Filing Fees (Charging & Collecting)

2021 Annual Recorders Conference

Indiana State Board of Accounts

Primary Duties

- Record instruments that are submitted
- 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
Indiana State Board of Accounts

Authority for Charging Recording Fees

- IC 36-2-7-10 Various Fees (Including UCC recordings
  - Recorder Fees Schedule -
  https://www.in.gov/sboa/files/2017_Recorders_Fees_NEW.pdf
- IC 36-2-7-10.1 Bulk Copies
- IC 36-2-7.5-6 Identifications Security Protection Fee
- IC 5-14-3-8 Enhanced Access Fee

Types of Payments Received

- IC 36-1-8-11(c)
  - Cash
  - Check
  - Bank draft
  - Money Order
  - Bank Card or Credit Card
  - Electronic funds transfer
  - Any other financial instrument authorized by the fiscal body.

- 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

- Escrow Account
  - Payments received in advance
  - Subsidiary Ledger should be maintained

- Overpayments (IC 36-2-11-6)
  - May retain administrative fee up to $3
  - Excess amount over $3 shall be refunded

Collecting and Receipting

- Employees handling collections should be properly bonded
- Receipts are to be issued and recorded at the time of the transaction
- Receipts should be issued for **ALL** collections
- The prescribed **OR** approved receipt is to be used
- Proper internal controls should be in place
  - Separate Drawers
**Bank Deposits**

- IC 5-13-6-1
  - Requires daily deposits for amounts in excess of $500
  - Designated Depositories
  - Deposited in the same form received

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**Posting to the Ledger**

- The Prescribed form is Form 3 – Recorders Fee & Cash Book
  - Software has been used to replace the prescribed form but should provide the same information
  - State Board of Accounts does **NOT** approve software
  - All transactions should be included in the ledger.
    (i.e., Receipts, Disbursements and Balances)
Recorders Fee & Cash Book

Reconciling

- Daily Tasks
  - Count drawer
  - Balance with applicable reports
  - Deposit either with Bank or Treasurer

Collections = Receipts Posted = Deposit
IC 5-13-6-1 (e):

- All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.

**Reconciling Continued...**

- Bank Balance: As per your Bank Statement
  - i.e. The amount the bank says you have

- The Bank Reconcilement:
  - Identifies the difference between your records and the bank's records

- Ledger Balance: As per your Accounting System
  - i.e. The amount you say you have
Report of Collections

- Required to be filed with the County Auditor by the 10th of the next month or daily in there is no bank account
- Each fund that is to be credited should be designated and subtotaled
- Follow proper receipting procedures outlined in statute.

Cash Change Fund

- County recorders are permitted to establish a cash change fund to facilitate handling collections, in such amount as approved by the county council. Such fund is established by warrant of the county auditor drawn against the county general fund, without appropriation, upon verified claim filed by the recorder and allowed by the board.
IC 5-11-1-27(j)

➤ Required to report erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property.

➤ Fraud Reporting Form:
  • [https://www.in.gov/sboa/about-us/contact-us/fraud-reporting-form/](https://www.in.gov/sboa/about-us/contact-us/fraud-reporting-form/)

Contact Us

➤ Counties@sboa.in.gov

➤ (317) 232-2512