

# ESS

Electronic Services System – Finance Subcommittee Meeting

## **Agenda**

### **Web Conference**

### **February 7, 2019**

### **8:30 A.M. to 9:30 P.M.**

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- **Welcome**
- **January 10, 2019 – Summary of Subcommittee Action – Approval**
- **Project Financial Reports**
  - **BOA Accounts Payable – Approval**
  - **Fund 255 Accounts Payable – Approval**
  - **Financial Reports – Approval**
    - **December and YTD, 2018 Reports**
- **Accounts Receivable Action – Approval**
- **Financial Trends**
- **January Metrics Review**

**Next Meeting – March 7, 2019**



## **Finance Subcommittee**

### **Web Conference**

**January 10, 2019**

The ESS Finance Subcommittee held a meeting via teleconference on Thursday, January 10, 2019.

**Members Present:** Amy Assink, Geralyn Greer, Stacie Herridge, Jo Greiner, Deb Kupka and Mark Murphy.

**Other Participants:** Phil Dunshee, Lisa Long, Kati Ross and Kathy Schacht

#### **Meeting Summary**

The Subcommittee reviewed the December 6, 2018 Meeting Summary. Deb Kupka made a motion to approve the Meeting Summary. Stacie Herridge seconded, and the motion was approved.

#### **Modification of December 2018 255 Ap Table**

The Project Manager explained that a conversion to Amazon services for a secure off-site location for data storage resulted in higher than anticipated cost associated with the Lightedge bill. Increased bandwidth being used to transmit data to Amazon explains the increase in the bill. It was also noted that Treasurer's Office questioned whether a bill associated with the distribution of a marketing card with a holiday was correct. An adjustment was made based on this feedback.

#### **Project Accounts Payable Reports**

Bills as specified in the January BOA Accounts Payable table were reviewed. Bills included: Enterprise Iowa, \$12,502.68.

Bills as specified in the January Fund 255 Accounts Payable table were reviewed. Bills included: Enterprise Iowa, \$11,925.00 and \$3,277.95; CSI, \$9,534.63; Lightedge, \$6,798.60 and Iowa County Records, \$20,544.58.

Geralyn Greer made a motion to approve the January BOA & Fund 255 Accounts Payable tables. Jo Greiner seconded, and the motion was approved.

#### **Financial Reports**

The November Bank of America and Fund 255 Financial Reports were reviewed. Amy Assink made a motion to approve the November Financial Reports. Deb Kupka seconded, and the motion was approved.

#### **POS Payment System Implementation Update**

The Customer Service & Account Manager reported that all but one participating county had been set up with the Point of Sale payment system. Minor issues regarding the surcharge not being charged if a pin was used have been addressed. Work continues on minor issues occurring with IIF files imported into the ESS accounting system.



**December Metrics Review**

There were 17,783 documents electronically submitted in December, E-Submission in 2018 were up approximately 3% over 2017. Recording activity trended downward the last few months of the year.

The next meeting of the Finance Subcommittee is scheduled for February 7, 2019 at 8:30 AM.

The meeting was adjourned at 9:21 AM.



**Electronic Services System Coordinating Committee  
Iowa County Recorders Association  
Summary of Accounts Payable  
Bank of America  
February 2019**

<b>Name</b>	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Amount</b>
Enterprise Iowa	1329	2/1/19	\$ 12,783.93

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Approved: Iowa County Recorders Association/



8711 Windsor Parkway, Suite 2  
Johnston, IA 50131

Date	Invoice #
2/1/2019	1329

Bill To
Iowa County Recorders Association - ESS Travis Case

Quantity	Description	Rate	Amount
55	BOA Treasury Management Fund Project Management services for the Iowa County Recorders Association - ESS. Services provided during the period of January, 2019 - BOA (32.5 total hours not billed)	100.00	5,500.00
43.25	Marketing and Communications services for the Iowa County Recorders Association - ESS. Services provided during the period of January, 2019 - BOA (22 total hours not billed)	75.00	3,243.75
35.25	Administrative Support services for the Iowa County Recorders Association - ESS. Services provided during the period of January, 2019 - BOA	40.00	1,410.00
38	Business Analysis and QA services for the Iowa County Recorders Association - ESS. Services provided during the period of January, 2019 - BOA (50 total hours not billed)	55.00	2,090.00
	All Covered Monthly IT Service Support Services - Invoice ##### dated February, 2019- BOA	540.18	540.18
		<b>Total</b>	\$12,783.93





Electronic Services System

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**Electronic Services System Coordinating Committee  
Iowa County Recorders Association  
Summary of Accounts Payable  
Fund 255  
February 2019**

Enterprise Iowa	Project Management	1330	2/1/19	\$ 12,243.75
Enterprise Iowa	Expense Reimbursement	1328	2/1/19	\$ 5,178.29
CSI	Redaction	25377	2/4/19	\$ 9,905.51
Lightedge	Hosting		2/6/19	\$ 6,798.60
Iowa County Recorders	Expense Reimbursement	135318	2/1/19	\$ 20,122.43

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Approved: Iowa County Recorders Association



# Invoice

8711 Windsor Parkway, Suite 2  
Johnston, IA 50131

Date	Invoice #
2/1/2019	1330

Bill To
Iowa County Recorders Association - ESS Travis Case

[illegible]



8711 Windsor Parkway, Suite 2  
Johnston, IA 50131

Date	Invoice #
2/1/2019	1328

Bill To
Iowa County Recorders Association - ESS Travis Case

Quantity	Description	Rate	Amount
	Fund 255		
350	Misc. Color Printing	0.109	38.15
3,936	Misc. B&W Printing	0.016	62.98
4	ILR office space - January, 2019	625.00	2,500.00
4	Monthly ILR Basic and 800 phone service, fax service and Internet services - January, 2019	120.00	480.00
	All Covered Monthly IT Service Support Services - Invoice ##### dated February, 2019	540.18	540.18
	Reimbursement meal expenses in conjunction with MISMO: 1.5 to 1.9 2019	67.00	67.00
	Reimbursement travel expenses in conjunction with MISMO: 1.5 to 1.9 2019	195.07	195.07
	Reimbursement lodging expenses in conjunction with MISMO: 1.5 to 1.9 2019	762.75	762.75
	Discount for Salesforce bulk e-mail services applied to other Enterprise Iowa Projects January credit)	-32.01	-32.01
	Airfare for PRIA Conference - Feb 24-Mar 1	564.17	564.17
		<b>Total</b>	\$5,178.29



## Invoice

Date	Invoice #
2/4/2019	25377

### Bill To

Iowa County Recorders Association  
Attn: Lisa Long  
8711 Windsor Parkway  
Suite 2  
Johnston IA 50131

### Ship To

Iowa County Recorders Association  
Attn: Lisa Long  
8711 Windsor Parkway  
Suite 2  
Johnston IA 50131

### P.O. No.

### Terms

Net 30

Description	Quantity	Rate	Amount
Forward File Document Redaction as per Contract 09/01/2009 January 2019 CSI processed 177,055 pages/images (46,922 Documents/Files/PRIA IDs)	177,055	0.025	4,426.38
The BFR info PRIOR TOTAL DOCUMENTS RETURNED COUNT : 13,556,330 PRIOR INVOICED TOTAL IMAGES/PAGES RETURNED COUNT: 43,256,074 END OF MONTH NEW TOTAL DOCUMENTS RETURNED COUNT: 13,636,457 END OF MONTH NEW TOTAL IMAGES/PAGES RETURNED COUNT: 43,475,239 INVOICED DIFFERENCE = 219,165	219,165	0.025	5,479.13
<b>EIN 59-3512778</b>		<b>Subtotal</b>	\$9,905.51
For billing inquiries please contact Lisa Facka at (407) 598-1818 or accounting@csisoft.com  Finance Charges accrued on late payments (18% per annum/1.5% monthly).		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$9,905.51
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	<b>\$9,905.51</b>



Iowa County Recorders Association  
 8711 Windsor Parkway  
 Suite 2  
 Johnston, IA 50131

# Invoice

Date	Invoice #
2/1/2019	135318

Bill To
CLRIS - FUND 255 c/o Office of the State Treasurer Capitol Building Des Moines, IA 50319 Attn: Sherri Morano

Item	Description	Amount
Reimbursed Expense	Aureon Invoice #059575 (\$8,579.77), #060552 (\$8,567.88)	17,147.65
Reimbursed Expense	Calltower #200127838 (less ASSN expense \$16.91)	171.44
Reimbursed Expense	Adobe- #983374990 Creative Cloud	52.99
Reimbursed Expense	Atlassian #AT-69941222 AT-JIRA-Confluence-AI (with transaction fee)	30.24
Reimbursed Expense	Brick Gentry #294594	1,000.00
Reimbursed Expense	Rafferty Group #1317	1,000.00
Reimbursed Expense	Adobe-#986177545 Technical Suite	49.99
Reimbursed Expense	Business Publications #56328	20.55
Reimbursed Expense	Maytech #67702	90.72
Reimbursed Expense	Amazon- Cloud Storage	163.85
Reimbursed Expense	PRIA- Attendee Registration	395.00
<b>Total</b>		\$20,122.43





