County Recorders Annual Conference
April 2016

FEES

Recording Fees

- Legal Authority for Recording Fees
- Handling Various Types of Payments Received
- Making Deposits
- Timely Remittance of Collections
Authority for Recording Fees

- IC 36-2-7-10
- IC 36-2-7-10.1
- IC 5-14-3-8

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)

- 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 (effective July 1, 2015)
- Designated Depository
- Board of Finance and County Investment Policy.
Reconciliations

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

Remittance of Collections

- County General
- Recorder’s Record Perpetuation
- Surveyor’s Corner Perpetuation
- Mortgage Recording Fees–State Share
- Local Affordable Housing
- State Affordable Housing and Community Development
- Identification Security Protection
- County Elected Official Training
- Enhanced Access
- Electronic Map Generation