurers	<u>54.261</u>
Certificates of training filed with Treasurer - Assessors	<u>53.082</u>
Certificates of training filed with Treasurer - Auditors	<u>55.091</u>
Certificates of training filed with Treasurer - Clerks	<u>51.281</u>
Certificates of training filed with Treasurer - Collectors	<u>52.269</u>
Certificates of training filed with Treasurer - Commissioners	<u>49.082</u>
Certificates of training filed with Treasurer - Public Administrators	<u>473.739</u>
Certificates of training filed with Treasurer - Recorders	<u>50.334</u>
Certificates of training filed with Treasurer - Sheriffs	<u>57.317</u>
Change of Venue	<u>508.190</u>
	<u>550.120</u>
Child services fund - Board of Directors	<u>210.861</u>
Circuit Clerk - Fees to Collect	<u>488.012</u>
Civil filing fee - Law library, family services or justice fund & Courtroom Renovation	<u>488.426</u>
	<u>488.429</u>
Classification of counties	<u>Chapter 48</u>
Collection of fee by Sheriff and Court Clerk paid to Treasurer	<u>50.470</u>
	<u>50.480</u>
	<u>50.490</u>
Collections due to Treasurer by the 10th of the month	<u>50.360</u>
	<u>50.420</u>
Collector deposits - Interest paid to Treasurer	<u>52.360</u>
	<u>139.220</u>
Collector deposits - Made to Treasurer by certain dates (1st Class)	<u>141.030</u>
Collector tax maintenance fund	<u>52.290</u>
	<u>52.312</u>
	<u>52.315</u>
Commission control county property	<u>49.270</u>
Common fund for one time expenditures	<u>52.317</u>
Concealed carry weapon endorsement fee	<u>571.101</u>
Confidentiality of tax returns and tax records	<u>32.057</u>
Conflict of interest - Prohibited acts by officials	<u>105.452</u>
	<u>105.454</u>
Convention and sports complex fund	<u>67.639</u>
County Clerk to keep accounts and issue warrants	<u>51.150</u>
County Counselor	<u>56.070</u>
	<u>56.631</u>
	<u>56.640</u>
County law enforcement restitution fund	<u>50.550.6</u>
	<u>50.565</u>
	<u>559.021.4</u>
County library district	<u>182.020-100</u>
County Officers pay funds to County Treasurer	<u>50.370</u>
	<u>50.510</u>
	<u>105.060-105.130</u>
County School Fund	<u>166.131</u>
	<u>166.141</u>
County Stock Insurance Fund	<u>148.330</u>
Court costs - No duty to refund overpayments	<u>488.014</u>
Court costs - Paid, filed and disposed by Treasurer	<u>550.260 - 550.300</u>
Court Reporter fee	<u>488.2253</u>
Courthouse hours and operation	<u>49.265</u>
	<u>49.266</u>
Crime Victims compensation fund	<u>595.045</u>
Criminal case fees charged by Sheriff, County Marshal or Officers	<u>57.290</u>
Debt - County may incur	<u>108.010</u>
Debt - Refinancing and refunding	<u>108.140-108.150</u>
	<u>108.400</u>

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Debt - Road bonds	108.120
Debt - Treasurer to sell bonds	108.090
Delinquent tax sale - surplus money	140.150-140.230
	67.469
Depository - Collateral for public funds	30.270
	110.010
	110.020
Depository - for public funds - bank bid, selection, timing	Chapter 110
Depository of county funds - Advertise for Collector funds	52.390
Deposits of public funds to be secured	110.010
Domestic relations resolution fund	452.552
	452.554
Domestic violence shelter - Marriage license and civil fees	488.445
Drainage and levee districts - Treasurer may charge fee	246.050
Election costs paid to election authority in special account	115.077
Election Services Fund - Proportional sharing of election costs	115.065
Emergency Fund	50.540.4
Excise Tax - Gasoline marina tax	142.827
Facsimile signature on public securities, instruments or contracts	105.274
Financial institutions - Intangible tax fund	148.065
Financial statement - Publish in newspaper	50.800
	50.810
	50.815
	50.820
Fire protection districts	Chapter 321
Flood plain - FEMA, national flood insurance	49.600-49.615
Forfeitures - Fee amount and percentage distribution	488.4014
	Article IX, Section 7
Forms of payment - ACH, cash, checks, credit cards, fee may be charged	137.115
	139.040
	139.055
GIS	67.1850
Homeless program - Recording fee	67.1063
	67.1064
Hospital Bonds	Chapter 205
Inmate Prisoner Detainee Security Fund	488.5026
Interest earned with depository credited to individual funds	110.150
Intergovernmental cooperative agreement	70.220
Inventory of property	49.093
	55.160
Invest money not needed for current operations	110.270
Investment policy	30.260
	30.950
Investments - Acceptable	110.270
	Article IV, Section 15
Investments - Deposit accounts and CDARS	67.085
Juror compensation	494.455
Juvenile court state personnel - Maintenance of effort funding	211.393
Law Enforcement Sales Tax	67.582
Law Enforcement Training Funds - Criminal case fees	488.5336
Local Emergency Planning Committee	292.600-292.625
Local government employee's retirement system - LAGERS	50.1000-50.1300
Local option economic development sales tax trust fund	67.1305
Lost or destroyed check replacement	50.172.3
Manufactured Home - Abandonment, sale and surplus	700.527
Marriage license fees - Children's Trust Fund, Domestic Violence Fund	451.151
Meeting - Open and Closed	Chapter 610
Mileage Reimbursement	50.333.10
	33.095
Mileage Reimbursement - Sheriffs, County Marshalls, Guards	57.290.4
Monthly report to Auditor - First and Second class counties	55.200
National forest reserves	12.070
	12.080
	12.090
Neighborhood improvement districts	67.453-67.475
Nepotism	Article VII, Section 6
Noxious Weed	Chapter 263
Official misconduct	576.040
Passport Fees	483.537
Payment in lieu of taxes - Federal payments	70.120-70.200
Payment in lieu of taxes - Forest cropland	254.100
Payment in lieu of taxes - Urban redevelopment corporation	353.110
Payroll	50.330
Payroll checks may be issued prior to budget - 3rd & 4th class counties	50.740
Private railroad car property tax	137.1021
Prohibited services and sale, rent or lease of property by public officials	105.458
Property tax - Cemetery maintenance trust fund	137.1040
Prosecuting Attorney Bad Check Fund	570.120.5
Prosecuting Attorney Contingency Fund	56.330
Prosecuting Attorney Delinquent Taxes and Fees Fund	56.312
	136.150
Prosecuting Attorney pay fees to Treasurer, collect unpaid amounts	56.340
Prosecuting Attorney Retirement Fund	56.807
Prosecuting Attorney Training fund - Criminal and infraction case fee	56.765
Public Funds cannot be used to advocate, support or oppose ballot measure	115.646
Public records request - copy fees	610.026
Purchasing - Commission may delegate authority	50.784