**Aureon HR, Inc.**  
7600 Office Plaza Drive South, Suite 100  
West Des Moines, IA 50266

Invoice **059575**  
Date **01/04/2019**

Pay Period Ending **12/29/2018**  
Control Number **100104-20191**

**IOWA COUNTY RECORDERS ASSOCIATION**

8711 WINDSOR PARKWAY  
SUITE 2  
JOHNSTON, IA 50131

Gross Wages	14,338.42
Payroll Expense - Social Security	888.99
Payroll Expense - Medicare	207.91
Payroll Expense - Federal Unemployment	86.04
Payroll Expense - State Unemployment	243.76
Payroll Expense - Workers' Compensation	47.32
Service Fee	260.00
Benefits Procurement & Contributions	2,385.71
<b>SUB-TOTAL ..</b>	<b>18,458.15</b>
<b>TOTAL INVOICE</b>	<b>18,458.15</b>
<b>PAID - Ref</b>	<b>18,458.15</b>
<b>Do Not Remit Payment</b>	

XXXXXXXXXXXXX524





**Aureon HR, Inc.**  
7600 Office Plaza Drive South, Suite 100  
West Des Moines, IA 50266

Invoice **060552**  
Date **01/18/2019**

Pay Period Ending **01/12/2019**  
Control Number **100104-20192**

**IOWA COUNTY RECORDERS ASSOCIATION**  
8711 WINDSOR PARKWAY  
SUITE 2  
JOHNSTON, IA 50131

Gross Wages	14,338.42
Payroll Expense - Social Security	888.99
Payroll Expense - Medicare	207.91
Payroll Expense - Federal Unemployment	67.58
Payroll Expense - State Unemployment	243.76
Payroll Expense - Workers' Compensation	47.32
Service Fee	260.00
Benefits Procurement & Contributions	2,385.71
<b>SUB-TOTAL ..</b>	<b>18,439.69</b>
<b>TOTAL INVOICE</b>	<b>18,439.69</b>
<b>PAID - Ref</b>	<b>18,439.69</b>
<b>Do Not Remit Payment</b>	

XXXXXXXXXXXXX524





IOWA COUNTY RECORDERS ASSN  
ATTN: Lisa Long  
8711 WINDSOR PKWY  
SUITE 2  
JOHNSTON IA 50131-2296

uid2317462—job023232  
seq67—1 of 3



## Remittance Section

Customer Name	IOWA COUNTY RECORDERS ASSN
Account Number	SC-1332
Past Due Amount	\$0.00
Current Charges	\$188.35
Statement Date	1/1/2019
Due Date	1/31/2019
<b>Total Amount Due</b>	<b>\$188.35</b>

## Summary of Charges - Invoice 200127838

Previous Balance	\$307.72
Payment Received - Thank You	\$-307.72
<b>Balance Forward</b>	<b>\$0.00</b>

New Charges	
Usage Charges	\$146.17
Recurring Charges	\$0.00
Nonrecurring Charges	\$8.85
Taxes and Surcharges	\$33.33

Total New Charges Due By 1/31/2019	\$188.35
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**Total Invoice Amount** **\$188.35**

### CallTower Customer Web Portal

Manage your services and review invoice detail,  
invoice history, or make a payment at  
<https://calltower.billcenter.net>

### Contact us

Billing and Customer Service : 866-586-4700  
E-Mail: [support@calltower.com](mailto:support@calltower.com)  
Web site: [www.calltower.com](http://www.calltower.com)



**ACCOUNT SUMMARY**

 Name: IOWA COUNTY RECORDERS ASSN  
 Account #: SC-1332

 Invoice Date: 1/1/2019  
 Invoice #: 200127838

**Payments and Credits**

Payment Received, Thank you!	12/27/18	-307.72
<b>Subtotal</b>		<b>-307.72</b>

**Nonrecurring Charges**

Description	Period	Qty	Rate	Amount
Telecom Cost Recovery	1/08/19 to 1/08/19	1	6.29	6.29
Carrier Administration Fee	1/08/19 to 1/08/19	1	2.56	2.56

**Details**
**Call Detail for: ICRA-ASSN Owner#: 5694904**  
**Conference ID: 1413111788**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
641.792.5442	12/03/18 / 03:54P	NEWTON, IA	35	0.049	1.72	CN8
641.342.3313	12/03/18 / 03:55P	OSCEOLA, IA	34	0.049	1.67	CN8
319.356.6093	12/03/18 / 03:55P	IOWA CITY, IA	34	0.049	1.67	CN8
641.484.8193	12/03/18 / 03:56P	TOLEDO, IA	33	0.049	1.62	CN8
319.824.3017	12/03/18 / 03:57P	GRUNDY CENTER, IA	32	0.049	1.57	CN8
563.589.4434	12/03/18 / 03:58P	DUBUQUE, IA	31	0.049	1.52	CN8
641.664.2321	12/03/18 / 03:58P	BLOOMFIELD, IA	31	0.049	1.52	CN8
515.993.5804	12/03/18 / 03:59P	ADEL, IA	30	0.049	1.47	CN8
712.297.7016	12/03/18 / 04:08P	ROCKWELL CITY, IA	21	0.049	1.03	CN8
<b>Subtotal</b>			<b>281</b>		<b>13.77</b>	

**Call Detail for: ILR-ICRA Owner#: 8767842**  
**Conference ID: 1413360413**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
319.385.0765	12/04/18 / 03:52P	MOUNT PLEASANT, IA	130	0.049	6.37	CN8
641.743.2411	12/04/18 / 03:55P	GREENFIELD, IA	63	0.049	3.09	CN8
641.792.5442	12/04/18 / 03:56P	NEWTON, IA	126	0.049	6.17	CN8
515.447.4157	12/04/18 / 03:57P	DES MOINES, IA	125	0.049	6.13	CN8
415.658.9626	12/04/18 / 03:57P	SAN FRANCISCO, CA	127	0.049	6.22	CN8
515.447.4160	12/04/18 / 03:57P	DES MOINES, IA	125	0.049	6.13	CN8
515.447.4170	12/04/18 / 03:57P	DES MOINES, IA	125	0.049	6.13	CN8
319.892.5420	12/04/18 / 03:58P	CEDAR RAPIDS, IA	81	0.049	3.97	CN8
563.568.2364	12/04/18 / 03:58P	WAUKON, IA	124	0.049	6.08	CN8
712.297.7016	12/04/18 / 04:03P	ROCKWELL CITY, IA	7	0.049	0.34	CN8
712.297.7016	12/04/18 / 04:09P	ROCKWELL CITY, IA	113	0.049	5.54	CN8
641.743.2411	12/04/18 / 05:02P	GREENFIELD, IA	60	0.049	2.94	CN8
319.892.5420	12/04/18 / 05:17P	CEDAR RAPIDS, IA	45	0.049	2.21	CN8
<b>Subtotal</b>			<b>1251</b>		<b>61.30</b>	

**Call Detail for: ILR-ICRA Owner#: 8767842**  
**Conference ID: 1413389704**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
800.589.8200	12/04/18 / 07:26P	Nanp Tollfree	38	0.049	1.86	CN8
515.447.4169	12/04/18 / 07:27P	DES MOINES, IA	37	0.049	1.81	CN8
800.589.8200	12/04/18 / 07:28P	Nanp Tollfree	36	0.049	1.76	CN8
<b>Subtotal</b>			<b>111</b>		<b>5.44</b>	

**Call Detail for: ILR-ICRA Owner#: 8767842**  
**Conference ID: 1413606694**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
515.281.3885	12/05/18 / 08:01P	DES MOINES, IA	4	0.049	0.20	CN8

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**ACCOUNT SUMMARY**

 Name: IOWA COUNTY RECORDERS ASSN  
 Account #: SC-1332

 Invoice Date: 1/1/2019  
 Invoice #: 200127838

**Subtotal** **4** **0.20**
**Call Detail for: ILR-ICRA Owner#: 8767842**
**Conference ID: 1413615762**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
515.447.4169	12/05/18 / 08:27P	DES MOINES, IA	18	0.049	0.88	CN8
515.281.3885	12/05/18 / 08:28P	DES MOINES, IA	17	0.049	0.83	CN8
319.234.6885	12/05/18 / 08:34P	WATERLOO, IA	11	0.049	0.54	CN8

