# THE COUNTY BULLETIN <br> And Uniform Compliance Guidelines 

## ISSUED BY STATE BOARD OF ACCOUNTS

## REMINDER OF ORDER OF BUSINESS

## January

1 Happy New Year! - Legal Holiday (IC 1-1-9-1)
"Assessment Date" for mobile homes as defined in IC 6-1.1-7-1. (IC 6-1.1-2-1.5)

## February

Legal Holiday - Lincoln's Birthday (IC 1-1-9-1)
Legal Holiday - Washington's Birthday (IC 1-1-9-1)
Last day that township boards meet to consider 2020 Annual Reports of township trustees - third Tuesday after the first Monday (IC 36-6-6-9)

Last date to report and make payment of State Income Tax withheld in January to Indiana Department of Revenue. (IC 6-3-4-8.1)

Last day for county commissioners to meet and establish dates of regular meetings

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## REMINDER OF ORDER OF BUSINESS <br> (Continued)

## March

1 Last day to file 2020 Annual Financial Report on Gateway. (IC 5-11-1-4)
Last day for township trustees to file annual reports and vouchers with county auditor. (IC 36-6-4-12(d)

19 Last day to report and make payment of State Income Tax withheld in February to Indiana Department of Revenue. (IC 6-3-4-8.1)

## THANKS, AND BEST WISHES

To all those county officials who will be leaving office December 31, 2020. We wish to express our thanks and appreciation for the kindness and cooperation shown to this board, our directors, and our field staff. We wish you the very best in your future endeavors.

## WELCOME TO NEW OFFICIALS

To those officials who will be taking office January 1, 2021, we wish to welcome you. Please feel free to contact this office at any time and we will try to help you in any way we can. The telephone numbers for the State Board of Accounts are as follows:

County Directors 317-232-2512
Front Desk 317-232-2513

## OBSOLETE VOLUMES

All articles from Volumes 376 and earlier of The County Bulletin have now been updated and are no longer applicable; thus Volumes 376 and earlier may be deleted from your file.

A complete index to The County Bulletin is updated and included for your reference on our website www.in.gov/sboa.

## SOCIAL SECURITY TAX BASE CHANGES JANUARY 1

The 2020 contribution rate will remain at a total of 15.3 percent. The tax rate for both employees' and employers' shares for 2021 will be 7.65 percent ( $6.2 \%$ of Social Security and $1.45 \%$ Medicare).

The maximum amount of earnings that will be subject to Social Security contribution will increase to $\$ 142,800$.

Please contact the Internal Revenue Service at 1-800-829-1040 if you should have any questions on this matter.

## STATEMENT OF WAGES AND COMPENSATION

We remind County Auditors to publish a statement of wages and compensation. Please review IC 36-2-2-19, which states:
"At its second regular meeting each year, the executive shall make an accurate statement of the county's receipts and expenditures during the preceding calendar year. The statement must include the name of and total compensation paid to each county officer, deputy, and employee. The executive shall post this statement at the courthouse door and two (2) other places in the county and shall publish it in the manner prescribed by IC 5-3-1."

## COUNTY UNIFORM CHART OF ACCOUNTS

As a reminder the uniform Chart of Accounts is available on our website at https://www.in.gov/sboa/political-subdivisions/counties/auditor/. "Under Overview and Chart of Accounts" we have included:

1. Chart of Accounts Instructions
2. Funds and Account Tables 09/01/20
3. Fund and Account Descriptions 09/01/20

It is always a good practice to review the chart of accounts with the funds your county is using and make any adjustments accordingly.

## RATES FOR LEGAL ADVERTISING

A reminder, the rates for legal advertising may change effective January 1, 2020. IC 5-3-1-1(b)(3) states in part as follows: "After December 31, 2009, and before January 1, 2017, a newspaper or qualified publication may, effective January 1 of any year, increase the basic charges by not more than two and three-quarters percent $(2.75 \%)$ more than the basic charges that were in effect during the previous year." We have revised the rates for the legal advertising to reflect a $2.75 \%$ increase and we have enclosed a copy of the tables for your convenience. (Pages 10-17)

## CANCELLATION OF WARRANTS

IC 5-11-10.5-2 states: "All warrants or checks drawn upon public funds of a political subdivision that are outstanding and unpaid for a period of two (2) or more years as of the last day of December of each year are void. No individual, bank, trust company, building and loan association, or any other financial institution may honor, cash, or accept for payment or deposit any such warrant or check which may be presented for payment and which has been issued and outstanding for a period of two (2) or more years as of the last day of December of any year."

IC 5-11-10.5-3 states in part: "Not later than March 1 of each year, the treasurer of each political subdivision shall prepare or cause to be prepared a list in triplicate of all warrants or checks that have been outstanding for a period of two (2) or more years as of December 31 of the preceding year. The original copy of each list shall be filed with the: (1) board of finance of a political subdivision... The duplicate copy shall be transmitted to the disbursing officer of the political subdivision. The triplicate copy of each list shall be filed in the office of the treasurer of the political subdivision."

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## CANCELLATION OF WARRANTS (Continued)

IC 5-11-10.5-4 states: "Each list prepared under section 3 of this chapter must show:
(1) the date of issue of each warrant or check;
(2) the fund upon which the warrant or check was originally drawn;
(3) the name of the payee;
(4) the amount of each warrant or check issued; and
(5) the total amount represented by the warrants or checks listed for each fund."