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Record Retention	<u>Chapter 109</u>
Record Retention - Clerk to preserve and destroy	<u>50.172</u>
Record Retention - Electronic standards and costs	<u>109.120</u>
	<u>109.130</u>
	<u>109.241</u>
Recorder of deeds fees paid to Treasurer - Jury fund for 2nd class counties	<u>59.227</u>
	<u>59.230</u>
Reimbursement of costs of alcohol or drug arrest	<u>488.5334</u>
Reimbursement of expenses incurred by government employees, cash advance	<u>105.272</u>
Repurchase agreements	<u>110.270</u>
Resignation - Tenure of office	<u>Article VII, Section 12</u>
Revocation notice - Sales Tax	<u>144.083</u>
Road and Bridge Property Tax	<u>137.555</u>
Road and Bridge Property Tax - Portion set aside in special road district fund	<u>233.200</u>
Road District - Dissolution	<u>233.165</u>
	<u>233.295</u>
	<u>233.297</u>
Road District - Treasurer	<u>233.187</u>
Road District - Final Settlement	<u>233.315</u>
Salary for County Officers and Salary Commission	<u>50.327-50.343</u>
Sales Tax - Ambulance and Fire Protection	<u>321.552</u>
Sales Tax - Capital Improvement	<u>67.700</u>
	<u>67.701</u>
	<u>67.712</u>
Sales Tax - Capital Improvement Revenue Bonds	<u>67.730-67.739</u>
Sales Tax - Child Services Fund	<u>67.1775</u>
	<u>67.1776</u>
Sales Tax - County Background Check	<u>573.505</u>
Sales Tax - Economic Development	<u>67.130-67.1305</u>
Sales Tax - Emergency communications system	<u>650.399</u>
Sales Tax - General	<u>67.547-67.570</u>
Sales Tax - Hotels, motels, sleeping rooms	<u>67.619-67.627</u>
Sales Tax - Investigation and prosecution of drug-related offenses	<u>67.391-67.395</u>
Sales Tax - Law Enforcement	<u>67.582</u>
Sales Tax - Local parks and storm water control	<u>644.033</u>
Sales Tax - Promotion of tourism	<u>67.1177</u>
Sales Tax - Recreational projects	<u>67.745</u>
Sales Tax - Regional convention and sports complex	<u>67.657</u>
	<u>67.1158</u>
Sales Tax - Roll back of property taxes	<u>67.505-67.545</u>
Sales Tax - Senior citizens services fund	<u>67.990-67.995</u>
Sales Tax - Storm water control and public works	<u>67.729</u>
Sales Tax - Tourism or convention and visitors bureau	<u>67.1002</u>
	<u>67.1158</u>
Sales Tax - Water quality, infrastructure and tourism	<u>67.1922-67.1934</u>
Sales Tax Holiday - Political Subdivisions may opt out	<u>144.049</u>
School Building Revolving Fund	<u>166.131</u>
	<u>488.4014</u>
School district funds invested by Treasurer	<u>50.040</u>
	<u>50.050</u>
School District moneys to be paid monthly	<u>165.071</u>
	<u>165.081</u>
School district tax anticipation notices - Register with Treasurer	<u>165.131</u>
	<u>165.141</u>
Settlement with County Commission	<u>49.260</u>
Sewer Districts	<u>Chapter 204</u>
	<u>Chapter 249</u>
Sheltered Workshop - Property Tax	<u>205.968-205.973</u>
Sheriff Civil Fee Fund	<u>57.280.3</u>
Sheriff collection of fees in civil & criminal matters deposited with County Treasurer	<u>57.380</u>
Sheriff Revolving Fund	<u>50.535</u>
	<u>571.095</u>
Statewide court automation fund	<u>476.055</u>
Statutory County Recorders Fund - Fee imposed and distribution	<u>59.319</u>
	<u>59.800</u>
Subdivision planning and zoning - Security deposit	<u>64.825</u>
Sunshine Law	<u>Chapter 610</u>
Tax anticipation notes	<u>50.060-50.140</u>
Tax increment financing	<u>99.845</u>
Toll roads	<u>238.237</u>
Training commission for County Officials	<u>67.130</u>
Transfer of funds - Remaining balance in special fund transferred by Commission	<u>50.020</u>
Transportation districts	<u>Chapter 238</u>
Treasurer term - affected by change in County classification	<u>48.053</u>
Unclaimed fees and property	<u>Chapter 447</u>
Unclaimed money or property on deceased - Public Administrator	<u>58.490</u>
	<u>58.500</u>
Use Tax	<u>144.757-144.761</u>
Violation of County ordinance - Forfeiture and fines	<u>66.010-66.060</u>
	<u>66.100</u>
Warrant - Checks drawn shall have sufficient funds	<u>110.240</u>
Warrant checks valid for twelve months	<u>30.200</u>
Warrant for expense - Negotiable when signed by Treasurer	<u>50.166</u>
Witness from another state summoned to testify in this state	<u>491.420</u>
Witness of Court - Fees Paid	<u>491.290</u>