**Subtotal** **46** **2.25**
**Call Detail for: ILR-ICRA Owner#: 8767842**
**Conference ID: 1413744346**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
415.658.9626	12/06/18 / 02:21P	SAN FRANCISCO, CA	53	0.049	2.60	CN8
515.447.4157	12/06/18 / 02:22P	DES MOINES, IA	3	0.049	0.15	CN8
515.447.4170	12/06/18 / 02:22P	DES MOINES, IA	51	0.049	2.50	CN8
515.382.7230	12/06/18 / 02:23P	NEVADA, IA	47	0.049	2.30	CN8
515.447.4157	12/06/18 / 02:25P	DES MOINES, IA	48	0.049	2.35	CN8
712.755.5718	12/06/18 / 02:25P	HARLAN, IA	49	0.049	2.40	CN8
319.462.2477	12/06/18 / 02:26P	ANAMOSA, IA	47	0.049	2.30	CN8
641.484.8193	12/06/18 / 02:27P	TOLEDO, IA	45	0.049	2.21	CN8
515.727.5700	12/06/18 / 02:28P	DES MOINES, IA	43	0.049	2.11	CN8
712.546.4020	12/06/18 / 02:29P	LE MARS, IA	44	0.049	2.16	CN8
641.257.6154	12/06/18 / 02:30P	CHARLES CITY, IA	41	0.049	2.01	CN8
712.225.6754	12/06/18 / 02:30P	CHEROKEE, IA	43	0.049	2.11	CN8

**Subtotal** **514** **25.19**
**Call Detail for: ILR-ICRA Owner#: 8767842**
**Conference ID: 1414677445**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
415.658.9626	12/12/18 / 07:06P	SAN FRANCISCO, CA	17	0.049	0.83	CN8

**Subtotal** **17** **0.83**
**Call Detail for: ILR-ICRA Owner#: 8767842**
**Conference ID: 1414701785**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
415.658.9626	12/12/18 / 07:24P	SAN FRANCISCO, CA	101	0.049	4.95	CN8
515.491.8939	12/12/18 / 07:25P	DES MOINES, IA	100	0.049	4.90	CN8
712.297.8121	12/12/18 / 08:05P	ROCKWELL CITY, IA	59	0.049	2.89	CN8

**Subtotal** **260** **12.74**
**Call Detail for: ILR-ICRA Owner#: 8767842**
**Conference ID: 1414863110**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
515.491.8939	12/13/18 / 03:44P	DES MOINES, IA	72	0.049	3.53	CN8
415.658.9626	12/13/18 / 03:44P	SAN FRANCISCO, CA	72	0.049	3.53	CN8

**Subtotal** **144** **7.06**
**Call Detail for: ILR-ICRA Owner#: 8767842**
**Conference ID: 1415766936**

No. Called	Date/Time	Location	Min	Rate	Chg	Bill Code
712.957.3045	12/19/18 / 07:56P	PRIMGHAR, IA	26	0.049	1.27	CN8
515.447.4157	12/19/18 / 07:57P	DES MOINES, IA	50	0.049	2.45	CN8
515.447.4160	12/19/18 / 07:57P	DES MOINES, IA	50	0.049	2.45	CN8
515.386.4101	12/19/18 / 07:57P	JEFFERSON, IA	50	0.049	2.45	CN8
641.752.4507	12/19/18 / 08:00P	MARSHALLTOWN, IA	47	0.049	2.30	CN8
563.678.2660	12/19/18 / 08:00P	LOST NATION, IA	47	0.049	2.30	CN8
319.366.7641	12/19/18 / 08:02P	CEDAR RAPIDS, IA	45	0.049	2.21	CN8
712.732.8181	12/19/18 / 08:10P	STORM LAKE, IA	40	0.049	1.96	CN8



**ACCOUNT SUMMARY**

 Name: IOWA COUNTY RECORDERS ASSN  
 Account #: SC-1332

 Invoice Date: 1/1/2019  
 Invoice #: 200127838

<b>Subtotal</b>	<b>355</b>	<b>17.39</b>
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**Conference Summary**
**Taxes and Surcharges**

FEDERAL COST RECOVERY CHARGE	4.10
FEDERAL UNIVERSAL SERVICE FUND	29.23
<b>Total Taxes and Surcharges</b>	<b>33.33</b>

**Management Reports**
**Usage by Category**

Description	CallType	Calls	Mins	Charge
Resless Toll-free	CN8	55	2983.00	146.17
<b>Totals</b>		<b>55</b>	<b>2983.00</b>	<b>146.17</b>

Conference ID	Calls	Minutes	Charge	Taxes	Total
ICRA-ASSN - 5694904					
1413111788	9	281	13.77	3.14	16.91
<b>Totals</b>	<b>9</b>	<b>281</b>	<b>13.77</b>	<b>3.14</b>	<b>16.91</b>

ILR-ICRA - 8767842					
1413360413	13	1251	61.30	13.98	75.28
1413389704	3	111	5.44	1.24	6.68
1413606694	1	4	0.20	0.04	0.24
1413615762	3	46	2.25	0.51	2.76
1413744346	12	514	25.19	5.74	30.93
1414677445	1	17	0.83	0.19	1.02
1414701785	3	260	12.74	2.90	15.64
1414863110	2	144	7.06	1.61	8.67
1415766936	8	355	17.40	3.97	21.37
<b>Totals</b>	<b>46</b>	<b>2702</b>	<b>132.41</b>	<b>30.18</b>	<b>162.59</b>

<b>Grand Totals</b>	<b>55</b>	<b>2983</b>	<b>146.18</b>	<b>33.32</b>	<b>179.50</b>
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**INVOICE**

**Remit To:**  
 Adobe Inc.  
 29322 Network Place  
 Chicago, IL 60673-1293

**Wires To:**  
 Bank: JPM Chase/ Acct#: 100081931  
 ABA: 021000021/ SWIFT: CHASUS33

Federal Tax ID 77-0019522

**Bill To:**  
 Kati Ross  
 8711 Windsor Parkway Ste 2  
 JOHNSTON IA 50131-2296

Reprint

Page 1 of 1

**Invoice Number:** 983374990  
**Invoice Date:** JAN-03-19  
**Payment Terms:** Credit Card  
**Due Date:** JAN-10-19  
**Purchase Order:** AD020772132  
**Contract No** 00004490  
**Order Number:** 5008168625  
**Order Date:** JUN-03-16  
**Customer No.:** 1452233  
**Bill to No.** 414067116  
**Adobe Contact Information:**  
<https://helpx.adobe.com/contact.html>

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price
000020	65183112 Creative Cloud Indiv ALL MLP DSP Renewal MUN 1 YR ESD RNW DSP	EA	52.99	1	52.99
<b>North America</b>		<b>Invoice Totals</b>			
		<b>S &amp; H</b>	<b>Sales Tax</b>	<b>Currency</b>	<b>Qty Shipped Invoice Total</b>
		0.00	0.00	USD	1 52.99

**Comments:**



## Summary

Invoice Number: AT-69941222

Date Issued: 22 Jan 2019

**Iowa County Recorders**

8711 Windsor Parkway  
Suite 2  
Johnston IA 50131  
United States of America

**Billing Contact:**

Phil Dunshee  
Iowa County Recorders  
phil@clris.com  
(515) 331-2246

**Technical Contact:**

Kelly Wallace  
Iowa County Recorders  
kwallace@clris.com  
515-477-4158

**Total Paid: USD30.00****Date Paid: 22 Jan 2019**

### OFFICIAL RECEIPT

Invoice Total: USD30.00

Payment Received: USD-30.00

**Amount Now Due: USD0.00**

Credit Card Number: xxxxxxxxxxxx8245

Cardholder's Name: Phil Dunshee

Thank you for your payment!

For information on our refund policy and other purchasing FAQs, see  
<https://www.atlassian.com/licensing/purchase-licensing>



## Details

Invoice Number: **AT-69941222**

Date Issued: 22 Jan 2019

Qty	Product	Unit Price	Adjustment	Total
1	Confluence (Cloud) 10 Users (Monthly Payments) Renewal - Site Address: ess-jira.atlassian.net - Support Entitlement Number: SEN-9217846 - Licensed To: Iowa County Recorders - Billing Period: 22 Jan 2019 - 22 Feb 2019	USD10.00		USD10.00
1	All-In-One Timesheets for Jira Cloud for JIRA (Cloud) 10 Users (Monthly Payments) Renewal - Site Address: ess-jira.atlassian.net - Support Entitlement Number: SEN-9217846 - Licensed To: Iowa County Recorders - Billing Period: 22 Jan 2019 - 22 Feb 2019	USD10.00		USD10.00
1	Jira Software (Cloud) 10 Users (Monthly Payments) Renewal - Site Address: ess-jira.atlassian.net - Support Entitlement Number: SEN-9217846 - Licensed To: Iowa County Recorders - Billing Period: 22 Jan 2019 - 22 Feb 2019	USD10.00		USD10.00
<b>Total Amount Paid (USD)</b>				<b>USD30.00</b>

## Additional Notes



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**Licensing & Support****Invoice Number: AT-69941222**Date Issued: 22 Jan 2019

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Support Requests related to licensing or Atlassian software can be initiated at <https://www.atlassian.com/resources/support>

For support requests related to third party software please contact the third party vendor.

