

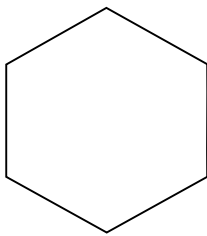


Reconciling and Bank Accounts

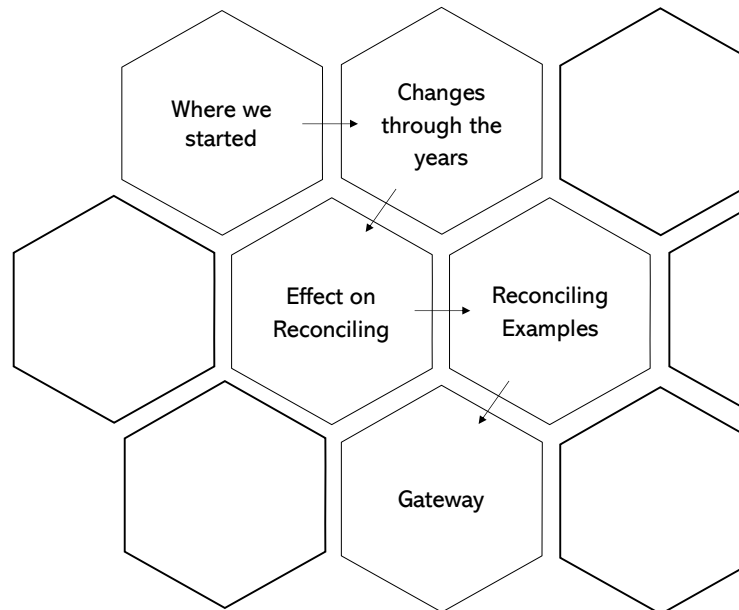
2024 Annual Recorders Conference



1

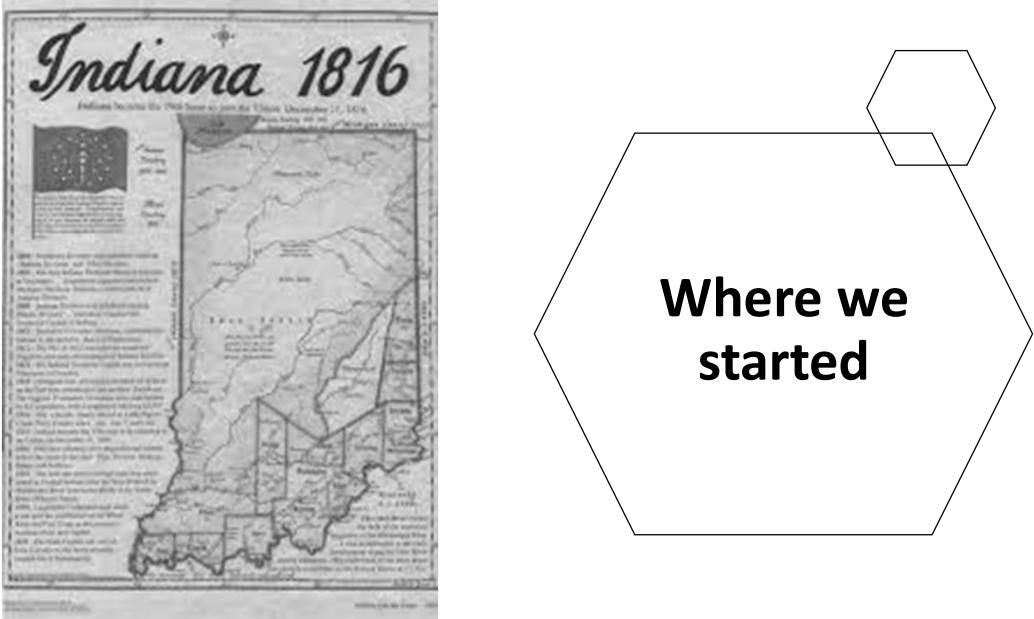


Topics



2

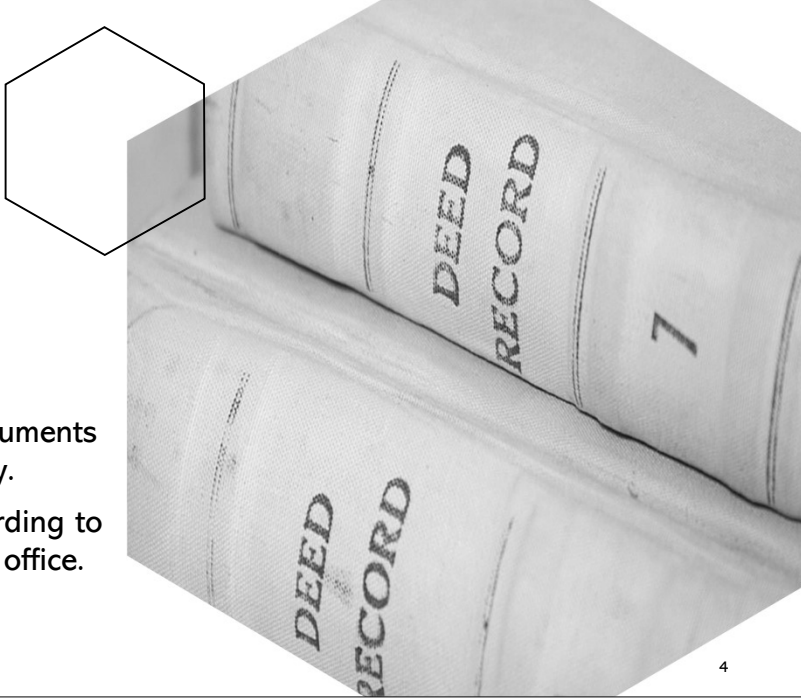
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Indiana 1816
Indiana became the 19th State to join the Union December 15, 1816.

Indiana State board of Accounts

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County Recorder

- Created in 1816.
- Primary duty to record instruments and maintain into perpetuity.
- Fees were charged for recording to enable the operating of the office.

Indiana State board of Accounts

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State Board of Accounts

- Created in 1909