Resources

State Offices

Official Missouri State Website	https://www.mo.gov/
Missouri Governor	https://governor.mo.gov/
Missouri Attorney General	https://www.ago.mo.gov/
Missouri Auditor	https://www.ago.mo.gov/
Missouri Secretary of State	https://www.sos.mo.gov/
Missouri Treasurer	https://www.treasurer.mo.gov/
Department of Education (DESE)	https://dese.mo.gov/

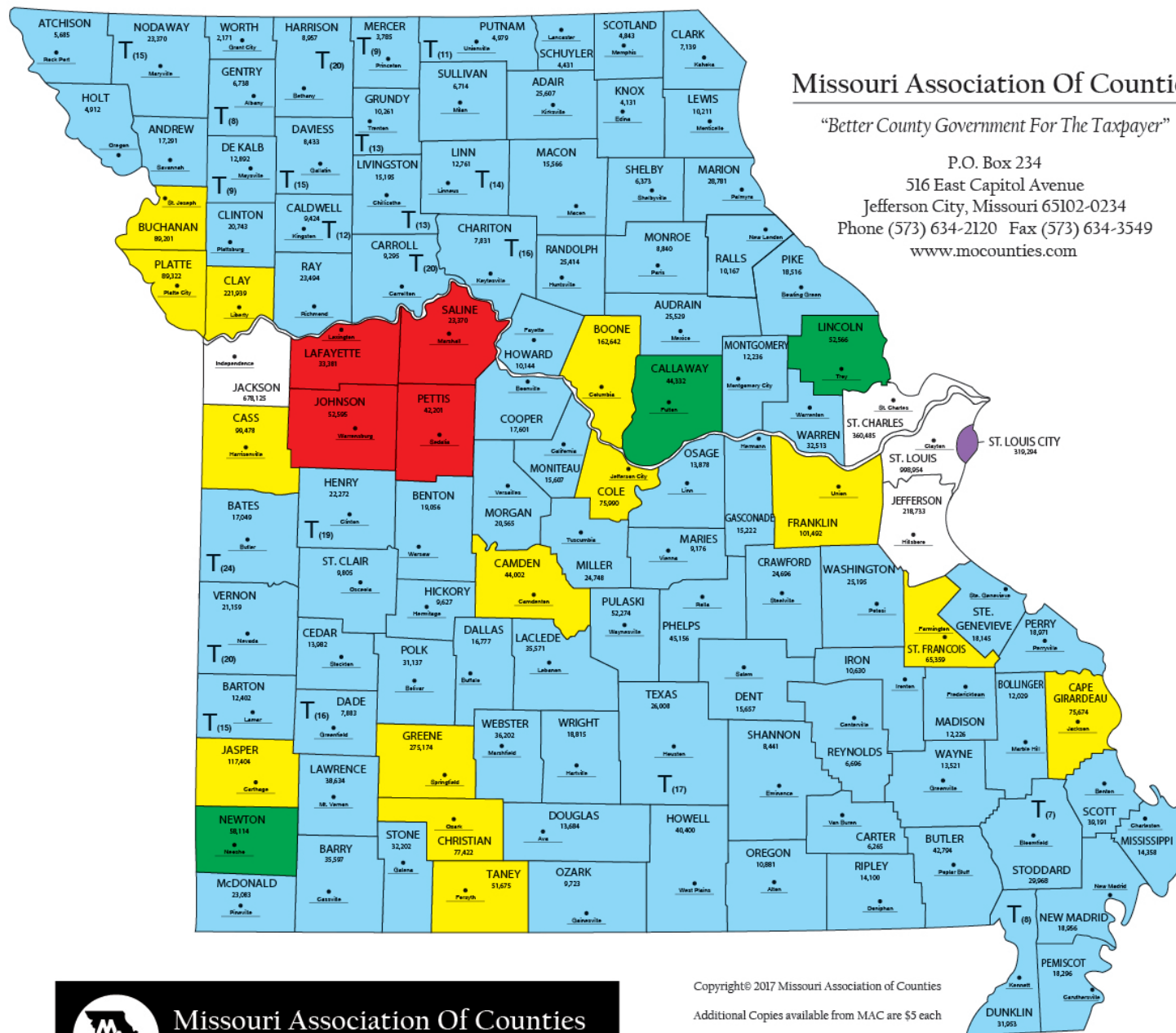
County Associations

Missouri Association of Counties (MAC)	http://www.mocounties.com/
Assessor's Association	http://www.moassessorsassn.org/
Auditor's Association	No Webpage
County Clerk's Association	http://moclerkselections.com/
Collector's Association	https://missouricollectors.org/about-us/
Commissioner's Association	https://www.mocommissioners.org/
Prosecuting Attorney's Association	https://www.prosecutors.mo.gov/
Public Administrator's Association	http://www.mapainfo.org/
Recorder's Association	https://www.morecorders.com/
Sheriff's Association	https://mosheriffs.com/
Treasurer's Association	http://www.motreasurers.org/

Treasurer Tools

County Employee Retirement Fund (CERF)	https://www.mocerf.org/
CERF Payment Portal	https://county.mocerf.org/
CART - Fuel Tax - Department of Revenue	https://dor.mo.gov/publicreports/index.php#motorfuel
Empower Retirement	https://participant.empower-retirement.com/participant/#/login
Missouri Department of Revenue	https://dor.mo.gov/
Missouri State Statutes	https://revisor.mo.gov/main/Home.aspx
Missouri State Treasurer - Local Government Resources	https://treasurer.mo.gov/content/for-local-governments
State of Missouri Vendor Services Portal	https://www.vendorservices.mo.gov/vendorservices/Portal/default.aspx

COUNTY CLASSIFICATIONS IN THE STATE OF MISSOURI



Missouri Association Of Counties Key To Data

- Classification 1 - Charter . . . Counties with a charter form of government.
- Classification 1 - Noncharter . . . Assessed valuation of \$900 million and over after the county has maintained such valuation for five years.
- Classification 2 . . . Assessed valuation of \$600 million and over (but less than \$900 million) after the county has maintained such valuation for five years.
- Classification 3 . . . Assessed valuation of less than \$600 million.
- Classification 4 . . . Classification 2 counties, which would otherwise return to Classification 3 because of changes in assessed valuation, but which attained Classification 2 prior to August 13, 1988 and operate under the laws of Classification 2.
- 21 Township Counties . . . (#) = the number of townships in the county.