Usage of Atlassian products and services are subject to the Atlassian [Cloud Terms of Service](#) and [Privacy Policy](#)

Usage of third party add-ons purchased through the Atlassian Marketplace is subject to the Atlassian Marketplace [Terms of Use](#)

Specific details on Atlassian's support policy are available at <https://confluence.atlassian.com/support/atlassian-support-offerings-193299636.html>

Next steps for JIRA, Confluence, and Marketplace add-on legacy license holders are available in the [Atlassian licensing FAQ](#)

Software maintenance covers access to any support\* and software product updates for your software license.

After your software maintenance period expires, you will no longer be able to access support or software updates, including security patches. Renewing your software maintenance is done purely at your discretion, and can be renewed in advance of your maintenance period expiration to ensure uninterrupted access to the support services and software and security updates.

You can continue to use your software after the active maintenance period expires. However, do keep in mind that software maintenance renewals commence from the expiration of the last active software maintenance period.

\* Support covers technical service requests for implementation and configuration assistance, upgrade assistance, post-implementation product issues.

A technical service request is defined as assistance with one issue, problem, or question relating to the use or installation of a Atlassian product, regardless of the number of communications required.

Support does not cover the following:

- Development requests, including custom code development or support for third party plugins
- Database integrity or database performance issues, including tuning and optimisation of the database
- Network topology or environment issues
- Application server issues not directly related to the Atlassian product implementation, configuration or operation
- Service requests or issues referred via Atlassian forums





# BRICK GENTRY P.C.

Attorneys & Counselors At Law  
6701 Westown Parkway, Ste 100  
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

42-1189363

Electronic Services System  
Attn: Phil Dunshee, Project Manager  
VIA E-mail: [payment@clris.com](mailto:payment@clris.com)  
Johnston, IA 50131

Statement Date: January 25, 2019  
Statement No. 294594  
Account No. 18828.000  
Page: 1

Re:

General Matters

## Fees

Retainer - January 2019.

For Current Services Rendered	1,000.00
-------------------------------	----------

Total Current Work	1,000.00
--------------------	----------

Previous Balance	\$1,000.00
------------------	------------

## Payments

01/23/2019	Payment	-1,000.00
------------	---------	-----------

<b>Balance Due</b>	<b><u>\$1,000.00</u></b>
--------------------	--------------------------

Visit us at the following:



<https://www.linkedin.com/company/brick-gentry-p-c->



BRICK GENTRY P.C.

[www.brickgentrylaw.com](http://www.brickgentrylaw.com)



[paul.drey@brickgentrylaw.com](mailto:paul.drey@brickgentrylaw.com)



**The Rafferty Group**

3408 Woodland Av, Ste 210  
West Des Moines, IA 50266  
(515) 314-9462  
rafferty@raffertygroup.com

# INVOICE

**BILL TO**

Phil  
Electronic Services System -  
Iowa Land Records  
8711 Windsor Parkway, Suite 2  
Johnston, IA 50131

**INVOICE # 1317****DATE 02/01/2019**

DATE	ACCOUNT SUMMARY	AMOUNT
12/31/2018	Balance Forward	\$500.00
	Payments and credits between 12/31/2018 and 02/01/2019	-500.00
	New charges (details below)	1,000.00
	Total Amount Due	\$1,000.00

ACTIVITY	QTY	RATE	AMOUNT
<b>CONSULTING</b> Government Relation Services - pursuant to agreement, charges per contract for January 2019	1	1,000.00	1,000.00

---

TOTAL OF NEW CHARGES	1,000.00
<b>BALANCE DUE</b>	<b>\$1,000.00</b>



**INVOICE**

**Remit To:**  
 Adobe Inc.  
 29322 Network Place  
 Chicago, IL 60673-1293

**Wires To:**  
 Bank: JPM Chase/ Acct#: 100081931  
 ABA: 021000021/ SWIFT: CHASUS33

Federal Tax ID 77-0019522

**Bill To:**  
 Phil Dunshee  
 8711 Windsor Pkwy, Suite 2  
 JOHNSTON IA 50131-2296

Reprint Page 1 of 1

**Invoice Number:** 986177545  
**Invoice Date:** JAN-11-19  
**Payment Terms:** Credit Card  
**Due Date:** JAN-18-19  
**Purchase Order:** ADD014633766  
**Contract No** 00004490  
**Order Number:** 5015349303  
**Order Date:** JUL-11-17  
**Customer No.:** 1452233  
**Bill to No.** 419967588  
**Adobe Contact Information:**  
<https://helpx.adobe.com/contact.html>

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price
000010	65187322 Adobe TechnicalSuit ALL WIN DSP Ret Inv 01 mnth MUN 1 YR DSP	EA	49.99	1	49.99
<b>North America</b>		<b>Invoice Totals</b>			
		<b>S &amp; H</b>	<b>Sales Tax</b>	<b>Currency</b>	<b>Qty Shipped Invoice Total</b>
		0.00	0.00	USD	1 49.99

**Comments:**





**Business Publications Corp. Inc.**  
**100 4th Street**  
**Des Moines, IA 50309**

# **INVOICE**

Invoice #	56328	
Invoice Date	01/25/2019	
Advertiser ID	1701	Iowa Land Records
Bill To ID	1701	Iowa Land Records
		kgehringer@clris.com
Payment Terms	Do Not Pay - Credit Card to be Processed	
Due Date	02/24/2019	

## **BILLING ADDRESS**

Kati Gehringer  
Iowa Land Records  
8711 Windsor Parkway, Ste 2  
Johnston, IA 50131

Invoice Type - Media	Amount
Amount Invoiced	\$20.55
Payments & Credits	\$20.55
Balance Due	\$0.00

See Attached Page(s) for a more information

Thank you for advertising with us! Please do not hesitate to contact us with questions or concerns.

## ----- **REMITTANCE STUB TO BUSINESS PUBLICATIONS CORP. INC.**

<b>Invoice #</b>	56328, Business Record
<b>Customer ID</b>	ID: 1701, Iowa Land Records
<b>Invoice Date</b>	01/25/2019
<b>Amount Enclosed:</b>	

Please remit payment to:

**Mail Payment to:**  
Business Publications Corp. Inc.  
100 4th Street  
Des Moines, IA 50309  
P: (515)288-3338 F: (515)288-9850





## Invoice 56328 - Detail Summary

### Invoice Type - Media Title Invoice

#### P.O.# ESS Finance Subcommittee

Media Title	Date	Invoice Ref	IO Number	IO Detail	Qty	Description	Amount
Business Record	01/25/2019	56328	39079	75600	1	Affidavit of Publication	\$3.00
Business Record	01/25/2019	56328	39079	75601	27	Per Line - Standard line rate	\$17.55

**P.O.# ESS Finance Subcommittee Sub Total**

**\$20.55**

Non-Itemized Charges - See Insertion Order for Details \$0.00

**Combined Total \$20.55**

**Special Conditions** (All discounts are based on number of insertions contracted for) :

IO Number 39079: ESS Finance Subcommittee met 12/6/18



# Invoice #67702

## Renewal Invoice

Iowa County Recorders  
Kelly Wallace

United States

Maytech Communications Ltd  
4th Floor | St Magnus House  
3 Lower Thames Street | London  
EC3R 6HE | UK

**International & UK**  
+44 (0) 189 286 1222  
**USA & Canada**  
1 800 592 1906

Invoice No: **67702**

Account/Purchase No: **07576/04062**

Invoice Date: **14 Jan 2019**

Paid Date: **16 Jan 2019**

**Coverage period: 28 Jan 2019 - 27 Feb 2019**

No	Description	Amount	Qt	Total
1	FTP-5 (ilr.ftpstream.com)	\$ 63.00	1	\$ 63.00
2	Enhanced Security: secure protocols, password policies	\$ 27.00	1	\$ 27.00

**Sub Total: \$ 90.00**

**Vat: \$ 0.00**

**Invoice Total: \$ 90.00**

**Currency Code: USD**

### Payment Methods:

BACS: 16-24-64, 10048522

Online: Login at <http://www.maytech.net>

PayPal: [payments@maytech.net](mailto:payments@maytech.net)

International (US dollars): IBAN: GB60 RBOS 1663 0000 5174 06, BIC: RBOS GB 2L

International (other currencies): IBAN: GB51RBOS16246410048522, BIC: RBOS GB 2L

### Payment Terms:

Annual Renewals: 30 Days Net. Quarterly Renewals: By Renewal Date. Monthly Renewals: By Renewal Date.