IC 5-11-10.5-5 states: "(a) Upon the preparation and transmission of the copies of the list of the outstanding warrants or checks, the treasurer of the political subdivision shall enter the amounts so listed as a receipt into the fund or funds from which they were originally drawn and shall also remove the warrants or checks from the record of outstanding warrants or checks. (b) If the disbursing officer does not serve also as treasurer of the political subdivision, the disbursing officer shall also enter the amounts so listed as a receipt into the fund or funds from which the warrants or checks were originally drawn. If the fund from which the warrant or check was originally drawn is not in existence, or cannot be ascertained, the amount of the outstanding warrant or check shall be receipted into the general fund of the political subdivision."

## CREATING NEW FUNDS

The State Board of Accounts is frequently asked if a county can establish a new fund for a particular purpose or function.

IC 36-1-3 is entitled "Home Rule". IC 36-1-3-2 states: "The policy of the state is to grant units all the powers that they need for the effective operation of government as to local affairs." Other sections of the statute restate this premise in various terms.

IC 36-1-3-6 states in part: "(a) If there is a constitutional or statutory provision requiring a specific manner for exercising a power, a unit wanting to exercise the power must do so in this manner.
(b) If there is no constitutional or statutory provision requiring a specific manner for exercising a power, a unit wanting to exercise the power must either:
(1) if the unit is a county or municipality, adopt an ordinance prescribing a specific manner for exercising the power;
(2) if the unit is a township, adopt a resolution prescribing a specific manner for exercising the power; or
(3) comply with a statutory provision permitting a specific manner for exercising the power.
(c) An ordinance under subsection (b)(1) must be adopted as follows:
(1) In a municipality, by the legislative body of the municipality.
(2) In a county subject to IC $36-2-3.5$ or IC 36-3-1, by the legislative body of the county.
(3) In any other county, by the executive of the county."

Our position is the powers granted by various statutes authorize the Board of County Commissioners to create, by ordinance, as many funds as necessary to operate their particular county. However, an ordinance may not be used in an attempt to circumvent statutory provisions, including the provisions of IC 36-2-5-2 requiring appropriation by the county fiscal body prior to disbursement of monies.

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## CREATING NEW FUNDS (Continued)

The enabling ordinance should provide various types of information.

1. The ordinance should clearly indicate the type or types of revenue that is to go into the new fund.
2. The ordinance should list the purpose or purposes for which expenditures can be made from the new fund.
3. The ordinance should establish the life of the new fund and indicate if the fund balance is nonreverting at year end or perpetual until terminated either by the terms of the current ordinance or if another subsequent ordinance must be enacted.
4. The ordinance should provide guidance as to disposition of the fund balance on termination of the fund.
5. The ordinance should include any other terms or conditions the attorney representing the county deems necessary.

An ordinance is not necessary when a fund is created by statute, unless the statute states an ordinance is required. The State Board of Accounts prescribes the use of fund accounting to provide accountability for government activities and financial status. This means that individual funds are used to segregate financial activity based on sources and uses. Permanent transfer of money from one fund to another clouds the transparency provided by fund accounting and should be infrequent, such as when specifically authorized by statue. Instead of transferring money from one fund to another, the appropriation should be transferred to the fund that has available money. This way, use of the money in a fund remains transparent.

## DELINQUENT TAX OF EMPLOYEES

IC 6-1.1-22-14 states in part: ""On or before June 1, and December 1 each year...the disbursing officer of each political subdivision...shall certify the name and address of each person who has money due the person from the political subdivision to the treasurer of each county in which the political subdivision is located. Upon the receipt of this information, the county treasurer shall search the treasurer's records to ascertain if any person so certified to the treasurer is delinquent in the payment of property taxes."

IC 6-1.1-22-15 states in part: "If the county treasurer finds that a person whose name is certified to him...is delinquent in the payment of his taxes, he shall certify the name of that person and the amount of the delinquency to the official of the political subdivision who is to make payment to the person. The disbursing officer shall periodically make deductions from money due the person and shall pay the amount of these deductions to the county treasurer."

It is audit position that the disbursing officer of a county is the county auditor.

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## ENCUMBERED APPROPRIATIONS-BALANCE AVAILABLE

With the opening of a new budge year and a new set of ledgers, it is to the advantage of a county to review the unpaid purchase orders and contracts which remain on the ledgers as "encumbered."

Those items under contract are to be added for each appropriation account and the total carried to the new 2021 corresponding account. The actual unpaid amount of the purchase orders or contracts should be totaled and shown as a separate amount on the appropriation ledger sheet for 2021, with proper explanation, and added to the 2021 appropriation for the same purpose. By properly carrying out this procedure, the new year budget will not be expected to stand any expense not anticipated in making the budget.

We suggest the proper officials of the county make a listing of these encumbered items and make it part of their minutes in their last business meeting of the year. The Department of Local Government Finance should be sent a copy of the listing.

Keep in mind the appropriations encumbered and carried forward can be used for no other purpose other than the purchase order or the contract for which they were appropriated.

## MONTHLY BANK RECONCILEMENTS

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

## DONATIONS TO FOUNDATION

IC 36-1-14-1 (c) states: "Notwithstanding IC 8-1.5-2-6(d), a unit may donate the proceeds from the sale of a utility or facility or from a grant, a gift, a donation, an endowment, a bequest, a trust, or gaming revenue to a foundation under the following conditions:
(1) The foundation is a charitable nonprofit community foundation.
(2) The foundation retains all rights to the donation, including investment powers.
(3) The foundation agrees to do the following:
(A) Hold the donation as a permanent endowment.
(B) Distribute the income from the donation only to the unit as directed by resolution of the fiscal body of the unit.
(C) Return the donation to the general fund of the unit if the foundation:
(i) loses the foundation's status as a public charitable organization;
(ii) is liquidated; or
(iii) violates any condition of the endowment set by the fiscal body of the unit."