- Primary duty to examine all accounts and financial affairs of every public office and officer
- Prescribe and Approve forms
- Create a uniform system of accounting and financial reporting



Indiana State board of Accounts

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Uniform System of Accounting

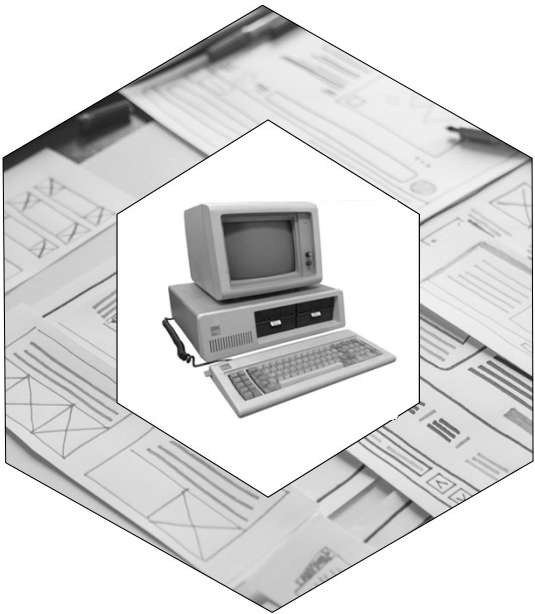
County Recorders Manual	Prescribed Forms	Reporting	Audits
<ul style="list-style-type: none"> • Office Salaries • Expenses • Fees • Forms & Records • Use of Records • Financial Accounting 	<ul style="list-style-type: none"> • Recorder's Fee and Cashbook • Receipts • Checks 	<ul style="list-style-type: none"> • Report of Collections • Annual Financial Report (<i>prepared by Auditor but includes Recorder fees</i>) 	<ul style="list-style-type: none"> • Part of the County Audit • Annually • Issue Public Report