Billing Statement: 2018-12-01 to 2018-12-31

Date Printed: 2019-02-01

Name: pdunshee

Account Number: 313724203357

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**Total** **\$163.85**

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**Amazon Web Services, Inc. - Service Charges** **\$163.85**

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[Invoice 161837609](#) - AWS Service: Usage 2019-01-02 \$163.85  
charge for this statement period

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**Payment Summary**

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**Payment Summary**

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AWS Services Usage Charge: Payment 2019-01-03 \$163.85  
received for invoice 161837609

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**Details**

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**AWS Service Charges** **\$163.85**

---

**CloudWatch** **\$0.00****Any** **\$0.00**

---

**AmazonCloudWatch DashboardHour** **\$0.00**

First 3 Dashboards per month are free. 0.978 Dashboards \$0.00

---

**Data Transfer** **\$0.00****US East (N. Virginia)** **\$0.00**

---

**Bandwidth** **\$0.00**

\$0.000 per GB - data transfer in per month 2,006.393 GB \$0.00

\$0.000 per GB - first 1 GB of data transferred out per month 0.121 GB \$0.00

---

**Key Management Service** **\$0.00****US East (N. Virginia)** **\$0.00**

---

**AWS Key Management Service us-east-1-KMS-Requests** **\$0.00**

\$0.00 per request - Monthly Global Free Tier for KMS requests 2 Requests \$0.00

---

**Simple Notification Service** **\$0.00****US East (N. Virginia)** **\$0.00**

---

**Amazon Simple Notification Service Requests-Tier1** **\$0.00**

First 1,000,000 Amazon SNS API Requests per month are free 5 Requests \$0.00

---

**Simple Storage Service** **\$143.76****US East (N. Virginia)** **\$143.76**

---

**Amazon Simple Storage Service Requests-Tier1** **\$0.50**

\$0.005 per 1,000 PUT, COPY, POST, or LIST requests 100,461 Requests \$0.50



Amazon Simple Storage Service Requests-Tier2		\$0.05
\$0.004 per 10,000 GET and all other requests	133,522 Requests	\$0.05
Amazon Simple Storage Service TimedStorage-ByteHrs		\$143.21
\$0.023 per GB - first 50 TB / month of storage used	6,226.433 GB-Mo	\$143.21
<b>Storage Gateway</b>		<b>\$20.09</b>
<b>US East (N. Virginia)</b>		<b>\$20.09</b>
AWS Storage Gateway USE1-Uploaded-Bytes		\$20.09
\$0.01 per GB - first 12.2 TB / month data written by your gateway to AWS storage	2,009.248 GB	\$20.09



---

Registration Order Completed For: PRIA 2019 Winter Symposium Registration

---

Order Date: 01/15/2019  
Invoice Number: 19788  
Order Number: 9764

---

Contact Information

ID: 25207  
Phil Dunshee, Project Manager  
Iowa County Recorders Association  
8711 Windsor Parkway  
Suite 2  
Johnston, IA 50131

Phone: 515.491.8939  
Email: [phil@clris.com](mailto:phil@clris.com)  
Name on Badge: Phil

---

Order Details

Item	Price	Qty	Discount	Total
PRIA Attendee Registration	\$395.00	1	\$0.00	\$395.00
Government Sector Registration				

---

Total: \$395.00  
Amount Paid: \$395.00  
Amount Due: \$0.00





P.O. Box 15284  
Wilmington, DE 19850


IOWA COUNTY RECORDERS ASSOCIATION INC  
8711 WINDSOR PKWY STE 2  
JOHNSTON, IA 50131-2296

## Business Advantage

### Customer service information

 Customer service: 1.888.852.5000

 bankofamerica.com

 Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

## Your Full Analysis Business Checking

for December 1, 2018 to December 31, 2018

**IOWA COUNTY RECORDERS ASSOCIATION INC**

### Account summary

Beginning balance on December 1, 2018	\$488,621.96
Deposits and other credits	1,723,205.26
Withdrawals and other debits	-1,655,225.32
Checks	-63,380.23
Service fees	-1,226.80
<b>Ending balance on December 31, 2018</b>	<b>\$491,994.87</b>

Account number: XXXXXXXXXXXXXXXXXXXX

# of deposits/credits: 139

# of withdrawals/debits: 125

# of days in cycle: 31

Average ledger balance: \$476,393.53



## Deposits and other credits

Date	Transaction description	Customer reference	Bank reference	Amount
12/03/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902534012769380	89,028.20
12/03/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902534012769382	10,668.00
12/03/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RCRDRS ASSN I CO ID:XXXXXXXXXB CCD		902537011432424	9,865.20
12/03/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902537011432423	8,850.10
12/03/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902537004536946	5,142.71
12/03/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902534012571871	1,321.00
12/03/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902537010792796	915.51
12/03/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902534012769384	130.00
12/04/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902537021964799	40,717.60
12/04/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902537021964801	13,987.60
12/04/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902538011769366	5,567.28

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/04/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902538011769367	3,944.26
12/04/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902537025880216	2,011.12
12/04/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902537021692939	1,260.00
12/04/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902537021964803	90.00
12/05/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902538019677980	48,713.20
12/05/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902538019677982	11,417.20
12/05/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902539006788688	3,782.79
12/05/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902538022704000	2,061.59
12/05/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902539006788687	2,028.94
12/05/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902538019504202	1,185.00
12/05/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902538019677984	340.00
12/06/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902540002580773	54,942.40
12/06/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902540003832329	8,529.76
12/06/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902540002580775	6,732.20
12/06/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902539019588792	4,141.53
12/06/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902540003832330	3,584.88

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/06/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902539016134696	1,137.00
12/06/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902540002580777	20.00
12/07/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902540010060419	41,932.40
12/07/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902541006506025	5,995.41
12/07/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902540010060421	5,962.20
12/07/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902541006506026	4,660.13
12/07/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902541004513108	4,442.08
12/07/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902540009875443	1,521.00
12/07/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902540010060423	110.00
12/10/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902541016005353	96,456.00
12/10/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902541016005355	15,186.80
12/10/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902544013369417	6,999.08
12/10/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902544007269981	5,709.24
12/10/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902544013369416	2,324.62
12/10/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902541014651506	1,649.00

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/10/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902541016005357	45.00
12/11/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902544021238912	42,857.00
12/11/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902544021238914	11,164.80
12/11/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902545008094560	4,257.26
12/11/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902544024311740	3,223.45
12/11/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902545008094559	1,353.70
12/11/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902544021056410	1,210.00
12/12/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902545015443528	41,737.20
12/12/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902545015443530	6,213.00
12/12/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902546011503190	2,258.69
12/12/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902546010227753	2,228.95
12/12/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902546011503191	1,789.45
12/12/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902545015274218	1,322.00
12/12/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902545015443532	50.00
12/13/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902546021973688	38,780.00
12/13/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902546021973690	14,253.80

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/13/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902546024566187	3,798.55
12/13/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902547009190287	2,655.17
12/13/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902546021844310	1,220.00
12/13/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902547009190286	1,031.35
12/13/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902546021973692	65.00
12/14/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902547015379618	43,886.60
12/14/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902547015379620	5,931.20
12/14/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902548002244560	5,664.05
12/14/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902547018916743	2,714.58
12/14/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902548002244561	2,155.63
12/14/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902547015172641	1,452.00
12/14/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902547015379622	120.00
12/17/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902548011543516	44,981.20
12/17/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902548011543518	11,741.60
12/17/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902551003455069	4,757.20

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/17/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902551009896667	3,006.31
12/17/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902551009896668	2,520.16
12/17/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902548011201407	1,385.40
12/17/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902551009385520	83.23
12/17/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902548011543520	30.00
12/18/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902551019647975	51,858.00
12/18/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902551019647977	10,707.80
12/18/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902551022830295	3,917.65
12/18/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902552007350562	2,226.32
12/18/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902552007350561	1,590.97
12/18/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902551019457189	1,307.00
12/18/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902551019647979	245.00
12/19/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902552014197720	99,146.40
12/19/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902552014197722	7,081.80
12/19/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902553011003657	5,425.58
12/19/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902552017457955	5,043.97

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/19/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902553011003658	1,846.97
12/19/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902552014011900	1,343.00
12/19/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902552014197724	30.00
12/20/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902553019919569	97,735.20
12/20/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902554007733165	6,655.29
12/20/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902553019919571	5,961.40
12/20/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902553023566387	3,353.50
12/20/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902554007733166	1,298.79
12/20/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902553019755178	967.00
12/20/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902553019919573	240.00
12/21/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902554014921133	80,025.80
12/21/18	Deposit		813002952080710	32,766.52
12/21/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902554014921135	7,361.80
12/21/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902554017928569	5,035.53
12/21/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902555011308614	4,812.90