IC 36-1-14-2 states: "A unit may use income received under this chapter from a community foundation only for purposes of the unit."

IC 36-1-2-23 defines a unit to mean a county, city, or town, or township.
Gaming revenue means tax revenue received under IC 4-33-12-6, IC 4-33-13, UC 4-35-8.5, or an agreement to share a city's or county's part of the tax revenue.

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## CITY AND TOWN COURT COST FUND

IC 33-37-7-6 requires that three percent (3\%) of all court costs collected by the Clerk of the Circuit Court to be set aside by the County Auditor in a City and Town Court Cost Fund. Such funds shall be distributed semiannually to each city and town in the county that maintains a law enforcement agency and prosecutes at least fifty percent (50\%) of its ordinance violations in a circuit, superior, or county court in the county. If a city or town located in Marion County prosecutes its ordinance violations in a municipal court, then that city or town would qualify for such distribution.

The county auditor shall determine the amount to be distributed to each city and town qualified as follows:

STEP ONE: Determine the population of the qualified city or town.
STEP TWO: Add the populations of all qualified cities and towns determined under STEP ONE.
STEP THREE: Divide the population of each qualified city and town by the sum determined under STEP TWO.

STEP FOUR: Multiply the result determined under STEP THREE for each qualified city and town by the amount of the qualified municipality share.

The county auditor shall semiannually (in June and December) distribute to each qualified city and town the amount computed for that city or town under STEP FOUR.

If no city or town qualifies for a semiannual distribution, the monies shall remain in the city and town court cost fund for future distribution, it is not to be transferred to the County General Fund.

Each city and town that qualifies is encouraged to contact the County Auditor in their county each May and November about the distribution.

Several questions concerning the distribution of the City and Town Court Cost Fund by the County Auditor have been asked by city, town and county officials. The questions, along with our audit positions, are as follows:

Question \#1 What must a municipality do to qualify for a share of the City and Town Court Cost Fund?
Answer \#1 A municipality must maintain a law enforcement agency and prosecute at least fifty percent (50\%) of its ordinance violations in a Circuit, Superior, or County Court located in the county. The County Auditor shall determine the amount to be distributed to each qualified city and town. (IC 33-37-7-6)

Question \#2 Does a city ordinance violation filed in County Court qualify the city to receive such funds even if the case is dismissed by the city?

Answer \#2 No. The city must prosecute the case in order to qualify.

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## CITY AND TOWN COURT COST FUND (Continued)

Question \#3 In which semiannual period does the city or town receive a share of such funds assuming only one (1) case is filed? Is it the period in which the case was filed or is it the period in which it was prosecuted?

Answer \#3 The period in which the case was prosecuted would govern the period of distribution. Distributions are to be made semiannually (June and December) for the previous six (6) months collections.

Question \#4 Can a city or a town with an Ordinance Violations Bureau qualify for the distribution?
Answer \#4 Yes. IC 33-36-3-6(b) states that ordinances processed through an Ordinance Violations Bureau are not to be considered in determining whether the unit prosecuted at least fifty percent $(50 \%)$ of its ordinance violations in a Circuit, Superior, or County Court.

Question \#5 To what fund does a city/town receipt the distributions?
Answer \#5 Distributions should be receipted to the General Fund.

## SBOA COMMUNICATIONS

The State Board of Accounts has recently switched to a subscriber-based service to periodically send out emails with training information, memos, and State Examiner Directives. This service is called govdelivery and it allows for anyone to subscribe and receive the information.

If you have not done so already, please subscribe for email communications on our website (https://www.in.gov/sboa/7130.htm). For the counties we have six different subscriber lists to choose from: Auditors, Clerks, Highway, Sheriffs, Treasurers, and Recorders. You may select as many subscriber groups as you want to get notifications for.

The 'From' Addresses will appear as Indiana@subscriptions.in.gov or Counties@subscriptions.in.gov. Please verify that these email addresses are accurate and make sure your email software will accept communications from these addresses and won't send them to "junk" or "spam" folders to ensure you are receiving the most up-to-date guidance from our office.

## INTEREST RATES ON TAX OVERPAYMENTS AND UNDERPAYMENTS

From the Department of Revenue, Departmental Notice \#3 issued in November 2020 effective January 1, 2021. "Pursuant to IC 6-8.1-10-1, the rate of interest for an underpayment of tax and an excess tax payment is the percentage rounded to the nearest whole number that equals two percentage points above the average investment yield on state general fund money for the state's fiscal year ending June 30, 2020, excluding pension fund investments, as provided by the State Treasurer's office. The rate of interest for an underpayment of tax and an excess tax payment for calendar year 2021 will be $4 \%$ "

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## INTEREST RATES ON TAX OVERPAYMENTS AND UNDERPAYMENTS (Continued)

In addition we have included a historical list of calculated percentages for the last 10 years. This information can be found on the Department of Revenue website (www.in.gov/dor)

Historical Interest Rate List

| Year | Overpayments | Delinquent Payments |
| :---: | :---: | :---: |
| 2011 | $9 \%$ | $9 \%$ |
| 2012 | $4 \%$ | $4 \%$ |
| 2013 | $3 \%$ | $3 \%$ |
| 2014 | $3 \%$ | $3 \%$ |
| 2015 | $3 \%$ | $3 \%$ |
| 2016 | $2 \%$ | $2 \%$ |
| 2017 | $3 \%$ | $3 \%$ |
| 2018 | $3 \%$ | $3 \%$ |
| 2019 | $3 \%$ | $3 \%$ |
| 2020 | $4 \%$ | $4 \%$ |
| 2021 | $4 \%$ | $4 \%$ |

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## RATES FOR LEGAL ADVERTISING

Effective January 1, 2021

The following rates, effective January 1, 2021, were computed based upon the statutorily authorized $2.75 \%$ increase allowed by IC 5-3-1-1(b)(4). Any percentage increase other than the $2.75 \%$ will require a separate computation by the State Board of Accounts. A newspaper, locality newspaper, or qualified publication may, effective January 1 of any year increase the basic charges by not more than $2.75 \%$ more than the basic charges that were in effect during the previous year.