Indiana State board of Accounts

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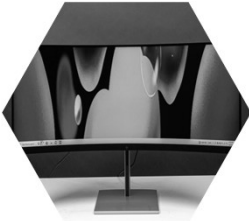
Changes Through the Years




Indiana State board of Accounts

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Changes




Technology




Bank Accounts



Internet



Prepaid Accounts



Indiana State board of Accounts

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Effects on Reconciling

9

Indiana State board of Accounts

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Reconciling in the Beginning

\$\$\$Cash\$\$\$

=

Receipts

Fee & Cashbook

Form Prescribed by State Board of Accounts County (Book) Form No. 3 (Revised 1985)

RECORDER'S FEE AND CASH BOOK

Date Received Mo. Day	Instrument Number	NAME	RECEIPTS							DISBURSEMENTS					
			Deeds and Other Conveyances	Surveyor's Corner Perpetuation	Mortgages and Other Liens	Releases And Assignments	Uniform Commercial Code	Copies of Instruments	Other Fees	Total	Date Mo. Day	Check No.	Amount		
1		Brought Forward	275 00	35 00	315 00	92 00	113 50	31 50			158 00	1,028 00			
2	11 30	1234 John Doe	5 50	1 00								6 50			
3	11 30	1235 1st National Bank			7 00							7 00			
4	11 30	Many Smith						9 00			1 00	10 00			
5	11 30	1236 1st National Bank				5 00						5 00			
6	11 30	John Jones						1 50			1 00	2 50			
7															
8	11 30	UCC						21 50				21 50			
9															
10		Total Today	5 50	1 00	7 00	5 00	21 50	10 50			2 00	52 50			
11													11 30	152	1,080 50
12															
13															
14															

10

Indiana State board of Accounts

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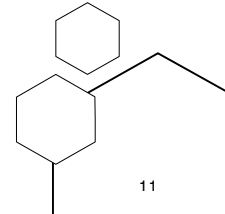
Reconciling + Technology Additions



RECORDER'S FEE AND CASH BOOK

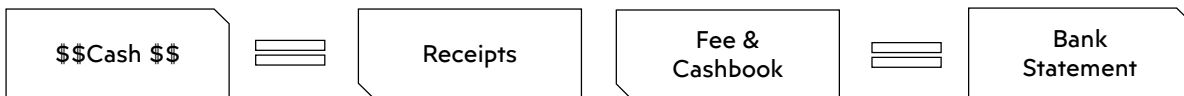
Date Received by 20 MOY YYY	Instrument Number	NAME	RECEIPTS							RECEIPTS		Other Fees	Total
			Deeds and Other Conveyances	Surveyors Corner Replatment	Mortgages and Other Liens	Releases And Assignments	Uniform Commercial Code	Copies of Instruments					
1		Brought Forward	279.00	39.00	315.00	92.00	113.50	31.50				159.00	1,028.00
2	11 30	1234 John Doe	5.50	1.00									6.50
3	11 30	1235 1st National Bank			7.00								7.00
4	11 30	Mary Smith				5.00		9.00			1.00		15.00
5	11 30	1236 1st National Bank											5.00
6	11 30	John Jones						1.50			1.00		2.50
7													
8	11 30	LCC							21.50				21.50
9													
10		Total Today	5.50	1.00	7.00	5.00	21.50	10.50			2.00		52.50
11													
12													
13													
14													
15													