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/21/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902554014737597	1,826.00
12/21/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902555011308615	1,505.73
12/24/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902555019120826	47,848.00
12/24/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902558016478465	9,465.43
12/24/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902555019120828	8,511.20
12/24/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902558011014010	8,006.28
12/24/18	ST OF IA-E.F.T. DES:E.F.T. ID:00003013649 INDN:IOWA COUNTY RECORDERS CO ID:2426004574 PPD		902554017498465	2,699.80
12/24/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902558016478466	1,707.48
12/24/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902555018979958	1,160.00
12/26/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902560009914205	51,275.00
12/26/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902560009914207	12,944.20
12/26/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902558027272935	1,579.00
12/26/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902560009914209	110.00
12/26/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902560014267695	81.15
12/26/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902560010013949	35.96
12/27/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902560023902575	118,893.60

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## Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/27/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902560027675633	9,811.64
12/27/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902560023902577	6,978.60
12/27/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902561011403757	4,110.15
12/27/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902561011403758	3,337.44
12/27/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902560023902579	320.00
12/27/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902560023760614	92.00
12/28/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902561019441035	90,722.80
12/28/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902561019441037	10,136.40
12/28/18	BANKCARD DES:BTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902561022468345	7,493.41
12/28/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902562006308428	3,104.93
12/28/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902561019251975	1,817.00
12/28/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902562006308429	680.84
12/31/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX09772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902565013044352	14,151.66
12/31/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902565006540685	11,385.28
12/31/18	IOWA COUNTY RECO DES:PAYMENT CK ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902562013642972	3,491.00

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**Deposits and other credits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
12/31/18	BOFA MERCH SVCS DES:DEPOSIT ID:XXXXXXXXXX49862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902565013044353	1,531.46
12/31/18	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902562013425204	1,152.00
12/31/18	BANKCARD DES:MTOT DEP ID:XXXXXXXXXX14906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902565009527731	189.07
12/31/18	IOWA COUNTY RECO DES:PAYMENT SV ID: INDN:IOWA COUNTY RECORDERS CO ID:9751000297 CCD		902562013642974	60.00

**Total deposits and other credits****\$1,723,205.26****Withdrawals and other debits**

Date	Transaction description	Customer reference	Bank reference	Amount
12/03/18	IOWA COUNTY RECO DES:CCD FL# 18334002678 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902537013437255	-58,122.80
12/03/18	IOWA COUNTY RECO DES:CCD FL# 18337003855 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902537021255262	-9,596.40
12/03/18	IOWA COUNTY RECO DES:CCD FL# 18337001499 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902537016415141	-9,398.75
12/03/18	IOWA COUNTY RECO DES:CCD FL# 18334002677 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902537013437254	-2,603.70
12/03/18	BOFA MERCH SVCS DES:FEE ID:430132313849862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902537011554127	-2,324.19
12/03/18	BOFA MERCH SVCS DES:FEE ID:430132313509772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902537011554126	-1,873.29
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717701 INDN:LINN COUNTY RECORDER CO ID:1470535472 CCD		902537006046811	-58.10
12/03/18	BANKCARD DES:MTOT DISC ID:528414019714880 INDN:DALLAS COUNTY RECORDER CO ID:1470535472 CCD		902537006046802	-57.02
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717768 INDN:JOHNSON COUNTY RECORDE CO ID:1470535472 CCD		902537006046815	-31.79
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717313 INDN:DAVIS COUNTY RECORDER CO ID:1470535472 CCD		902537006046805	-22.77

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## Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717438 INDN:GRUNDY COUNTY RECORDER CO ID:1470535472 CCD		902537006046806	-21.00
12/03/18	BANKCARD DES:MTOT DISC ID:528414019714898 INDN:STORY COUNTY RECORDERS CO ID:1470535472 CCD		902537006046803	-20.93
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717651 INDN:MADISON COUNTY RECORDE CO ID:1470535472 CCD		902537006046809	-17.81
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717867 INDN:WOODBURY COUNTY RECORD CO ID:1470535472 CCD		902537006046819	-17.29
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717933 INDN:WAPELLO COUNTY RECORDE CO ID:1470535472 CCD		902537006046823	-16.65
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717859 INDN:WORTH COUNTY RECORDER CO ID:1470535472 CCD		902537006046818	-16.06
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717883 INDN:WEBSTER COUNTY RECORDE CO ID:1470535472 CCD		902537006046821	-12.50
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717941 INDN:WAYNE COUNTY RECORDER CO ID:1470535472 CCD		902537006046824	-12.36
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717826 INDN:PLYMOUTH COUNTY RECORD CO ID:1470535472 CCD		902537006046817	-12.12
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717479 INDN:FLOYD COUNTY RECORDER CO ID:1470535472 CCD		902537006046807	-11.02
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717776 INDN:JACKSON COUNTY RECORDE CO ID:1470535472 CCD		902537006046816	-8.11
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717289 INDN:CLAYTON COUNTY RECORDE CO ID:1470535472 CCD		902537006046804	-7.55
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717909 INDN:WASHINGTON COUNTY RECO CO ID:1470535472 CCD		902537006046822	-7.00
12/03/18	BANKCARD DES:MTOT DISC ID:528414019718030 INDN:TAMA COUNTY RECORDER CO ID:1470535472 CCD		902537006046825	-5.95
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717636 INDN:MITCHELL COUNTY RECORD CO ID:1470535472 CCD		902537006046808	-5.55

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717875 INDN:WINNEBAGO COUNTY RECOR CO ID:1470535472 CCD		902537006046820	-2.56
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717735 INDN:LEE COUNTY RECORDER CO ID:1470535472 CCD		902537006046814	-0.24
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717669 INDN:JEFFERSON COUNTY RECOR CO ID:1470535472 CCD		902537006046810	-0.12
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717719 INDN:LYON COUNTY RECORDER CO ID:1470535472 CCD		902537006046812	-0.12
12/03/18	BANKCARD DES:MTOT DISC ID:528414019717727 INDN:LOUISA COUNTY RECORDER CO ID:1470535472 CCD		902537006046813	-0.12
12/04/18	IOWA COUNTY RECO DES:CCD FL# 18337003855 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902538011408618	-44,442.40
12/04/18	IOWA COUNTY RECO DES:CCD FL# 18338003948 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902538019187082	-12,959.40
12/04/18	IOWA COUNTY RECO DES:CCD FL# 18337003854 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902538011408617	-5,896.03
12/04/18	IOWA COUNTY RECO DES:CCD FL# 18338001138 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902538014995895	-3,761.25
12/05/18	IOWA COUNTY RECO DES:CCD FL# 18338003948 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902539006648739	-99,445.60
12/05/18	IOWA COUNTY RECO DES:CCD FL# 18339004334 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902539014231732	-4,768.20
12/05/18	IOWA COUNTY RECO DES:CCD FL# 18339001236 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902539010019029	-3,613.00
12/05/18	IOWA COUNTY RECO DES:CCD FL# 18338003481 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902539006648738	-1,957.30
12/06/18	IOWA COUNTY RECO DES:CCD FL# 18339004334 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902540003608840	-56,727.80
12/06/18	IOWA COUNTY RECO DES:CCD FL# 18340003879 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902540009551335	-13,027.60
12/06/18	IOWA COUNTY RECO DES:CCD FL# 18340001034 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902540006233591	-3,402.20

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## Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/06/18	IOWA COUNTY RECO DES:CCD FL# 18339004333 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902540003608839	-2,006.40
12/07/18	IOWA COUNTY RECO DES:CCD FL# 18340003879 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902541006354009	-40,745.00
12/07/18	IOWA COUNTY RECO DES:CCD FL# 18341003428 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902541013742061	-10,776.20
12/07/18	IOWA COUNTY RECO DES:CCD FL# 18341000998 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902541009464276	-4,464.77
12/07/18	IOWA COUNTY RECO DES:CCD FL# 18340003381 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902541006354008	-4,030.65
12/07/18	AUREON HR, INC. DES:INVOICE ID:H057201 INDN:IOWA COUNTY RECORDERS CO ID:2421368750 CCD		902540013108201	-18,128.34
12/10/18	IOWA COUNTY RECO DES:CCD FL# 18341003428 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902544014436415	-43,492.60
12/10/18	IOWA COUNTY RECO DES:CCD FL# 18344001407 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902544016633404	-6,647.90
12/10/18	IOWA COUNTY RECO DES:CCD FL# 18341003011 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902544014436414	-4,323.20
12/10/18	IOWA COUNTY RECO DES:CCD FL# 18344003691 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902544020776792	-2,599.80
12/11/18	IOWA COUNTY RECO DES:CCD FL# 18344003691 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902545007969479	-44,278.00
12/11/18	IOWA COUNTY RECO DES:CCD FL# 18345003974 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902545015054399	-7,701.60
12/11/18	IOWA COUNTY RECO DES:CCD FL# 18344003690 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902545007969478	-5,556.41
12/11/18	IOWA COUNTY RECO DES:CCD FL# 18345000612 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902545008895013	-4,102.05
12/11/18	IOWA COUNTY RECO DES:CCD FL# 18344003692 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902545007969480	-3,556.20

