

Other Funds & Miscellaneous


2023 Recordors Annual Conference



The seal of the State Board of Accounts, Indiana, is circular. It features a central torch with a flame, surrounded by a ring of stars. The words "STATE BOARD OF ACCOUNTS" are written in a circle around the torch, and "INDIANA" is written above the torch. Below the torch, it says "EST. 1909".

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Funds



The seal of the State Board of Accounts, Indiana, is a smaller version of the one in the first slide, positioned in the upper right corner of the slide. It features a central torch with a flame, surrounded by a ring of stars. The words "STATE BOARD OF ACCOUNTS" are written in a circle around the torch, and "INDIANA" is written above the torch. Below the torch, it says "EST. 1909".

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Overview of Fund Accounting

- A fund is defined as a separate accounting entity, established from various sources, that is self balancing reporting the current cash balance as well as receipts and disbursements for the calendar year.
- All funds require appropriation before disbursements can be made, unless there is specific statutory authority to spend without appropriation.



Statutory Funds

- Recorder's Record Perpetuation ; IC 36-2-7-10(d)
- Surveyor's Corner Perpetuation ; IC 36-2-12-11
- Elected Officer Training ; IC 36-2-7-19
- County ID Security Protection Fund ; IC 36-2-7.5-11



General Fund

- Funded by Property Tax, Local Income Tax, Fees collected throughout the county, etc...
- Appropriation Required
- Use: Any legal purpose of the county



Recorder's Perpetuation Fund

- IC 36-2-7-10
 - Funded by fees collected by the Recorder under this section
 - Appropriation NOT Required
 - Use: The preservation of records & Improvement of record keeping systems and equipment.



Surveyor's Corner Perpetuation Fund

- IC 21-47-3-3
 - Funded by \$5 collected for each deed the Recorder records
- IC 36-2-12-11
 - Appropriation Required
 - Use: Maintenance of corner record book, establishment and perpetuation of corners.

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County Elected Officials Training Fund

- IC 36-2-7.5-6
 - Funded by \$1 collected by the Recorder recording a document
- IC 36-2-7-19
 - Appropriation Required
 - Use: Solely to provide training to Auditor, Treasurer, Clerk, Recorder, and Surveyor

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County ID Security Protection Fund

- IC 36-2-7.5-6
 - Funded by \$1 collected by the Recorder recording a document
- IC 36-2-7.5-11
 - Appropriation Required
 - Use: To purchase, upgrade, implement, or maintain redacting technologies or secure protecting measures used in the office.

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Miscellaneous



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Fees

- No changes
- Schedule can be found on the SBOA website > Recorder Page > Resources

2017 RECORDER'S FEES - Effective JULY 1, 2017			
IC Reference	Fee	Amount	Fund
IC 36-2-7-10 (02)(1)	1) Any Deed or Other Instrument (other than mortgage)	\$25.00	<div style="border: 1px solid black; padding: 2px;"> \$25.00 - General Fund \$5.00 - SCDF \$10.00 - RPF \$1.00 - ID Security Protection Fund \$1.00 - Elected Officials Training Fund </div>
(02)	2) Mortgage	\$50.00	<div style="border: 1px solid black; padding: 2px;"> \$24.00 - General Fund \$5.00 - SCDF \$15.00 - RPF \$1.00 - ID Security Protection Fund \$1.00 - Elected Officials Training Fund \$5.00 - State </div>
(03)	3) Page Size - Larger than 8 1/2 x 14 First Page Additional Pages	\$25.00 \$5.00 per page	County General
(04)	4) Release, Partial Release or Assignment of Mortgage, Judgment, Lien, Oil & Gas Lease contained in a multiple transaction document	Recording Fee in (021) + \$7.00 per transaction after the first	County General
(05)	5) Copies 11 x 17 or smaller Larger than 11 x 17	\$ 1.00 per page \$5.00 per page	RPF
(06)	6) Acknowledging or Certifying	\$5.00	County General
(07)	7) Computer Tape, Disk, Optical Disk, Microfilm, or similar Media	Ordinance	RPF
(08)	8) Affordable Housing Fee (Only by Proper County Council Ordinance) Flat Rate Per Document	\$10.00	<div style="border: 1px solid black; padding: 2px;"> 100% Local Affordable Housing 40% State Affordable Housing </div>
(09)	9) Housing Trust Fund (County Containing a Consolidated City) First Page Additional Pages	\$2.50 \$1.00 per page \$10.00	<div style="border: 1px solid black; padding: 2px;"> 100% Local 40% Local Affordable Housing Trust 40% State Affordable Housing Housing Trust Fund </div>
IC 36-2-7-10.7	Flat Rate Fee Document (only if ordinance adopted by County Council)	\$10.00	
IC 36-2-7-5.4	10) Identification Security Protection Fee (included in recording fees)	\$ 2.00	<div style="border: 1px solid black; padding: 2px;"> \$1.00 - ID Security Protection \$1.00 - Elected Officials Training </div>
IC 36-2-7-10.1	11) Bulk Copies	\$ 0.10 per page or by entrance up to \$ 0.20	RPF
IC 5-14-3-82)(c) 12)	Enhanced Access	Ordinance	Enhanced Access Fund

All fees in Subsection (c) must be posted in a prominent place in your office.

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Bulk Copies

- IC 36-2-7-10.1
 - Ordinance
 - Receive a written request
 - Fees- go into Recorder's Perpetuation Fund
 - 10 cents per page
 - 20 cents per page (with Ordinance)
 - Written Contract required between Bulk user and Recorder

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Forms of Payment

- IC 36-1-8-11
- County Council Designates
 - Cash
 - Check
 - Bank Draft
 - Money Order
 - Bank Card or Credit Card
 - Electronic Funds Transfer (EFT)
 - Any other financial instrument authorized by the county council



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Report of Collections

- Correcting a Report of Collections:
 - Use the prescribed form – manually
 - Re-print from the system
 - Add in writing on computerized version

CORRECTION

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Budget

- Annually prepare a budget
- County auditor will supply forms
- County council makes final decisions
 - Number of deputies and employees
 - Compensation of each
 - Budget appropriation amounts



Appropriation Transfers / Encumbrances

- Encumbrance
 - Carry forward of an appropriation into the next budget year.
 - Contract, purchase order, agreement
- Appropriation Transfer
 - Same major budget classification – requires Auditor or Council per county policy
 - Between major budget classifications – requires council approval



Fund Transfers

○Audit Position:

- Transfers should only be done when there is statutory authority to do so.
- Example would be the ID Security Protection Fund



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Claims

○Must:

- Be itemized and supported
- Prices charged in accordance with contract, if applicable
- Quantity and unit price added agree to total on invoice
- Goods or Services were received
- Sufficient funds and appropriations are available
- Claims have not been previously paid

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Interest and Service Charges

○ IC 5-13-9-6

- Interest may be earned
- Deposit to County General Fund (monthly)
- Service charges require appropriation
 - Interest and Bank fees can be netted, however if the bank service fee is more than the interest a claim should be submitted against the general fund and an appropriation

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Contact us:



Governmental Technical Assistance & Compliance Directors:

Lori Rogers
Ricci Hofherr
Staci Byrns

Phone: (317)232-2512

Email: Counties@sboa.in.gov

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