Electronic Forms left off columns for Disbursements



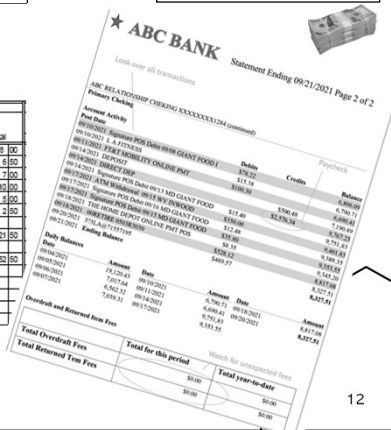
Indiana State board of Accounts

Reconciling + Bank Accounts



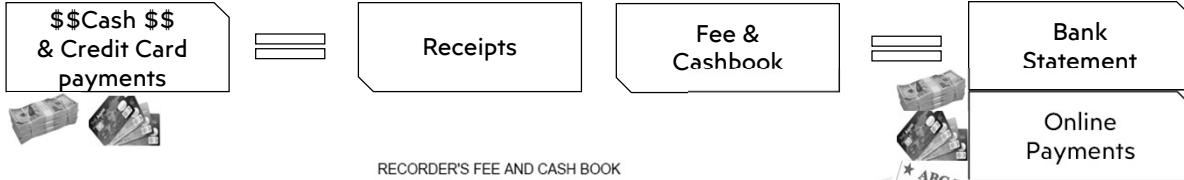
RECORDER'S FEE AND CASH BOOK

Date Received by 20 MOY YYY	Instrument Number	NAME	RECEIPTS							RECEIPTS		Other Fees	Total
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6	11 30	John Jones						1.50			1.00		2.50
7													
8	11 30	LCC							21.50				21.50
9													
10		Total Today	5.50	1.00	7.00	5.00	21.50	10.50			2.00		52.50
11													
12													
13													
14													
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Indiana State board of Accounts

Reconciling + Internet Capabilities



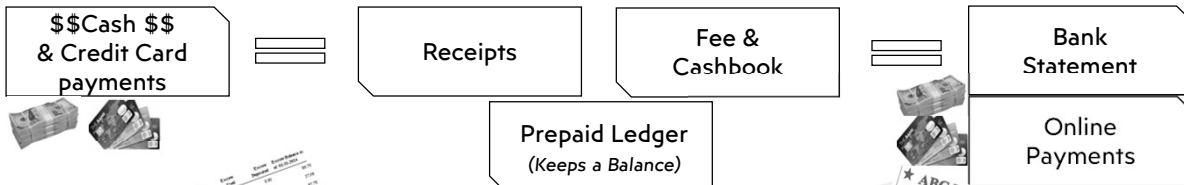
RECORDER'S FEE AND CASH BOOK

Date Received Yr Mo Day	Instrument Number	NAME	RECEIPTS					
			Deeds and Other Conveyances	Surveyor's Corner Perpetuation	Mortgages and Other Liens	Releases And Assignments	Uniform Commercial Code	Copies of Instruments
2 11 30	1234	Brought Forward	275.00	39.00	315.00	92.00	113.50	31.50
3 11 30	1235	1st National Bank	5.00	1.00				
4 11 30		Mary Smith			7.00			5.00
5 11 30	1236	1st National Bank				5.00		
6 11 30		John Jones						1.50
7								
8 11 30		UCC						21.50
9								
10		Total Today	5.00	1.00	7.00	5.00	21.50	10.50
11								
12								
13								
14								
15								



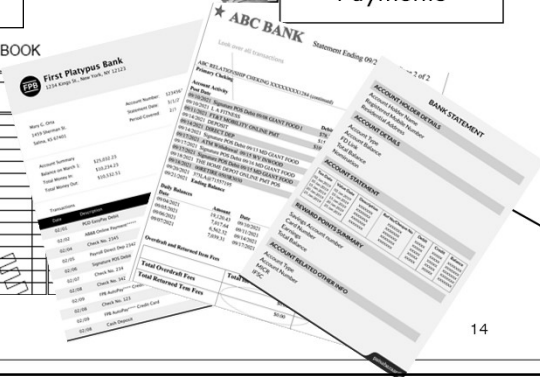
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Reconciling + Prepaid Accounts