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| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 9 Pica 9 Point Column |  |  |  |  | 9 Pica |  | 10 Point Column |  |  |
| Type Size | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 0.4988 | 0.7461 | 0.9962 | 1.2455 | 7 | 0.5028 | 0.7522 | 1.0043 | 1.2558 |
| 7.5 | 0.4655 | 0.6964 | 0.9298 | 1.1625 | 7.5 | 0.4693 | 0.7021 | 0.9374 | 1.1721 |
| 8 | 0.4364 | 0.6529 | 0.8717 | 1.0899 | 8 | 0.4400 | 0.6582 | 0.8788 | 1.0988 |
| 9 | 0.3879 | 0.5803 | 0.7748 | 0.9688 | 9 | 0.3911 | 0.5851 | 0.7812 | 0.9767 |
| 10 | 0.3491 | 0.5223 | 0.6973 | 0.8719 | 10 | 0.3520 | 0.5266 | 0.7030 | 0.8790 |
| 12 | 0.2909 | 0.4352 | 0.5811 | 0.7266 | 12 | 0.2933 | 0.4388 | 0.5859 | 0.7325 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 9 Pica |  | 11 Point Column |  |  | 10 Pica |  | 0 Point Column |  |  |
|  | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
| Type Size | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 0.5075 | 0.7591 | 1.0135 | 1.2673 | 7 | 0.5115 | 0.7653 | 1.0217 | 1.2775 |
| 7.5 | 0.4736 | 0.7085 | 0.9460 | 1.1828 | 7.5 | 0.4774 | 0.7142 | 0.9536 | 1.1923 |
| 8 | 0.4440 | 0.6642 | 0.8868 | 1.1089 | 8 | 0.4476 | 0.6696 | 0.8940 | 1.1178 |
| 9 | 0.3947 | 0.5904 | 0.7883 | 0.9857 | 9 | 0.3979 | 0.5952 | 0.7947 | 0.9936 |
| 10 | 0.3552 | 0.5314 | 0.7095 | 0.8871 | 10 | 0.3581 | 0.5357 | 0.7152 | 0.8942 |
| 12 | 0.2960 | 0.4428 | 0.5912 | 0.7392 | 12 | 0.2984 | 0.4464 | 0.5960 | 0.7452 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 10 Pica |  | 5 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.5330 | 0.7974 | 1.0646 | 1.3311 |
| 7.5 | 0.4975 | 0.7442 | 0.9937 | 1.2424 |
| 8 | 0.4664 | 0.6977 | 0.9315 | 1.1647 |
| 9 | 0.4146 | 0.6202 | 0.8280 | 1.0353 |
| 10 | 0.3731 | 0.5582 | 0.7452 | 0.9318 |
| 12 | 0.3109 | 0.4651 | 0.6210 | 0.7765 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 11 Pica |  | 3 Point Column |  |  |


| 11 Pica |  | 0 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.5627 | 0.8418 | 1.1239 | 1.4052 |
| 7.5 | 0.5252 | 0.7857 | 1.0490 | 1.3116 |
| 8 | 0.4924 | 0.7366 | 0.9834 | 1.2296 |
| 9 | 0.4377 | 0.6547 | 0.8741 | 1.0930 |
| 10 | 0.3939 | 0.5892 | 0.7867 | 0.9837 |
| 12 | 0.3282 | 0.4910 | 0.6556 | 0.8197 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 11 Pica |  | 7 Point Column |  |  |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.5755 | 0.8609 | 1.1494 | 1.4372 |
| 7.5 | 0.5371 | 0.8035 | 1.0728 | 1.3414 |
| 8 | 0.5036 | 0.7533 | 1.0058 | 1.2575 |
| 9 | 0.4476 | 0.6696 | 0.8940 | 1.1178 |
| 10 | 0.4028 | 0.6026 | 0.8046 | 1.0060 |
| 12 | 0.3357 | 0.5022 | 0.6705 | 0.8384 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
|  | Pica | 5 | int Colun |  |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.6353 | 0.9504 | 1.2690 | 1.5866 |
| 7.5 | 0.5930 | 0.8871 | 1.1844 | 1.4809 |
| 8 | 0.5559 | 0.8316 | 1.1103 | 1.3883 |
| 9 | 0.4942 | 0.7392 | 0.9870 | 1.2341 |
| 10 | 0.4447 | 0.6653 | 0.8883 | 1.1106 |
| 12 | 0.3706 | 0.5544 | 0.7402 | 0.9255 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.6522 | 0.9757 | 1.3027 | 1.6288 |
| 7.5 | 0.6087 | 0.9107 | 1.2158 | 1.5202 |
| 8 | 0.5707 | 0.8537 | 1.1399 | 1.4252 |
| 9 | 0.5073 | 0.7589 | 1.0132 | 1.2668 |
| 10 | 0.4566 | 0.6830 | 0.9119 | 1.1402 |
| 12 | 0.3805 | 0.5692 | 0.7599 | 0.9501 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |