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Based on 2010 Census Data
 (numbers under county names denote population figures)
 STATE OF MISSOURI POPULATION = 5,988,927

The Missouri Association of Counties, founded in 1972, is a nonprofit corporation established to provide a conduit of service for its member counties in matters that pertain to local, state and federal government activities. The association is a lobbying alliance of county administrative and elected officials who work to improve services for Missouri taxpayers. MAC strives to serve the best interests of local taxpayers (1) by promoting passage of priority bills and by monitoring other legislation before the state General Assembly to assess its effect on county government, (2) by providing training resources during annual conferences, and (3) by disseminating information and materials - all to increase the efficiency of county operations statewide.



**OFFICE OF THE MISSOURI
STATE TREASURER**

MODEL INVESTMENT POLICY

I. Scope

This policy applies to the investment of all operating funds of the [entity]. Longer-term funds, including investment of employees' retirement funds and proceeds from certain bond issues, are covered by a separate policy.

Pooling of Funds

Except for cash in certain restricted and special funds, the [entity] will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

External Management of Funds

Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

II. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

A. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk

The [entity] will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the [entity] will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

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2. Interest Rate Risk

The [entity] will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

C. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

III. Standards of Care

A. Prudence

All participants in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied by the personnel of the Investment Division is the “prudent investor” rule, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”



B. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the [entity].

C. Delegation of Authority

Authority to manage the investment program is granted to [designated official or external professional, hereinafter referred to as investment officer] and derived from the following [insert code citation, ordinances, charters, statutes or constitution]. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

IV. Investment Transactions

A. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.



- Certification of having read and understood and agreeing to comply with the [entity's] investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

B. Internal Controls

The investment officer/internal auditor/director of accounting is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the [entity's] independent auditor. The internal control structure shall be designed to ensure that the assets of the [entity] are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investment and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.

C. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name for the account of the [entity] and shall be held by a third-party custodian as evidenced by safekeeping receipts.

V. Suitable and Authorized Investments

A. Investment types

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that [entity] will consider and which shall be authorized for the investments of funds by the [entity].



1. *Governmental and Agency Debt – those securities issued by and or guaranteed by the Federal Government or an Agency or Instrumentality of the Federal Government:*

- a. **United States Treasury Securities.** The [entity] may invest in obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- b. **United States Agency Securities.** The [entity] may invest in obligations issued or guaranteed by any agency of the United States Government as described in V (B).

2. *Fixed Income Investments secured by the FDIC insurance and/or Collateral:*

- a. **Repurchase Agreements.** The [entity] may invest in contractual agreements between the [entity] and commercial banks or primary government securities dealers. The purchaser in a repurchase agreement (repo) enters into a contractual agreement to purchase U.S Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.
- b. **Collateralized Public Deposits (Certificates of Deposit).** Instruments issued by financial institutions which state that specified sums have been deposited for specific periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by State statute.

3. *Other Fixed Income Debt Issued by Commercial Enterprises:* It should be noted that investments in the following instruments require an additional level of care and prudence when undertaken by the Investment Officer. Because these investments are in commercial credits as opposed to governmental credit, or subject to the added safety of collateral, the risk of loss of principal is significantly higher for the following investments than in the four prior categories. Added financial training and education is recommended for the Investment Officer wishing to participate in and/or manage a commercial paper program. Outside professional management of your commercial paper program is highly recommended.

- a. **Bankers Acceptances.** Bills of exchange or time drafts on and accepted by a commercial bank, otherwise known as bankers' acceptances. An issuing bank must have received the highest letter and numeral ranking (i.e., A1 / P1) by at least two nationally recognized statistical rating organizations (NRSRO's). Must be issued by domestic commercial banks. Purchases of bankers'



acceptances may not exceed 180 days to maturity. No more than 5% of the total market value of the portfolio may be invested in the bankers' acceptances of any one issuer and no more than 25% of the entire portfolio may be invested in banker's acceptances.

- b. **Commercial Paper**. Commercial paper which has received the highest letter and numeral ranking (i.e., A1 / P1) by at least two nationally recognized statistical rating organizations (NRSRO's). Eligible paper is further limited to issuing corporations that have a total commercial paper program size in excess of \$250,000,000 and have long term debt ratings, if any, of "A" or better from at least one NRSRO. Purchases of commercial paper may not exceed 180 days to maturity. Approved commercial paper programs should provide some diversification by industry. Additionally, purchases of commercial paper in the industry sectors that may from time to time be subject to undue risk and potential illiquidity should be avoided. The only asset-backed commercial paper programs that are eligible for purchase are fully supported programs that provide adequate diversification by asset type (trade receivables, credit card receivables, auto loans, etc.) No securities arbitrage programs or commercial paper issued by Structured Investment Vehicles (SIV's) shall be considered. No more than 5% of the total market value of the portfolio may be invested in the commercial paper of any one issuer. No more than 25% of the entire investment portfolio may be invested in Commercial Paper. Commercial paper issuers must be subject to weekly credit reviews and daily news research and analysis and a monitoring program must be established to promulgate best practices credit monitoring.

B. Security Selection

The following list represents the entire range of United States Agency Securities that the [entity] will consider and which shall be authorized for the investment of funds by the [entity]. Additionally, the following definitions and guidelines should be used in purchasing the instruments:

- U.S Govt. Agency Coupon and Zero Coupon Securities. Bullet coupon bonds with no embedded options with maturities of five (5) years or less.
- U.S Govt. Agency Discount Notes. Purchased at a discount with maximum maturities of one (1) year.
- U.S Govt. Agency Callable Securities. Restricted to securities callable at par only with final maturities of five (5) years or less.
- U.S Govt. Agency Step-up Securities. The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new higher fixed term. Restricted to securities with final maturities of five (5) years or less.



C. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of the [entity's] funds, the investment portfolio will be subject to the following restrictions:

- Borrowing for investment purposes ("Leverage") is prohibited.
- Instruments known as variable rate demand notes, floaters, inverse floaters, leveraged floaters, and equity-linked securities are not permitted. Investment in any instrument, which is commonly considered a "derivative" instrument (e.g. options, futures, swaps, caps, floors, and collars), is prohibited.
- Contracting to sell securities not yet acquired in order to purchase other securities for purpose of speculating on developments or trends in the market is prohibited.

D. Collateralization

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. The market value (including accrued interest) of the collateral should be at least 100%.

For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Insurance Corporation, or the National Credit Unions Share Insurance Fund.

All securities, which serve as collateral against the deposits of a depository institution, must be safekept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts with five business days from the settlement date.

The [entity] shall have a depository contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the [entity's] security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

E. Repurchase Agreements

These securities for which repurchase agreements will be transacted will be limited to U.S Treasury and government agency securities that are eligible to be delivered via the Federal Reserve Fedwire book entry system. Securities will be delivered to the [entity's] designated Custodial Agent. Funds and securities will be transformed on a delivery vs. payment basis.



VI. Investment Parameters

A. Diversification

The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- U.S treasuries and securities having principal and/or interest guaranteed by the U.S government.....100%
- Collateralized time and demand deposits.....100%
- U.S Government agencies, and government sponsored enterprises.....no more than 70%
- Collateralization repurchase agreements.....no more than 50%
- U.S Government agency callable securities.....no more than 50%

B. Maximum Maturities

To the extent possible, the [entity] shall attempt to match its investments with anticipated cash flow requirements. Investments in repurchase agreements shall mature and become payable not more than ninety days (90) from the date of purchase. The [entity] shall adopt weighted average maturity limitations that should not exceed three (3) years and is consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VII. Reporting

A. Methods

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be



prepared in a manner that will allow the [entity] to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the governing body of the [entity]. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note, this is only required annually]
- Average weighted yield to maturity of portfolio an investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

B. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

C. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the governing body of the [entity]. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

VIII. Policy Considerations

Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

IX. List of Attachments

The following documents, as applicable, are attached to this policy:

- Securities acceptable as collateral to secure deposits
- Listing of authorized personnel



- Relevant investment statutes and ordinances
- Repurchase agreements and tri-party agreements
- Listing of authorized broker/dealers and financial institutions
- Safekeeping agreements
- Wire transfer agreements
- Sample investment reports
- Glossary

Macon County Treasurer Accounting/Internal Control Practices

1.0 GOVERNANCE

1.0 Accounting Practices

Macon County accounting practices are governed by the statutes of the State of Missouri and any applicable federal regulations. The following is working procedures used to comply with the statutorily provisions

2.0 BUDGET

2.1 Format

The County budget format is in compliance with Section 50.745 RSMo.

3.0 RECEIPTS

3.1 Receipts

All receipts for funds are issued by the County Treasurer. The County Treasurer inputs all receipts into the general ledger.

Receipts are prepared in three parts: Payer (White), County Clerk (Yellow), and Treasurer (Pink)

Pre-numbered receipts are issued for all monies received and deposited daily. Mode of payment is noted on the receipt documentation (i.e. Check, Cash, Money Order, ACH) and appropriate detail is included to allow for proper identification of source, purpose and fund.

If receipt is voided, a hard copy of the receipt is kept with Treasurers copies.

A copy of all receipts is given monthly to the County Clerk.

All receipts for funds are issued by the County Treasurer. The County Treasurer inputs all receipts into the general ledger.

4.0 CASH, CHECK & ACH HANDLING

4.1 Cash

If cash is presented, it is always counted in the Payer's presence.

All Cash is stored in a lock drawer or safe. No personal checks are cashed from this office.

4.2 Checks

All Checks are stamped “For Deposit Only, Krista Bruno, Macon County Treasurer” upon receipt.

4.3 ACH

Bank account is accessed daily via online banking to record deposits on all ACH payments received and to maintain current fund balances.

5.0 GENERAL LEDGER

5.1 General Ledger

- A. Monthly, the County Treasurer reconciles all bank accounts. Also, all funds to the bank accounts. Also, monthly, the County Clerk and County Treasurer reconciles all funds and accounts to each other;
- B. Monthly, the County Treasurer files a “Treasurer’s Report” with the County Clerk. The report contains:
 - A “Settlement of Accounts” report issued from the County Treasurer documenting for each fund: Beginning Balance, Receipts, Transfers In, Disbursements, Transfers Out, and Ending Balance.
 - Bank reconciliation
 - Invested Fund Balance (ADB)
 - Daily Bank Reconciliation (External Fraud Monitoring)
 - End of month Governmentor report of fund balances
 - Governmentor Fund Account Balance
 - A listing of all certificate of deposits
 - A copy of the current bank statement(s)
 - A copy of each receipt issued for the month
- C. Yearly, specifically after the Collectors year end in February, the Treasurer files a “Collectors Disbursement to Treasurer” report. The clerk then cross checks the Collectors books with the Treasurers report.

6.0 ACCOUNTS PAYABLE

6.1 Payment of Bills and Invoices

- A. The Officeholder will submit invoices to the County Clerk for payment. Payments will not be made from statements;
- B. The Officeholder will sign or initial the invoices which will insure that all goods and services have been satisfactorily received.

