

ARMSTRONG COUNTY, TEXAS

Policy to Acceptance and Management of Venmo Payments Adopted June 09, 2025 (page 1 of 2)

Purpose

To provide a secure, transparent, and convenient way for the public to make voluntary donations and payments using Venmo while ensuring compliance with applicable laws and sound accounting practices.

Scope

This policy governs the use of Venmo accounts by the Armstrong County Volunteer Fire Department, County Cemetery, and County Landfill.

Policy Guidelines

1. Authorization

- Use of Venmo must be approved by the Commissioners Court.
- Each department authorized to use Venmo must adhere to this policy.

2. Separate Accounts

- A separate Venmo account will be created and maintained for:
 - Armstrong County Volunteer Fire Department
 - Armstrong County Cemetery
 - Armstrong County Landfill
- Each account will be registered under the County's official email address format and tied to a dedicated, approved holding bank account set up by the Treasurer.

3. Banking and Transfers

- Funds will be transferred to the appropriate County depository account on a regular basis.
- All transfers must be documented and reconciled.

4. Transparency and Recordkeeping

- Each transaction must be recorded and attributed to the appropriate department ledger.
- Monthly reconciliation must be performed by the Treasurer's Office.
- No personal devices or personal Venmo accounts may be used.

5. Security

- Login credentials will be controlled by the Treasurer's Office.
- Two-factor authentication (2FA) will be enabled.
- Access logs will be reviewed periodically.

DRAFT

ARMSTRONG COUNTY, TEXAS

Policy to Acceptance and Management of Venmo Payments Adopted June 09, 2025 (page 2 of 2)

6. Public Communication

- Public will be informed that Venmo is accepted.
- Only official Venmo usernames will be published.
- Public commenting on Venmo transactions should be disabled or monitored.

Review

This policy will be reviewed annually and updated as needed based on legal, audit, or operational feedback.

The County's Investment Policy shall be reviewed and adopted by resolution of the County Commissioner's Court no less than annually. Any changes made to the Policy must be noted in the adopting resolution.

ADOPTED this Monday, June 09, 2025.

Judge Adam Ensey

Commissioner Ned Dorsey, Precinct #3

Commissioner Tim Bagwell, Precinct #1

Commissioner Joe Neely, Precinct #4

Commissioner Clint Cornell, Precinct #2

ATTEST. County Clerk, Tawnee Blodgett

DRAFT