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| 13 Pica |  | Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  |  | Number | nsertions |  |
| Type Size | 1 | 2 | 3 | 4 |
| 7 | 0.6650 | 0.9948 | 1.3282 | 1.6607 |
| 7.5 | 0.6207 | 0.9285 | 1.2397 | 1.5500 |
| 8 | 0.5819 | 0.8705 | 1.1622 | 1.4531 |
| 9 | 0.5172 | 0.7738 | 1.0331 | 1.2917 |
| 10 | 0.4655 | 0.6964 | 0.9298 | 1.1625 |
| 12 | 0.3879 | 0.5803 | 0.7748 | 0.9688 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 14 Pica |  | 2 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.7249 | 1.0844 | 1.4478 | 1.8102 |
| 7.5 | 0.6765 | 1.0121 | 1.3513 | 1.6895 |
| 8 | 0.6342 | 0.9488 | 1.2668 | 1.5839 |
| 9 | 0.5638 | 0.8434 | 1.1260 | 1.4079 |
| 10 | 0.5074 | 0.7591 | 1.0134 | 1.2671 |
| 12 | 0.4228 | 0.6325 | 0.8445 | 1.0559 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 14 Pica |  | 7 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.7458 | 1.1157 | 1.4897 | 1.8626 |
| 7.5 | 0.6961 | 1.0414 | 1.3903 | 1.7384 |
| 8 | 0.6526 | 0.9763 | 1.3035 | 1.6298 |
| 9 | 0.5801 | 0.8678 | 1.1586 | 1.4487 |
| 10 | 0.5221 | 0.7810 | 1.0428 | 1.3038 |
| 12 | 0.4351 | 0.6509 | 0.8690 | 1.0865 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 15 Pica |  | 0 Point Column |  |  |


| 14 Pica |  | 9 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.7545 | 1.1288 | 1.5070 | 1.8843 |
| 7.5 | 0.7042 | 1.0535 | 1.4066 | 1.7587 |
| 8 | 0.6602 | 0.9877 | 1.3187 | 1.6488 |
| 9 | 0.5869 | 0.8779 | 1.1721 | 1.4656 |
| 10 | 0.5282 | 0.7901 | 1.0549 | 1.3190 |
| 12 | 0.4401 | 0.6584 | 0.8791 | 1.0992 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 15 Pica |  | 9 Point Column |  |  |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.7673 | 1.1479 | 1.5326 | 1.9162 |
| 7.5 | 0.7162 | 1.0714 | 1.4304 | 1.7885 |
| 8 | 0.6714 | 1.0044 | 1.3410 | 1.6767 |
| 9 | 0.5968 | 0.8928 | 1.1920 | 1.4904 |
| 10 | 0.5371 | 0.8035 | 1.0728 | 1.3414 |
| 12 | 0.4476 | 0.6696 | 0.8940 | 1.1178 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 17 Pica |  | 3 Point Column |  |  |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.8824 | 1.3201 | 1.7625 | 2.2037 |
| 7.5 | 0.8236 | 1.2321 | 1.6450 | 2.0568 |
| 8 | 0.7721 | 1.1551 | 1.5422 | 1.9282 |
| 9 | 0.6863 | 1.0267 | 1.3708 | 1.7140 |
| 10 | 0.6177 | 0.9240 | 1.2337 | 1.5426 |
| 12 | 0.5147 | 0.7700 | 1.0281 | 1.2855 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.9719 | 1.4540 | 1.9413 | 2.4272 |
| 7.5 | 0.9071 | 1.3571 | 1.8118 | 2.2654 |
| 8 | 0.8504 | 1.2722 | 1.6986 | 2.1238 |
| 9 | 0.7559 | 1.1309 | 1.5099 | 1.8878 |
| 10 | 0.6804 | 1.0178 | 1.3589 | 1.6991 |
| 12 | 0.5670 | 0.8482 | 1.1324 | 1.4159 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |

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| 19 Pica |  | 6 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 0.9975 | 1.4923 | 1.9923 | 2.4911 |
| 7.5 | 0.9310 | 1.3928 | 1.8595 | 2.3250 |
| 8 | 0.8728 | 1.3057 | 1.7433 | 2.1797 |
| 9 | 0.7758 | 1.1606 | 1.5496 | 1.9375 |
| 10 | 0.6983 | 1.0446 | 1.3946 | 1.7438 |
| 12 | 0.5819 | 0.8705 | 1.1622 | 1.4531 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 19 Pica |  | 10 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.0144 | 1.5175 | 2.0261 | 2.5333 |
| 7.5 | 0.9468 | 1.4163 | 1.8910 | 2.3644 |
| 8 | 0.8876 | 1.3278 | 1.7728 | 2.2166 |
| 9 | 0.7890 | 1.1803 | 1.5758 | 1.9703 |
| 10 | 0.7101 | 1.0623 | 1.4182 | 1.7733 |
| 12 | 0.5917 | 0.8852 | 1.1819 | 1.4777 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 19 Pica |  | 11 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.0190 | 1.5244 | 2.0353 | 2.5448 |
| 7.5 | 0.9511 | 1.4228 | 1.8996 | 2.3751 |
| 8 | 0.8916 | 1.3338 | 1.7808 | 2.2267 |
| 9 | 0.7926 | 1.1856 | 1.5830 | 1.9793 |
| 10 | 0.7133 | 1.0671 | 1.4247 | 1.7813 |
| 12 | 0.5944 | 0.8892 | 1.1872 | 1.4844 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 20 Pica |  | 4 Point Column |  |  |