- C. The Officeholder will clearly document on the invoices which account that payment is to be made from along with any special payment instructions. If no account is specified the invoice will be paid from an account at the county clerk's discretion
- E. Representatives of the County Clerk's Office will review payment requests (invoices) for mathematical accuracy and completeness;
- F. The County Clerk's Office will input invoice into the computer for payment;
- G. The County Clerk's Office will prepare a "voucher" for each vendor. All invoices are attached to the "voucher". The voucher provides a total which will be paid to a vendor and note all fund line items and other pertinent information about each invoice;
- H. The County Clerk's Office will prepare a "warrant/check" in accordance with Missouri State Statute for the County Commissions review and approval;
- I. The County Clerk's Office prints the "warrant/check" and forwards the checks to the County Treasurer for issuance;
- J. In open meeting of the County Commission, the Commission will review all invoices, bills and warrants/check;
- K. The County Commission will approve the warrant/check;
- L. The County Treasurer will issue the corresponding check;
- M. The County Clerk will post payments to the general ledger,
- N. If applicable, the Officeholder will submit requests to the appropriate agency for reimbursement.
- O. The County Clerk provides the Treasurer with a complete fund accounting update and check register.
- P. All Accounts Payable Checks are signed by the Presiding Commissioner, County Clerk, and the County Treasurer.

7.0 PAYROLL

7.1 Payroll Records

- A. Each new employee is required to complete new employee documents with the County Clerk's Office.
- B. The Officeholder will file a with the County Clerk's Office the employee information (i.e. date of hire, rate of pay, employee classification). The office holder will also use to notify the County Clerk's Office of employment changes and updates and any special instruction relevant to the employee's employment. Any employment changes requiring salary modification will reviewed for approval by the County Commission prior to submission to the County Clerk for payment.
- C. The county payroll period is from the twenty-fourth day of a month through the twenty-third day of the next month for all employees with the exception of Sheriff's Department employees subject to the 171 hour in 28 day policy. The pay period is from Sunday through Saturday.
- D. Employees are required to sign their time sheets certifying the accuracy;
- E. The officeholder is responsible for the review of all time sheets for accuracy;
- F. The officeholder will sign off in approval of each time sheet prior to submitting the time sheet to the County Clerk's Office for payment.
- G. Payroll time sheets are due on the twenty-fourth day of each month. (With the exception of the Sheriff's Department)

- H. Representatives of the County Clerk's Office will review time sheets for mathematical accuracy and completeness;
- I. The County Clerk's Office will input time sheet information into the computer for payment;
- J. The County Clerk's Office will prepare a "voucher" for each vendor in each fund. The voucher provides a total which will be paid to a vendor within a fund and other pertinent information about each invoice;
- K. The County Clerk's Office will prepare a "warrant/check" in accordance with Missouri State Statute for the County Commissions review and approval; The County Clerk's Office prints checks/warrant and forwards it to the Presiding County Commissioner for approval and to the Treasurer for issuance;
- L. In open meeting of the County Commission, the Commission will review road and bridge, and maintenance department timesheets and vouchers;
- M. The County Commission will approve the time sheets and vouchers for payment;
- N. The County Treasurer will issue the corresponding check/direct deposit;
- O. The County Clerk will post payments to the general ledger,
- P. If applicable, the Officeholder will submit requests to the appropriate agency for reimbursement.
- Q. The County Clerk provides the Treasurer with a complete fund accounting update and check register.
- R. All Payroll Checks are signed by the Presiding Commissioner, County Clerk, and County Treasurer.

8.0 FINANCIAL STATEMENTS

8.1 Financial Statements

- A. The County Treasurer settles accounts with the County Commission semiannually as provided in Section 54.150 RSMo.
- B. The County Clerk complies and publicly publishes an annual financial statement in accordance with Sections 50.800 RSMo. through 50.820 RSMo.
 - The financial statement is prepared by an individual appointed by the County Commission.
 - Historically, the Macon County financial statement has been prepared by the County Clerk and County Treasurer.
 - The persons preparing the financial statement shall be bonded.
 - The preparer reviews the final document for accuracy by comparing the document to the general ledger and annual budget document.
 - The final document is submitted to the Macon County Commission for their review and approval.
 - The Macon County Commission reviews and approves the final document in open public session.
 - The County Clerk publishes the document in a newspaper of general circulation located within the county.
 - A copy of the newspaper publication along with an affidavit of publication is filed with the Missouri State Auditor's Office.
 - The financial statement is reviewed by the auditor during the county audit.

9.0 RISK MANAGEMENT COMMITTEE

9.1 Risk Management Committee

This committee will serve on a continuing basis to review current controls and procedures, as well as develop and recommend controls as may be identified in the future to help ensure reliability of financial reporting, effectiveness and efficiency of operations and compliance with applicable laws and regulations. The committee consists of: Presiding Commissioner, County Clerk, County Treasurer and Legal Counsel.

- County Clerk receives monthly settlement from the County Collector
- Amounts are posted to a spreadsheet and reviewed with the Collectors Staff.
- All funds (including funds from the Collector) received by the Treasurer are receipted.
- Receipts, Treasurer Settlements and reconciliations are filed monthly with the County Clerk's Office.
- Receipts and Settlements are reviewed by the Clerk's Office.
- The Collector provides the County Clerk a copy of the Collectors Annual Statement. These figures are verified with monthly total.
- The County Treasurer provides the County Clerk with a yearly summary of all dollars (including funds from the Collector) that have been turned over to the Treasurer.
- Collectors totals and Treasurers totals are reconciled.

