

COLLECTION OF FEES

County Recorder's Annual Conference
April 2019



PRIMARY DUTIES

- Record instruments submitted for recording
- 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



TOPICS OF DISCUSSION

- Legal Authority for Recording Fees
- Handling Various Types of Payments
- Deposits
- Bank Reconciliations
- Report of Collections



TYPES OF PAYMENTS RECEIVED

- IC 36-1-8-11(c)
 - Cash
 - Checks
 - Bank Drafts
 - Money Orders
 - Bank (Debit) Cards and Credit Cards
 - Electronic Funds Transfers (EFT)
 - Other financial instruments as approved by the county council
- 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





PAYMENTS (CONTINUED)

- Receipts are to be issued and recorded at the time of the transaction
- Collections are received in the mail and from individuals
- Receipts should be issued for ALL collections
- An approved OR a prescribed receipt is to be used
- Proper internal controls should be in place for handling collections
- Employees handling collections should be properly bonded. (collect over \$5,000)



PAYMENTS (CONTINUED)

- Accounts Receivable and Escrow Accounts
 - Accounts receivable not allowed – Statute states “shall” collect
 - Escrow accounts allowed – payment received in advance
- Overpayments
 - IC 36-2-11-6
 - May retain administrative fee up to \$3
 - Excess amount over \$3 shall be refunded



RECONCILE COLLECTIONS TO RECEIPTS POSTED

- Count drawer and balance with applicable reports.
- Deposit Report, Pre Posting Report, Cashbook Report



MAKING DEPOSITS

- IC 5-13-6-1
 - Daily Deposits Required for amounts over \$500
 - Designated Depository

DEPOSIT TICKET		CASH	
DATE	07/01/2018	557	299.98
<small>DEPOSITS MAY NOT BE WITHDRAWN FOR REDEEMABLE WITHDRAWALS</small>		866	100.00
NAME	Jane Doe	SUBTOTAL	399.98
COUNT NUMBER	1245678	LESS CASH RECEIVED	60.00
SIGNATURE: Jane Doe		TOTAL	339.98
<small>SIGN HERE IF CASH RECEIVED</small>			



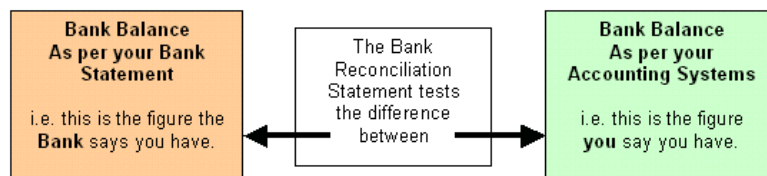
END RESULT

Collections = Receipts Posted = Deposit



RECONCILIATIONS

- IC 5-13-6-1(e)
 - Perform monthly reconciliations
 - Reconcile bank statements to records





REPORT OF COLLECTIONS

- Accompanied by Report of Collections to be filed with County Auditor
- Fees are remitted monthly to County Treasurer
- Follow the proper receipt procedures as required by statute