| 20 Pica |  | 3 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.0359 | 1.5496 | 2.0690 | 2.5869 |
| 7.5 | 0.9668 | 1.4463 | 1.9310 | 2.4144 |
| 8 | 0.9064 | 1.3559 | 1.8104 | 2.2635 |
| 9 | 0.8057 | 1.2053 | 1.6092 | 2.0120 |
| 10 | 0.7251 | 1.0848 | 1.4483 | 1.8108 |
| 12 | 0.6043 | 0.9040 | 1.2069 | 1.5090 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 20 Pica |  | 6 Point Column |  |  |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.0400 | 1.5558 | 2.0771 | 2.5971 |
| 7.5 | 0.9706 | 1.4520 | 1.9387 | 2.4240 |
| 8 | 0.9100 | 1.3613 | 1.8175 | 2.2725 |
| 9 | 0.8089 | 1.2100 | 1.6156 | 2.0200 |
| 10 | 0.7280 | 1.0890 | 1.4540 | 1.8180 |
| 12 | 0.6066 | 0.9075 | 1.2117 | 1.5150 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.0487 | 1.5688 | 2.0945 | 2.6188 |
| 7.5 | 0.9788 | 1.4642 | 1.9549 | 2.4443 |
| 8 | 0.9176 | 1.3727 | 1.8327 | 2.2915 |
| 9 | 0.8156 | 1.2202 | 1.6291 | 2.0369 |
| 10 | 0.7341 | 1.0981 | 1.4662 | 1.8332 |
| 12 | 0.6117 | 0.9151 | 1.2218 | 1.5277 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 21 Pica |  | 6 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.0998 | 1.6453 | 2.1967 | 2.7466 |
| 7.5 | 1.0265 | 1.5356 | 2.0502 | 2.5635 |
| 8 | 0.9623 | 1.4396 | 1.9221 | 2.4033 |
| 9 | 0.8554 | 1.2797 | 1.7085 | 2.1362 |
| 10 | 0.7699 | 1.1517 | 1.5377 | 1.9226 |
| 12 | 0.6416 | 0.9598 | 1.2814 | 1.6022 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 21 Pica |  | 7 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.1039 | 1.6514 | 2.2049 | 2.7568 |
| 7.5 | 1.0303 | 1.5413 | 2.0579 | 2.5730 |
| 8 | 0.9659 | 1.4450 | 1.9293 | 2.4122 |
| 9 | 0.8586 | 1.2844 | 1.7149 | 2.1442 |
| 10 | 0.7727 | 1.1560 | 1.5434 | 1.9298 |
| 12 | 0.6439 | 0.9633 | 1.2862 | 1.6081 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |

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| 22 Pica 0 Point Column |  |  |  |  | 22 Pica |  | 1 Point Column |  |  |
| Type Size | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 1.1254 | 1.6836 | 2.2478 | 2.8105 | 7 | 1.1295 | 1.6897 | 2.2559 | 2.8207 |
| 7.5 | 1.0504 | 1.5713 | 2.0979 | 2.6231 | 7.5 | 1.0542 | 1.5770 | 2.1055 | 2.6326 |
| 8 | 0.9847 | 1.4731 | 1.9668 | 2.4592 | 8 | 0.9883 | 1.4785 | 1.9740 | 2.4681 |
| 9 | 0.8753 | 1.3094 | 1.7483 | 2.1859 | 9 | 0.8785 | 1.3142 | 1.7546 | 2.1939 |
| 10 | 0.7878 | 1.1785 | 1.5734 | 1.9673 | 10 | 0.7906 | 1.1828 | 1.5792 | 1.9745 |
| 12 | 0.6565 | 0.9821 | 1.3112 | 1.6394 | 12 | 0.6589 | 0.9857 | 1.3160 | 1.6454 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 22 Pica |  | 10 Point Column |  |  | 23 Pica |  | 0 Point Column |  |  |
| Type Size | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 1.1679 | 1.7471 | 2.3326 | 2.9165 | 7 | 1.1765 | 1.7601 | 2.3499 | 2.9382 |
| 7.5 | 1.0900 | 1.6306 | 2.1771 | 2.7221 | 7.5 | 1.0981 | 1.6428 | 2.1933 | 2.7423 |
| 8 | 1.0219 | 1.5287 | 2.0410 | 2.5519 | 8 | 1.0295 | 1.5401 | 2.0562 | 2.5709 |
| 9 | 0.9083 | 1.3588 | 1.8142 | 2.2684 | 9 | 0.9151 | 1.3690 | 1.8277 | 2.2853 |
| 10 | 0.8175 | 1.2230 | 1.6328 | 2.0415 | 10 | 0.8236 | 1.2321 | 1.6450 | 2.0568 |
| 12 | 0.6812 | 1.0191 | 1.3607 | 1.7013 | 12 | 0.6863 | 1.0267 | 1.3708 | 1.7140 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 23 Pica |  | 3 Point Column |  |  | 24 Pica |  | 0 Point Column |  |  |
| Type Size | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 1.1893 | 1.7792 | 2.3755 | 2.9702 | 7 | 1.2277 | 1.8366 | 2.4521 | 3.0660 |
| 7.5 | 1.1100 | 1.6606 | 2.2171 | 2.7721 | 7.5 | 1.1459 | 1.7142 | 2.2886 | 2.8616 |
| 8 | 1.0407 | 1.5568 | 2.0786 | 2.5989 | 8 | 1.0742 | 1.6070 | 2.1456 | 2.6827 |
| 9 | 0.9250 | 1.3838 | 1.8476 | 2.3101 |  | 0.9549 | 1.4285 | 1.9072 | 2.3846 |
| 10 | 0.8325 | 1.2455 | 1.6628 | 2.0791 | 10 | 0.8594 | 1.2856 | 1.7165 | 2.1462 |
| 12 | 0.6938 | 1.0379 | 1.3857 | 1.7326 | 12 | 0.7162 | 1.0714 | 1.4304 | 1.7885 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 25 Pica |  | 6 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size |  | Number | nsertions |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.3044 | 1.9514 | 2.6054 | 3.2576 |
| 7.5 | 1.2175 | 1.8213 | 2.4317 | 3.0404 |
| 8 | 1.1414 | 1.7075 | 2.2797 | 2.8504 |
| 9 | 1.0146 | 1.5178 | 2.0264 | 2.5337 |
| 10 | 0.9131 | 1.3660 | 1.8238 | 2.2803 |
| 12 | 0.7609 | 1.1383 | 1.5198 | 1.9003 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.3428 | 2.0088 | 2.6820 | 3.3534 |
| 7.5 | 1.2533 | 1.8749 | 2.5032 | 3.1298 |
| 8 | 1.1750 | 1.7577 | 2.3468 | 2.9342 |
| 9 | 1.0444 | 1.5624 | 2.0860 | 2.6082 |
| 10 | 0.9400 | 1.4062 | 1.8774 | 2.3474 |
| 12 | 0.7833 | 1.1718 | 1.5645 | 1.9562 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 26 Pica |  | 0 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.3300 | 1.9897 | 2.6565 | 3.3215 |
| 7.5 | 1.2413 | 1.8570 | 2.4794 | 3.1000 |
| 8 | 1.1638 | 1.7410 | 2.3244 | 2.9063 |
| 9 | 1.0345 | 1.5475 | 2.0661 | 2.5834 |
| 10 | 0.9310 | 1.3928 | 1.8595 | 2.3250 |
| 12 | 0.7758 | 1.1606 | 1.5496 | 1.9375 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 29 Pica 3 Point Co |  |  |  |  |