Example of Macon County Fund Structure

Fund	Fund Name	Main Source of Revenue	Main Expenses	Statutes
10	General Revenue	Property Tax (receive monthly from Collector Sales Tax (monthly from the State, 7th) Use Tax (monthly from the State, 7th) Grants, fees from each office holder and various misc fees.	Can be spent by office holders once the commission approves the budget. Spent on office expenses, supplies, equipment, salaries, insurance, etc. Budgeted by the County Commission in January and spent by the office holders.	
11	Road & Bridge	Property Tax (receive monthly from Collector Motor Fuel Tax (monthly from the State, 20th)	Rock & Tubes, Road Maintenance, Road & Bridge Employee Salaries, supplies, parts, etc. Any expense that is needed to keep thing running for the Road & Bridge Department. Authorization by the County Commission for expenditures.	
12	E-911	no longer use	no longer use	no longer use
13	Assessment	Fees from Collector, Map Sales, GIS Sales, Quarterly Reimbursement from the State	Any expense related to the Assessors Office; office expense, equipment, maintenance, salaries of Assessors staff,etc.	137.750.1
14	Law Enforcement Fund	Interest, Grant and Donations	Can be spent on Grant projects.	
15	Prosecuting Atty Training	Fees from Circuit Clerk monthly.	Prosecutor has authority, but can be spent on Prosecuting Attorney Related Expenses	56.765
16	Sheriff Revolving	Fees from Sheriff from Conceal & Carry Permits	Sheriff can expend funds for Law Enforcement Related Expenses.	50.0535
17	PA Administration Handling	Fees from Prosecutor Monthly- Bad Check Fees, MOPS Fees, and Administrative Handling Fees	Prosecutor has authority to spend, but the MOPS Fees must be sent to the State Monthly.	570.120.1
18	Road & Bridge Cap Impr	Sales Tax - comes monthly on the 7th of each month	Can be spent on anything considered "Capital Improvement"(new equipment, etc.) Authority by the County Commission to spend the funds	Ballot Language dictates Rev&Exp
19	Law Enforcement Training	Fees from Circuit Clerk and once yearly the State of MO for P.O.S.T.	Can be be spent on Law Enforcement Related Expenses.	488.5336
20	Sheriff Civil Fees	Civil Fees and Mileage from the Sheriff Monthly	Sheriff has authority on how funds are spent, in Macon County the Sheriff primarily uses these funds to purchase vehicles.	50.535.1

Fund	Fund Name	Main Source of Revenue	Main Expenses	Statutes
21	Laplata Sp Rd District	Property Tax (monthly from Collector)	Pass-thru the tax directly to LaPlata Sp Rd District	Chapter 233
22	Hudson Sp Rd District	Property Tax (monthly from Collector)	Pass-thru the tax directly to Hudson Sp Rd Dist	Chapter 233
23	Park Capital Improvement	Sales Tax	Anything considered "Capital Improvements"	67.770.1
24	County Health	Property Tax (monthly from Collector)	Pass-thru the tax directly to the County Health	
25	Park	Rental of the Facilities and Fundraisers	Anything to keep the Park operational	Specific to Macon
26	County Hospital	Property Tax (monthly from Collector)	Pass-thru the tax directly to County Hospital	
27	Special School Districts	Financial Institution Tax & Interest to Schools	Pass-thru F&I Tax to the designated Schools	
28	County School	Fees from Circuit Clerk, Bond Forfeitures, State Violations from individuals or businesses.	Distribute Fines to Schools, Distribute Bond Forfeitures to the State	
29	County School Trust	Surplus Property Sale Funds from the Collector	Hold Surplus for three year after sale and then can be paid to the school districts. Interest on Surplus is paid yearly to the School Districts	
30	Criminal Costs	No longer use	no longer use	no longer use
31	Cemetery Trusts	Interest on Cemetery CD'S	Pass-thru interest directly to Cemetery Treasurer	
32	Unclaimed Fees	Money within the county considered Unclaimed	Any office that has outstanding funds can place them in Unclaimed Fees. After three years of the date of the check the money must be sent to the MO State Treasurer via unclaimed property form.	447.0539
33	Financial Inst Tax	F&I Tax from the State-comes in December F&I Tax Interest from the State-comes in Jan.	Mailings are distributed that dictate which entitles to send to & dollar amount.	
34	Victims of Dom Violence	Fee that comes monthly from the Recorder	Funds sent to Domestic Violence Shelter upon request.	455.151; 455.200 to 455.230; 488.445
35	CDBG	Grant funds - separate non-Interest Account	Pass-thru grant funds; non-interest bearing	
36	County Park Trust	CD Interest - Local 4-H Club	Interest sent to Grand Champion & Reserve Steer	
37	CERF	Fees from: County, Recorder & Collector Monthly	Sent to CERF via a the CARS online portal - monthly by the 20th of each month	Recorder: 50.1190 Collector: 50.1200
38	Recorder User Fund	Fee that comes monthly from the Recorder	Recorder has the authority to spend the funds	59.319.1
39	PA Coll'n Del Tax	State-Collection of Delinquent Taxes	Prosecutor has authority to spend the funds	136.150.1
40	Interest	Interest on Operating and CD's	Disbursed once monthly to each Fund via Average Daily Balance Spreadsheet (ADB)	
41	Circuit Clerk	no longer use	no longer use	
42	LEPC	Grant Funds	To be spend as grant allows	
43	Election Services	A percentage of each Election 23	Co. Clerk has authority; used for Election Exp	115.065.4

Fund	Fund Name	Main Source of Revenue	Main Expenses	Statutes
44	DARE	Interest	Sheriff has authority to spend on DARE related expenses.	
45	Recorder Technology	Fee that comes monthly from the Recorder	Recorder has authority to spend the funds	
46	Collectors Tax Main	Fee that comes monthly from the Collector	Collector authority to spend the funds	52.290, 52.315
47	Law Enforcement Restitution	Fees from Circuit Clerk	Law Enforcement related expense outlined by statute. Controlled by an appointed Board and the Sheriff can authorize expenditures within the Board approved budget.	50.550.650.565, 559.021.4
48	41st Jud Drug Ct	No longer use	no longer use	
49	Inmate Security Fund	Fees from Circuit Clerk, Sheriff (Commissary), Tele-Connect.	Sheriff has authority to spend on law enforcement related expenses	221.102
50	MODOT Building	Lease/Loan Payments	Utilities, Upkeep, Insurance, etc	Specific to Macon
51	Courthouse/Jail Construction	Sales Tax & Revenue Lease Bonds	Expenditures on only Renovation & New Construction for Courthouse/Jail Project and for Principal and Interest Payments on Bonds.	Ballot Language dictates Rev&Exp
52	Law Enforcement Sales Tax	Sales Tax	Any Law Enforcement related expense	67.582
53	Health Escrow	Transfers from GR,R&B, Assmt,& LE Sales Tax	Health Insurance Escrow	Specific to Macon
54	IDA (Industrial Develop.)	Landfill Tipping Fees	Loans & Grants that promote Economic Develop.	Board Dictates Exp
55	CARES	CARES Act Funding & Interest	CARES Related Expenditures	CARES Guidance

