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
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