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| 29 Pica 4 Point Column |  |  |  |  | 29 Pica |  | 6 Point Column |  |  |
| Type Size | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 1.5004 | 2.2445 | 2.9967 | 3.7469 | 7 | 1.5091 | 2.2575 | 3.0141 | 3.7686 |
| 7.5 | 1.4003 | 2.0949 | 2.7969 | 3.4971 | 7.5 | 1.4084 | 2.1070 | 2.8131 | 3.5173 |
| 8 | 1.3128 | 1.9639 | 2.6221 | 3.2785 | 8 | 1.3204 | 1.9753 | 2.6373 | 3.2975 |
| 9 | 1.1669 | 1.7457 | 2.3308 | 2.9142 | 9 | 1.1737 | 1.7558 | 2.3443 | 2.9311 |
| 10 | 1.0502 | 1.5711 | 2.0977 | 2.6228 | 10 | 1.0563 | 1.5803 | 2.1098 | 2.6380 |
| 12 | 0.8752 | 1.3093 | 1.7481 | 2.1857 | 12 | 0.8803 | 1.3169 | 1.7582 | 2.1983 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 29 Pica |  | 7 Point Column |  |  | 29 Pica |  | 8 Point Column |  |  |
|  | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
| Type Size | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 1.5131 | 2.2636 | 3.0222 | 3.7788 | 7 | 1.5177 | 2.2705 | 3.0314 | 3.7903 |
| 7.5 | 1.4123 | 2.1127 | 2.8207 | 3.5269 | 7.5 | 1.4166 | 2.1192 | 2.8293 | 3.5376 |
| 8 | 1.3240 | 1.9807 | 2.6445 | 3.3065 | 8 | 1.3280 | 1.9867 | 2.6525 | 3.3165 |
| 9 | 1.1769 | 1.7606 | 2.3506 | 2.9391 | 9 | 1.1805 | 1.7660 | 2.3578 | 2.9480 |
| 10 | 1.0592 | 1.5845 | 2.1156 | 2.6452 | 10 | 1.0624 | 1.5894 | 2.1220 | 2.6532 |
| 12 | 0.8827 | 1.3205 | 1.7630 | 2.2043 | 12 | 0.8854 | 1.3245 | 1.7683 | 2.2110 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| 30 Pica |  | 0 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.5346 | 2.2958 | 3.0651 | 3.8325 |
| 7.5 | 1.4323 | 2.1427 | 2.8608 | 3.5770 |
| 8 | 1.3428 | 2.0088 | 2.6820 | 3.3534 |
| 9 | 1.1936 | 1.7856 | 2.3840 | 2.9808 |
| 10 | 1.0742 | 1.6070 | 2.1456 | 2.6827 |
| 12 | 0.8952 | 1.3392 | 1.7880 | 2.2356 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 30 Pica |  | 9 Point Column |  |  |


