


Filing Fees (Charging & Collecting)

2021 Annual Recordors Conference

1



Indiana State Board of Accounts

Primary Duties

- Record instruments that are submitted
- Enter each instrument into the Entry Book and properly index
- Make all recorded documents available to the public
- Supply copies of any instrument or certify to the record
- Charge fees for both recording and retrieving documents

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Indiana State Board of Accounts

Authority for Charging Recording Fees

- IC 36-2-7-10 Various Fees (Including UCC recordings)
 - ~ Recorder Fees Schedule -
https://www.in.gov/sboa/files/2017_Recorders_Fees_NEW.pdf
- IC 36-2-7-10.1 Bulk Copies
- IC 36-2-7.5-6 Identifications Security Protection Fee
- IC 5-14-3-8 Enhanced Access Fee

3



Indiana State Board of Accounts

Types of Payments Received

- IC 36-1-8-11(c)
 - Cash
 - Check
 - Bank draft
 - Money Order
 - Bank Card or Credit Card
 - Electronic funds transfer
 - Any other financial instrument authorized by the fiscal body.
- Fees Charged for Payment Transactions (IC 36-1-8-11(d))
 - Allowed to collect a fee equal to the amount charged to the County for the payment transaction.

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Indiana State Board of Accounts

Payments

- Escrow Account
 - Payments received in advance
 - Subsidiary Ledger should be maintained

- Overpayments (IC 36-2-11-6)
 - May retain administrative fee up to \$3
 - Excess amount over \$3 shall be refunded



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Indiana State Board of Accounts

Collecting and Receipting

- Employees handling collections should be properly bonded
- Receipts are to be issued and recorded at the time of the transaction
- Receipts should be issued for ALL collections
- The prescribed OR approved receipt is to be used
- Proper internal controls should be in place
 - Separate Drawers

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Indiana State Board of Accounts

Bank Deposits

- IC 5-13-6-1
 - Requires daily deposits for amounts in excess of \$500
 - Designated Depositories
 - Deposited in the same form received



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Indiana State Board of Accounts

Posting to the Ledger

- The Prescribed form is Form 3 – Recorders Fee & Cash Book
 - Software has been used to replace the prescribed form but should provide the same information
 - State Board of Accounts does NOT approve software
 - All transactions should be included in the ledger.
(i.e., Receipts, Disbursements and Balances)

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Indiana State Board of Accounts

Recorders Fee & Cash Book

Form Prescribed by State Board of Accounts

County (Books) Form No. 3
(Revised 1985)

RECORDER'S FEE AND CASH BOOK

Date Received M D Y	Instrument Number	NAME	RECEIPTS					RECEIPTS			Other Fees	Total	DISBURSEMENTS			
			Deeds and Other Conveyances	Surveyor's Corner Partitions	Mortgages and Other Liens	Release and Assignments	Uniform Commercial Code	Copies of Instruments						Date M D Y	Check No.	Amount
1		Brought Forward	270 00	39 00	315 00	82 00	113 00	81 00			168 00	1 028 00				
2	11 30	JPMI Doc	8 00	1 00												
3	11 30	1st National Bank			7 00											
4	11 30	Mary Smith								8 00				1 00	10 00	
5	11 30	1st National Bank				8 00										
6	11 30	JPMI Jones								1 00				1 00	2 00	
7																
8	11 30	MCC								21 00						
9																
10		Total Today	8 00	1 00	7 00	8 00	21 00	10 00						2 00	62 00	
11																
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32																
33																
34																
35																
36																
37																
38		Total Receipts For Month To Date	284 00	40 00	322 00	87 00	135 00	42 00						160 00	1 080 00	
39		Total Disbursements For Month To Date	284 00	40 00	322 00	87 00	135 00	42 00						160 00	1 080 00	
40		Balance Carried Forward														

SAMPLE

6-3

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Indiana State Board of Accounts

Reconciling

- Daily Tasks
 - Count drawer
 - Balance with applicable reports
 - Deposit either with Bank or Treasurer



Collections = Receipts Posted = Deposit

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Indiana State Board of Accounts

Reconciling Continued...

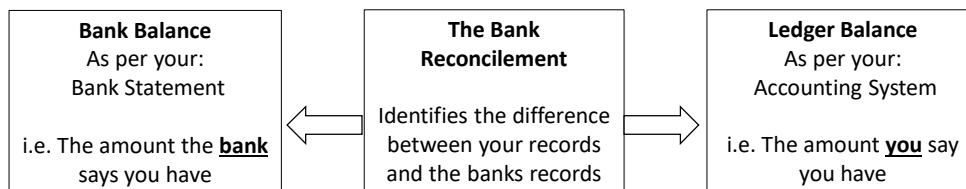
- IC 5-13-6-1 (e):
- All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.

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Indiana State Board of Accounts

Reconciling Continued...



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Indiana State Board of Accounts

Report of Collections

- Required to be filed with the County Auditor by the 10th of the next month or daily in there is no bank account
- Each fund that is to be credited should be designated and subtotaled
- Follow proper receipting procedures outlined in statute.

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Indiana State Board of Accounts

Cash Change Fund

- County recorders are permitted to establish a cash change fund to facilitate handling collections, in such amount as approved by the county council. Such fund is established by warrant of the county auditor drawn against the county general fund, without appropriation, upon verified claim filed by the recorder and allowed by the board.



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Indiana State Board of Accounts

IC 5-11-1-27(j)

- Required to report erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property.
- Fraud Reporting Form:
 - <https://www.in.gov/sboa/about-us/contact-us/fraud-reporting-form/>

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Indiana State Board of Accounts

Contact Us

- Counties@sboa.in.gov
- (317) 232-2512



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