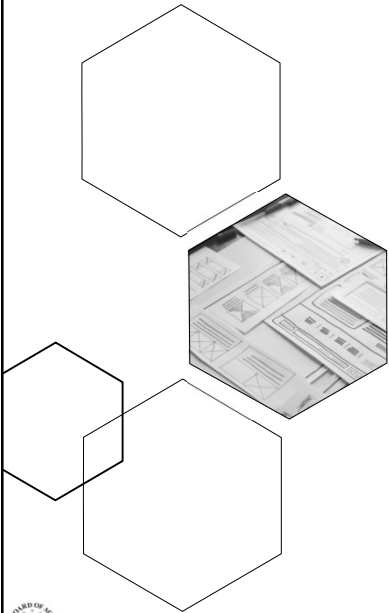


RECORDER'S FEE AND CASH BOOK

Date Received Yr Mo Day	Instrument Number	NAME	RECEIPTS					
			Deeds and Other Conveyances	Surveyor's Corner Perpetuation	Mortgages and Other Liens	Releases And Assignments	Uniform Commercial Code	Copies of Instruments
2 11 30	1234	Brought Forward	275.00	39.00	315.00	92.00	113.50	31.50
3 11 30	1235	1st National Bank	5.00	1.00				
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6 11 30		John Jones						1.50
7								
8 11 30		UCC						21.50
9								
10		Total Today	5.00	1.00	7.00	5.00	21.50	10.50
11								
12								
13								
14								
15								



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Reconciling Examples

**Bank Balance
As per your Bank
Statement**


i.e. this is the figure the
Bank says you have.

The Bank
Reconciliation
Statement tests
the difference
between

**Bank Balance
As per your
Accounting Systems**

i.e. this is the figure
you say you have.

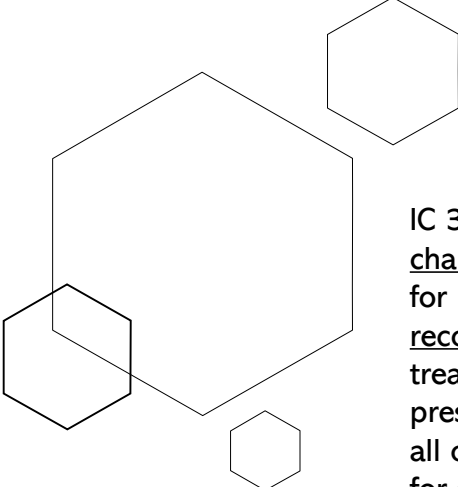
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Collecting money for services

IC 36-2-7-10 (b) states: “The county recorder shall charge and collect the fees prescribed by this section for recording, filing, copying, and other services the recorder renders, and shall pay them into the county treasury at the end of each calendar month. The fees prescribed and collected under this section supersede all other recording fees required by law to be charged for services rendered by the county recorder.”



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Indiana Gateway for governmental units



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Monthly Uploads



Bank Statements

- Document received from the bank showing all transaction, beginning balance, and ending balance
- Include all pages, including cancelled check copies
- All bank accounts



Cash Book (*Form 3, Recorder's Fee and Cash Book*)

- A report that shows beginning balance, total receipts, total disbursements, and ending balance as of the end of the month
- Prepaid accounts ledger including beginning balance, added prepaids, used prepaids, and ending balance
- End of month report with list of names and balance amounts



Bank Reconciliation (*including outstanding check list*)

- Document showing the reconciled bank balance and the ledger balance agree
- Each bank account should be reconciled
- List of written checks that have not cleared the bank



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Possible Software substitutes for ledgers

CSI

Cashbook Report
Prepaid- Billing List for the Period

Fidler

Recorder's Fee and Cashbook
Prepaid – Escrow Summary Alpha by Customer



Indiana State board of Accounts

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Contact Us

Government Technical Assistance and
Compliance Directors for Counties:
Ricci Hofherr, CPA and Staci Byrns, CFE

Counties@sboa.in.gov

(317)232-2512



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