MONTHLY, SEMI-ANNUAL & ANNUAL DUTIES

Monthly:

Prepare Monthly Settlement of Accounts and provide a duplicate copy to County Clerk
 Reconcile Bank Statements
 Allocate interest from all bank accounts and post to funds (I do this on the 21st)
 Pay CERF (CARS Portal by the 20th) <https://county.mocerf.org/>
 Pay LAGERS (Eclipse Portal) <https://eclipse.molagers.org/eclipseess/Account/wfmLoginE>
 Pay Prosecuting Attorney Retirement (PACARF)
 Send Prosecuting Attorney MOPS Fees to the MO Dept of Revenue
 Send Deputy Salary Supplement to the Department of Revenue
 Send IRS Payment after payroll
 Receive & Receipt Monthly Fees from all Office Holders
 Receipt and Deposit Funds that are received daily

Semi Annually :

Prepare Semi-Annual Settlement an file with the County Clerk & Commission

Annually:

Prepare Annual Settlement and file with County Clerk & Commission
 Distribute Financial Institution Tax - December
 Distribute Financial Institution Tax Interest- January
 Pay out School Fines January, October & July
 Send Bond Forfeitures to the State in September
 Send Unclaimed Monies to the State by November 1st.
 Assist with Budget Preparation
 Assist with the Financial Statement Publication

**Monthly Revenue
Fund Placement**

County Clerk Monthly Revenue	
Fee	Fund
County Clerk Fee	General Revenue
Landfill License	General Revenue
Auction License	General Revenue
Liquor License	General Revenue
Maps	General Revenue
Photo copies	General Revenue
Fax/Phone	General Revenue
ATV Permit	General Revenue
List Labels	General Revenue
Plat Books	General Revenue
Misc & Postage	General Revenue
Collector Monthly Revenue	
Fee	Fund
Taxes	General Revenue
Fees/Commission	General Revenue
Merchant License	General Revenue
County Clerk Fees	General Revenue
Bad Check Fees	General Revenue
Common Road Dist	Road and Bridge
Hudson Special Rd Dist	Hudson Special Road
LaPlata Special Rd Dist	LaPlata Special Road
Assessment	Assessment Fund
Health	County Health
Hospital	County Hospital
CERF 3%	CERF
CERF - LAC	CERF
CERF - Merchants Lic	CERF
CERF- Del Land List	CERF
Tax Maintenance	Collectors Tax Main
Duplicate Receipt	General Revenue
Advertising	General Revenue
Tax Sale Surplus	School Trust Fund
Recorder Monthly Revenue	
Fee	Fund
Recorder Fees	General Revenue
County Child Trust	Victims of Domestic Viol
County Retirement	CERF Fund
User Fund	Recorder User Fund
Technology Fund	Recorder Technology

Assessor Monthly Revenue	
Fee	Fund
Maps	Assessment Fund
Plat Books	General Revenue
Misc & Postage	General Revenue
Circuit Clerk Monthly Revenue	
Fee	Fund
Clerk County	General Revenue
Sheriff-Criminal	General Revenue
County Fee	General Revenue
Board Bill	General Revenue
Board - Medical Costs	General Revenue
Misc	General Revenue
Overpayment	General Revenue
PA Training	Prosecuting Attorney Train.
Law Enforcement Training	Law Enforcement Training
Inmate Pris Detainee Sec	Inmate Security
Fines	County School
County Law Enf Rest.	Law Enforcement Rest
Sheriff Monthly Revenue	
Fee	Fund
Sheriff Civil Fees	Sheriff Civil Fund
Sheriff Civil Mileage	Sheriff Civil Fund
CCW (Conceal & Carry)	Sheriff Revolving Fund
CCW Renewal	Sheriff Revolving Fund
Misc Revenue	General Revenue
Commissary	Inmate Security
Deputy Salary Supp	General Revenue
Report Fees	General Revenue
Board Bill	General Revenue
DOC Transports	General Revenue
Sheriff Criminal Fees	General Revenue
Sheriff Criminal Mileage	General Revenue
Prosecuting Attorney Monthly Revenue	
Fee	Fund
PA Fees	PA Admin Handling
MOPS Fees	PA Admin Handling
Admin Handling Fees	PA Admin Handling

**Tax Revenue/Other Revenue
Fund Placement**

Motor Fuel Tax Monthly Revenue		Sales & Use Tax Monthly Revenue	
Fee	Fund	Fee	Fund
Motor Fuel Tax	Road and Bridge	Sales Tax	Distribute the tax how the ballot language reads
Motor V Sales Tax	Road and Bridge		
Motor V Fee Increases	Road and Bridge	Use Tax	Distribute how the Commission dictates.
* This is typically deposited via ACH on the 20th of each month and a breakout is sent via mail or one can look up your individual county at: https://dor.mo.gov/publicreports/index.php#motorfuel		* This is typically deposited via ACH on the 7th of each month and an explanation of dollars are sent via Mail.	

Other Revenue			
From	Type	Month	Fund
U.S. Dept of Interior	PILT (Payment in Liew of Taxes)	Yearly -June	General Revenue
Dept of Revenue	Sales Tax	Monthly	Distribute the tax how the ballot language reads
Dept of Revenue	Use Tax	Monthly	Distribution is dictated by Commission
Dept of Revenue	Motor Fuel (CART)	Monthly	Road & Bridge
Dept of Revenue	Recorder Salary Reimb.	Yearly-Sept	General Revenue
Dept of Revenue	Delinquent Taxes	As Collected	50%-GenRev;50% PA Del Tax
Dept of Public Safety	P.O.S.T	Oct	Law Enforcement Training
State of MO	Assessor Quarterly Reimb	Quarterly	Assessment