Collection of Fees

County Recorders Annual Conference
April 2018

**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 Interest**

- 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
Making Deposits

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

Reconcile Collections to Receipts Posted

• Count drawer and balance with applicable reports.

• Deposit Report, Pre Posting Report, Cashbook Report
End Result

Collections = Deposit = Receipts Posted

Reconciliations

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

• Fees are remitted monthly to County Treasurer

• Accompanied by Report of Collections to be filed with County Auditor

• Follow the proper receipt procedures as required by statute