| 30 Pica |  | 3 Point Column |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.5474 | 2.3149 | 3.0907 | 3.8644 |
| 7.5 | 1.4443 | 2.1606 | 2.8846 | 3.6068 |
| 8 | 1.3540 | 2.0255 | 2.7044 | 3.3813 |
| 9 | 1.2035 | 1.8005 | 2.4039 | 3.0056 |
| 10 | 1.0832 | 1.6204 | 2.1635 | 2.7051 |
| 12 | 0.9027 | 1.3504 | 1.8029 | 2.2542 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 30 Pica |  | 10 Point Column |  |  |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.5730 | 2.3532 | 3.1418 | 3.9283 |
| 7.5 | 1.4681 | 2.1963 | 2.9323 | 3.6664 |
| 8 | 1.3764 | 2.0590 | 2.7491 | 3.4372 |
| 9 | 1.2234 | 1.8302 | 2.4436 | 3.0553 |
| 10 | 1.1011 | 1.6472 | 2.1992 | 2.7498 |
| 12 | 0.9176 | 1.3727 | 1.8327 | 2.2915 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
|  | Pica | 0 | int Colu |  |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.5858 | 2.3723 | 3.1673 | 3.9602 |
| 7.5 | 1.4801 | 2.2141 | 2.9562 | 3.6962 |
| 8 | 1.3876 | 2.0758 | 2.7714 | 3.4652 |
| 9 | 1.2334 | 1.8451 | 2.4635 | 3.0802 |
| 10 | 1.1100 | 1.6606 | 2.2171 | 2.7721 |
| 12 | 0.9250 | 1.3838 | 1.8476 | 2.3101 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |


| Type Size | Number of Insertions |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | 1 | 2 | 3 | 4 |
| 7 | 1.5945 | 2.3853 | 3.1847 | 3.9819 |
| 7.5 | 1.4882 | 2.2263 | 2.9724 | 3.7165 |
| 8 | 1.3952 | 2.0871 | 2.7866 | 3.4842 |
| 9 | 1.2402 | 1.8552 | 2.4770 | 3.0971 |
| 10 | 1.1161 | 1.6697 | 2.2293 | 2.7873 |
| 12 | 0.9301 | 1.3914 | 1.8577 | 2.3228 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |

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| 31 Pica |  | 3 Point Column |  |  | 33 Pica |  | 0 Point Column |  |  |
| Type Size | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
|  | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 1.5986 | 2.3914 | 3.1929 | 3.9921 | 7 | 1.6881 | 2.5253 | 3.3717 | 4.2157 |
| 7.5 | 1.4920 | 2.2320 | 2.9800 | 3.7260 | 7.5 | 1.5756 | 2.3570 | 3.1469 | 3.9347 |
| 8 | 1.3988 | 2.0925 | 2.7938 | 3.4931 | 8 | 1.4771 | 2.2097 | 2.9502 | 3.6887 |
| 9 | 1.2433 | 1.8600 | 2.4833 | 3.1050 | 9 | 1.3130 | 1.9642 | 2.6224 | 3.2789 |
| 10 | 1.1190 | 1.6740 | 2.2350 | 2.7945 | 10 | 1.1817 | 1.7677 | 2.3602 | 2.9510 |
| 12 | 0.9325 | 1.3950 | 1.8625 | 2.3288 | 12 | 0.9847 | 1.4731 | 1.9668 | 2.4592 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 34 Pica |  | 1 Point Column |  |  | 35 Pica |  | 8 Point Column |  |  |
|  | Number of Insertions |  |  |  | Type Size | Number of Insertions |  |  |  |
| Type Size | 1 | 2 | 3 | 4 |  | 1 | 2 | 3 | 4 |
| 7 | 1.7433 | 2.6080 | 3.4820 | 4.3537 | 7 | 1.8247 | 2.7297 | 3.6445 | 4.5568 |
| 7.5 | 1.6271 | 2.4341 | 3.2499 | 4.0634 | 7.5 | 1.7030 | 2.5477 | 3.4015 | 4.2530 |
| 8 | 1.5254 | 2.2820 | 3.0468 | 3.8095 | 8 | 1.5966 | 2.3885 | 3.1889 | 3.9872 |
| 9 | 1.3559 | 2.0284 | 2.7082 | 3.3862 | 9 | 1.4192 | 2.1231 | 2.8346 | 3.5442 |
| 10 | 1.2203 | 1.8256 | 2.4374 | 3.0476 | 10 | 1.2773 | 1.9108 | 2.5511 | 3.1898 |
| 12 | 1.0169 | 1.5213 | 2.0312 | 2.5396 | 12 | 1.0644 | 1.5923 | 2.1259 | 2.6581 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |
| 39 Pica |  | 0 Point Column |  |  | 39 Pica |  | 5 Point Column |  |  |
|  | Number of Insertions |  |  |  | Number of Insertions |  |  |  |  |
| Type Size | 1 | 2 | 3 | 4 | Type Size | 1 | 2 | 3 | 4 |
| 7 | 1.9950 | 2.9845 | 3.9847 | 4.9822 | 7 | 2.0165 | 3.0166 | 4.0276 | 5.0358 |
| 7.5 | 1.8620 | 2.7855 | 3.7190 | 4.6500 | 7.5 | 1.8821 | 2.8155 | 3.7591 | 4.7001 |
| 8 | 1.7456 | 2.6114 | 3.4866 | 4.3594 | 8 | 1.7644 | 2.6396 | 3.5241 | 4.4064 |
| 9 | 1.5517 | 2.3213 | 3.0992 | 3.8750 | 9 | 1.5684 | 2.3463 | 3.1326 | 3.9168 |
| 10 | 1.3965 | 2.0892 | 2.7893 | 3.4875 | 10 | 1.4116 | 2.1117 | 2.8193 | 3.5251 |
| 12 | 1.1638 | 1.7410 | 2.3244 | 2.9063 | 12 | 1.1763 | 1.7597 | 2.3494 | 2.9376 |
| Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 | Rate/Square | 7.46 | 11.16 | 14.90 | 18.63 |

