



SBOA Updates


2024 County Recorders Annual Conference

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Agenda



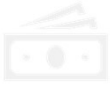
Conference Attendance



Recorder Training & Certifications



Manual Updates



Schedule of Recorder Fees


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Conference Attendance

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IC 5-11-14-1 states:

“...(f) Whenever a conference is called by the state board of accounts under this section, an elected official, at the direction of the state examiner, may require the attendance of:

- (1) each of the elected official's appointed and acting chief deputies or chief assistants; and
- (2) if the number of deputies or assistants employed:
 - (A) does not exceed three (3), one (1) of the elected official's appointed and acting deputies or assistants; or
 - (B) exceeds three (3), two (2) of the elected official's duly appointed and acting deputies or assistants....”

“...(h) The state board of accounts shall certify the number of days of attendance and the mileage for each conference to each official attending any conference under this section...”

“...(k) The state board of accounts shall keep attendance of elected officials at each conference called by the state board of accounts and publish the attendance on the state board of accounts' website.

(l) Elected officials must attend the applicable annual conference called by the state board of accounts a minimum of once every two (2) years.”

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Conference Registration



- Attendance required of the elected official and may be required for the acting chief deputies or chief assistance at the direction of the elected official.
- SBOA certifies attendance for elected officials
- *Effective 1-1-2024*
 - *SBOA shall keep attendance of elected officials at each conference and publish attendance to the SBOA website*
 - *Elected officials must attend the applicable annual conference called by the SBOA a minimum of once every two years*

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QR Code



2024 Recorders Conference
Registration – Day 1



Scan the QR Code to register now!

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Conference Sign-Out



2024 Annual Recordors Conference Sheraton Hotel, Indianapolis, IN - April 16, 2024

SIGN-OUT TIME	COUNTY NAME	NAME	SIGNATURE

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SBOA Website

- o State Board of Accounts
- o <https://www.in.gov/sboa/>



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Recorder Training & Certifications

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IC 36-2-11-2.5 states:

“ (a) As used in this section, “training courses” refers to training courses related to the office of county recorder that are compiled or developed by the Association of Indiana Counties and approved by the state board of accounts.

(b) An individual elected to the office of county recorder shall complete at least:

- (1) fifteen (15) hours of training courses within one (1) year; and*
- (2) forty (40) hours of training courses within three (3) years;*

after the individual is elected to the office of county recorder.

(c) An individual first elected to the office of county recorder shall complete five (5) hours of newly elected official training courses before the individual first takes the office of county recorder. A training course that the individual completes under this subsection shall be counted toward the requirements under subsection (b).

(d) An individual shall fulfill the training requirements established by subsection (b) for each term to which the individual is elected as county recorder.”

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IC 36-2-11-2.5 continued:

“(e) The failure of an individual to complete the training required by this section does not prevent the individual from taking an office to which the individual was elected.

“(f) This subsection applies only to an individual appointed to fill a vacancy in the office of county recorder. An individual described in this subsection may, but is not required to, take any training courses required by subsection (b). If an individual described in this subsection takes a training course required by subsection (b) for an elected county recorder, the county shall pay for the training course as if the individual had been an elected county recorder.

“(g) An individual elected to the office of county recorder shall certify completion of the requirements described in subsection (b) every year and file the certification with the state board of accounts in the same manner as the report required in IC 5-11-1-4(a).”



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Elected County Recorder Training Requirements

- Training courses are compiled and developed by AIC and approved by SBOA
 - Training courses includes SBOA called conference.
- Elected County Recorder shall complete at least:
 - 15 hours of training courses within 1 year
 - 5 hours of newly elected official training (prior to taking office)
 - 40 hours of training courses within 3 years
- Must fulfill training requirements for each elected term of office.
- Certify completion of training requirements yearly and file with SBOA on Gateway



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ELECTED OFFICIAL CERTIFICATION OF TRAINING COURSES

I, _____, the duly elected _____
Print Name Title

for _____
Political Subdivision

described in IC _____
Indiana Code

Enter number of training course hours:

First year of term: _____
 Second year of term: _____
 Third year of term: _____
 Fourth year of term: _____

_____ Date _____ Signature

Statutory References:

County Auditor	IC 36-2-9-2.5
County Treasurer	IC 36-2-10-2.5
County Recorder	IC 36-2-11-2.5
County Clerk	IC 33-32-2-9
City Clerk Treasurer / Controller	IC 36-4-10-8
Town Clerk Treasurer	IC 36-5-6-10
Township Trustee	IC 36-6-4-20

This certification should be filed annually with the State Board of Accounts by uploading it here:
[Link to Gateway Application](#)



Yearly Training Certification

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Yearly Training Certification (Continued)

- Adding new application to Gateway


Dashboard Report Search Download Tools Learn More

An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.



Taxpayer Portal
 Access all of the Gateway tools relating to individual taxpayers, such as assessed value and tax bill lookups, the referendum impact calculator and more.

- Local Officials: Login Here >
- Conflict of Interest Upload Tool >
- Interlocal Agreement Upload Tool >
- Food and Beverage Tax Form Upload Tool >

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Manual Updates

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Manual Update

- Manuals are now called “Uniform Compliance Guidelines”
- Last Updated in 2008
- Recorder Fee Schedule will now be included in the Uniform Compliance Guidelines

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Schedule of Recorder Fees




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Authority for Charging Recording Fees

- IC 36-2-7-10 Various Fees
- 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



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STATE BOARD OF ACCOUNTS
EST. 1909

Updated Fees Schedule

(c)(5)	5) Copies: 11 x 17 or smaller Larger than 11 x 17	\$ 1.00 per page \$5.00 per page	County General
(c)(6)	6) Acknowledging or Certifying	\$ 5.00	County General
(c)(7)	7) Computer Tape, Disk, Optical Disk, Microfilm, or similar Media	Ordinance	RPF
(c)(8)	8) Release of liens(s) of a political subdivision for property sold / transferred under public sale by commissioner disposal of real or personal property regardless he number of liens held	\$ 25.00	<div style="border: 1px solid black; padding: 5px;"> \$8.00 - General ^ \$5.00 - SCPF \$10.00 - RPF \$1.00 - ID Security Protection ^ \$1.00 - Elected Officials Training ^ </div>

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STATE BOARD OF ACCOUNTS
EST. 1909

Mortgage Assumption Fee

Since both “mortgage modification” and “mortgage assignment” are specifically excluded from the term “mortgage” the fee would be \$25.

IC 36-2-7-10(a)(2) states:

“(2) “Mortgage” means a transfer of rights to real property, in a form substantially similar to that set forth in IC 32-29-1-5, with or without warranty from the grantor. The term does not include:

- (A) a mortgage modification;
- (B) a mortgage assignment; or
- (C) a mortgage release...”

IC 36-2-7-10(c) states:

“(c) The county recorder shall charge the following:

- (1) Twenty-five dollars (\$25) for recording any deed or other instrument, other than a mortgage.
- (2) Fifty-five dollars (\$55) for recording any mortgage...”

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<p>State Board of Accounts</p> <p>Government Technical Assistance & Compliance Directors for Counties</p>	
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