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
12/11/18	ACH CARD PAYMENT DES:ACH Pymt ID:IOWA COUNT INDN:4807073210256180 00 CO ID:3001190310 WEB		902545017150471	-1,451.83
12/12/18	IOWA COUNTY RECO DES:CCD FL# 18345003974 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902546011376984	-50,834.60
12/12/18	IOWA COUNTY RECO DES:CCD FL# 18346004541 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902546018888947	-9,651.00
12/12/18	IOWA COUNTY RECO DES:CCD FL# 18345003975 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902546011376985	-3,157.61
12/12/18	IOWA COUNTY RECO DES:CCD FL# 18346000650 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902546012493024	-1,678.35
12/13/18	IOWA COUNTY RECO DES:CCD FL# 18346004541 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902547008847317	-54,307.00
12/13/18	IOWA COUNTY RECO DES:CCD FL# 18347003943 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902547014891086	-6,800.40
12/13/18	IOWA COUNTY RECO DES:CCD FL# 18347001110 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902547011442021	-2,549.50
12/13/18	IOWA COUNTY RECO DES:CCD FL# 18346004067 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902547008847316	-2,169.26
12/14/18	IOWA COUNTY RECO DES:CCD FL# 18347003943 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902548002066779	-104,751.20
12/14/18	IOWA COUNTY RECO DES:CCD FL# 18348002693 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902548008567257	-52,426.20
12/14/18	IOWA COUNTY RECO DES:CCD FL# 18347003944 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902548002066780	-3,696.85
12/14/18	IOWA COUNTY RECO DES:CCD FL# 18348001052 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902548005541847	-2,053.40
12/17/18	IOWA COUNTY RECO DES:CCD FL# 18348002693 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902551011377443	-52,178.80
12/17/18	IOWA COUNTY RECO DES:CCD FL# 18351003793 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902551019042677	-12,563.40
12/17/18	IOWA COUNTY RECO DES:CCD FL# 18348002692 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902551011377442	-2,641.90

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## Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/17/18	IOWA COUNTY RECO DES:CCD FL# 18351001463 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902551013728805	-2,387.70
12/17/18	IOWA COUNTY RECO DES:CCD FL# 18351001464 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902551013728806	-911.60
12/18/18	IOWA COUNTY RECO DES:CCD FL# 18351003793 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902552007192708	-74,435.60
12/18/18	IOWA COUNTY RECO DES:CCD FL# 18351003257 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902552007192707	-4,710.85
12/18/18	IOWA COUNTY RECO DES:CCD FL# 18352003891 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902552013790693	-2,769.00
12/18/18	IOWA COUNTY RECO DES:CCD FL# 18352001189 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902552009941941	-2,102.75
12/19/18	IOWA COUNTY RECO DES:CCD FL# 18352003891 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902553010818812	-57,661.00
12/19/18	IOWA COUNTY RECO DES:CCD FL# 18353004568 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902553018246774	-11,658.60
12/19/18	IOWA COUNTY RECO DES:CCD FL# 18352003892 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902553010818813	-3,812.80
12/19/18	IOWA COUNTY RECO DES:CCD FL# 18353001299 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902553013970320	-1,750.15
12/20/18	IOWA COUNTY RECO DES:CCD FL# 18353004568 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902554007422327	-58,327.20
12/20/18	IOWA COUNTY RECO DES:CCD FL# 18354004097 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902554014426649	-16,088.00
12/20/18	IOWA COUNTY RECO DES:CCD FL# 18353004567 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902554007422326	-4,908.95
12/20/18	IOWA COUNTY RECO DES:CCD FL# 18354000627 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902554008375767	-1,225.65
12/21/18	IOWA COUNTY RECO DES:CCD FL# 18354004097 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902555011184242	-113,356.00

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**Withdrawals and other debits - continued**

Date	Transaction description	Customer reference	Bank reference	Amount
12/21/18	IOWA COUNTY RECO DES:CCD FL# 18354004096 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902555011184241	-3,263.75
12/21/18	IOWA COUNTY RECO DES:CCD FL# 18355001125 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902555013729691	-1,426.40
12/21/18	AUREON HR, INC. DES:INVOICE ID:H058399 INDN:IOWA COUNTY RECORDERS CO ID:2421368750 CCD		902554010869283	-17,993.63
12/24/18	IOWA COUNTY RECO DES:CCD FL# 18358001202 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902558018429229	-1,614.50
12/26/18	IOWA COUNTY RECO DES:CCD FL# 18360000236 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560014581681	-108,937.00
12/26/18	IOWA COUNTY RECO DES:CCD FL# 18360004442 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560022215576	-18,542.20
12/26/18	IOWA COUNTY RECO DES:CCD FL# 18360000235 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560014581680	-7,791.95
12/26/18	IOWA COUNTY RECO DES:CCD FL# 18360000234 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560014581679	-4,900.75
12/26/18	IOWA COUNTY RECO DES:CCD FL# 18360000237 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560014581682	-1,882.80
12/26/18	IOWA COUNTY RECO DES:CCD FL# 18360000238 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560014581683	-1,799.40
12/26/18	IOWA COUNTY RECO DES:CCD FL# 18360001007 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560015437455	-75.00
12/27/18	IOWA COUNTY RECO DES:CCD FL# 18360004442 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902561011258758	-40,996.40
12/27/18	IOWA COUNTY RECO DES:CCD FL# 18361003373 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902561017959559	-11,023.00
12/27/18	IOWA COUNTY RECO DES:CCD FL# 18361000664 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902561012231549	-3,241.60
12/27/18	IOWA COUNTY RECO DES:CCD FL# 18360004166 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902561011258757	-35.00
12/28/18	IOWA COUNTY RECO DES:CCD FL# 18361003373 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902562006090535	-60,098.60

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## Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
12/28/18	IOWA COUNTY RECO DES:CCD FL# 18361003372 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902562006090534	-9,549.02
12/28/18	IOWA COUNTY RECO DES:CCD FL# 18362003584 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902562013195453	-7,778.40
12/28/18	IOWA COUNTY RECO DES:CCD FL# 18362001162 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902562009893593	-634.00
12/31/18	IOWA COUNTY RECO DES:CCD FL# 18362003584 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902565014643708	-82,266.80
12/31/18	IOWA COUNTY RECO DES:CCD FL# 18362003055 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902565014643707	-7,292.75
12/31/18	IOWA COUNTY RECO DES:CCD FL# 18365003226 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902565022911564	-6,596.00
12/31/18	IOWA COUNTY RECO DES:CCD FL# 18365001527 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902565018119161	-1,477.25
12/31/18	IOWA COUNTY RECO DES:CCD FL# 18365001528 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902565018119162	-298.20

**Total withdrawals and other debits**

**-\$1,655,225.32**

## Checks

Date	Check #	Bank reference	Amount
12/03	4988	813008392029078	-700.00
12/07	4999*	813007152231426	-7,500.00
12/28	5000	813008592660583	-30.00
12/13	5008*	813008392446897	-683.75
12/13	5009	813008292939671	-19,502.00
12/14	5010	813008592133587	-4,400.00
12/17	5011	813005092888776	-1,000.00

Date	Check #	Bank reference	Amount
12/13	5012	813008392156513	-5,000.00
12/17	5013	813007852167728	-11,920.18
12/17	5014	813008892087761	-6,944.30
12/24	5015	813009892897629	-2,500.00
12/14	5016	813008392769687	-2,700.00
12/17	5017	813008792507640	-500.00

**Total checks**

**-\$63,380.23**

**Total # of checks**

**13**

\* There is a gap in sequential check numbers



## Service fees

Date	Transaction description	Amount
12/17/18	11/18 ACCT ANALYSIS FEE	-1,226.80

**Total service fees** **-\$1,226.80**

Note your Ending Balance already reflects the subtraction of Service Fees.

## Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
12/01	488,621.96	12/11	541,450.60	12/20	439,178.21
12/03	529,558.81	12/12	531,728.33	12/21	436,472.71
12/04	530,077.59	12/13	502,520.29	12/24	511,756.40
12/05	489,822.21	12/14	394,416.70	12/26	433,852.61
12/06	493,745.98	12/17	370,647.12	12/27	522,100.04
12/07	472,724.24	12/18	358,481.66	12/28	557,965.40
12/10	544,030.48	12/19	403,516.83	12/31	491,994.87



**Iowa County Recorders Association**  
**Reconciliation Summary**  
**DRAWDOWN, Period Ending 12/31/2018**

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	<u>Dec 31, 18</u>
Beginning Balance	34,739.10
Cleared Transactions	
Payments and Credits - 87 items	<u>975.00</u>
Total Cleared Transactions	<u>975.00</u>
Cleared Balance	<u><b>33,764.10</b></u>
Uncleared Transactions	
Charges and Cash Advances - 2 items	<u>-3,851.80</u>
Total Uncleared Transactions	<u>-3,851.80</u>
Register Balance as of 12/31/2018	<u><b>37,615.90</b></u>
New Transactions	
Charges and Cash Advances - 7 items	<u>-9,511.20</u>
Payments and Credits - 1033 items	<u>16,119.20</u>
Total New Transactions	<u>6,608.00</u>
Ending Balance	<u><b>31,007.90</b></u>



**Iowa County Recorders Association**  
**Reconciliation Summary**  
**Bank of America, Period Ending 12/31/2018**

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	<u>Dec 31, 18</u>
Beginning Balance	557,965.40
Cleared Transactions	
Checks and Payments - 5 items	-97,931.00
Deposits and Credits - 125 items	31,960.47
Total Cleared Transactions	<u>-65,970.53</u>
Cleared Balance	<u><u>491,994.87</u></u>
Uncleared Transactions	
Checks and Payments - 8 items	-65,127.69
Deposits and Credits - 1949 items	278,551.96
Total Uncleared Transactions	<u>213,424.27</u>
Register Balance as of 12/31/2018	<u><u>705,419.14</u></u>
New Transactions	
Checks and Payments - 8 items	-67,167.01
Deposits and Credits - 1385 items	167,055.76
Total New Transactions	<u>99,888.75</u>
Ending Balance	<u><u>805,307.89</u></u>



## Iowa County Recordors Association

## Profit &amp; Loss

December 2018

	Dec 18
<b>Income</b>	
<b>BudgetedIncome</b>	
Bad Payment Fee	0.00
PMTSERVICEFEE	2,824.02
POSSERVICEFEE	1,502.33
SERVICEFEE	
ACH	43,527.00
CC	5,336.03
DDCC	80.95
DRAWDOWN	7,269.00
<b>Total SERVICEFEE</b>	<b>56,212.98</b>
<b>Total BudgetedIncome</b>	<b>60,539.33</b>
<b>RevolvingIncome</b>	
ERECORDING	
AUDITORFEE	18,785.00
TRANSFERTAX	996,591.20
ERECORDING - Other	457,519.24
<b>Total ERECORDING</b>	<b>1,472,895.44</b>
Expense Reimbursement - CLRIS	32,581.52
HPPAYMENT	57,606.17
POSPAYMENT	96,454.46
<b>Total RevolvingIncome</b>	<b>1,659,537.59</b>
<b>Total Income</b>	<b>1,720,076.92</b>
<b>Expense</b>	
<b>Budgeted Expenses</b>	
Accounting	
Accounting Software-Services	139.98
Bookkeeping	4,400.00
<b>Total Accounting</b>	<b>4,539.98</b>
Administrative Support	490.00
Business Analysis- Comm	2,090.00
Marketing-Communications	3,300.00
Office Tech Support	540.18
Payment Expenses	
Bank Account Analysis Fee	1,226.80
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	1,873.29
BOAOTC 430132313849862 Mer Acct	2,324.19
<b>Total BOA Merchant Service Charge</b>	<b>4,197.48</b>
Gateway Transaction Fees	
EDS Online Transaction Fees	4,637.70
EDS OTC Transaction Fees	1,182.00
POSTransactionsFees	364.74
<b>Total Gateway Transaction Fees</b>	<b>6,184.44</b>
<b>Total Payment Expenses</b>	<b>11,608.72</b>
Project Management	5,500.00
Software Dev. - Programming	19,967.97
<b>Total Budgeted Expenses</b>	<b>48,036.85</b>
<b>Depreciation Expense</b>	<b>4,721.64</b>
<b>RevolvingExpenses</b>	
Computer Software	8,191.05
Computer Support	39.00
Dues and Subscriptions	484.42
ESS Committee	



## Iowa County Recorders Association

## Profit &amp; Loss

December 2018

	Dec 18
Official Publications	22.50
Total ESS Committee	22.50
ESSPayments	
COUNTYDISTRIBUTION	1,530,701.86
PMTDISTRIBUTION	57,606.17
POSDISTRIBUTION	28,106.27
Total ESSPayments	1,616,414.30
Legal Fees	1,500.00
Merit Resources	16,154.00
Office Supplies	33.32
Teleconference	307.72
Total RevolvingExpenses	1,643,146.31
Total Expense	1,695,904.80
Net Income	24,172.12



## Iowa County Recordors Association

## Profit &amp; Loss

01/31/19

October through December 2018

Accrual Basis

	Oct - Dec 18
<b>Income</b>	
<b>BudgetedIncome</b>	
Bad Payment Fee	0.00
PMTSERVICEFEE	13,989.34
POSSERVICEFEE	1,723.20
SERVICEFEE	
ACH	140,073.00
CC	15,453.18
DDCC	585.30
DRAWDOWN	23,925.00
SERVICEFEE - Other	-9.00
<b>Total SERVICEFEE</b>	<b>180,027.48</b>
<b>Total BudgetedIncome</b>	<b>195,740.02</b>
<b>Misc. Income</b>	<b>27.00</b>
<b>RevolvingIncome</b>	
<b>ERECORDING</b>	
AUDITORFEE	58,820.00
TRANSFERTAX	2,736,966.40
ERECORDING - Other	1,491,756.04
<b>Total ERECORDING</b>	<b>4,287,542.44</b>
Expense Reimbursement - CLRIS	72,207.23
HPPAYMENT	284,819.65
POSPAYMENT	105,282.66
<b>Total RevolvingIncome</b>	<b>4,749,851.98</b>
<b>Total Income</b>	<b>4,945,619.00</b>
<b>Expense</b>	
Bank Service Charges	27.00
<b>Budgeted Expenses</b>	
<b>Accounting</b>	
Accounting Software-Services	419.94
Bookkeeping	13,200.00
<b>Total Accounting</b>	<b>13,619.94</b>
Administrative Support	1,430.00
Business Analysis- Comm	6,270.00
EDS Credit Card Setup-Support	
Local Credit Card Equipment	19,502.00
<b>Total EDS Credit Card Setup-Support</b>	<b>19,502.00</b>
Marketing-Communications	9,450.00
Office Tech Support	2,160.72
<b>Payment Expenses</b>	
Bank Account Analysis Fee	3,732.44
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	5,987.58
BOAOTC 430132313849862 Mer Acct	7,715.33
<b>Total BOA Merchant Service Charge</b>	<b>13,702.91</b>
Gateway Transaction Fees	
EDS Online Transaction Fees	14,696.30
EDS OTC Transaction Fees	3,936.60
POSTransactionsFees	364.74
<b>Total Gateway Transaction Fees</b>	<b>18,997.64</b>
Other Bank Service Charges	73.60
<b>Total Payment Expenses</b>	<b>36,506.59</b>
<b>Project Management</b>	<b>16,500.00</b>



## Iowa County Recorders Association

## Profit &amp; Loss

01/31/19

October through December 2018

Accrual Basis

	Oct - Dec 18
Software Dev. - Programming	61,725.32
Software License-Maintenance	5,000.00
<b>Total Budgeted Expenses</b>	<b>172,164.57</b>
Depreciation Expense	14,164.92
Planned Reserve Expenses	
Software Development-Consulting	2,582.87
<b>Total Planned Reserve Expenses</b>	<b>2,582.87</b>
RevolvingExpenses	
Computer Software	8,241.45
Computer Support	188.86
Dues and Subscriptions	3,415.02
Education and Outreach-Rev	3,800.00
ESS Committee	
ESS Committee Travel	247.26
ESS Meeting Expenses	229.74
Official Publications	205.26
<b>Total ESS Committee</b>	<b>682.26</b>
ESSPayments	
COUNTYDISTRIBUTION	4,353,226.10
PMTDISTRIBUTION	284,819.65
POSDISTRIBUTION	28,106.27
<b>Total ESSPayments</b>	<b>4,666,152.02</b>
Legal Fees	4,500.00
Merit Resources	48,462.00
Office Supplies	72.53
Postage and Delivery	94.21
Teleconference	808.38
<b>Total RevolvingExpenses</b>	<b>4,736,416.73</b>
<b>Total Expense</b>	<b>4,925,356.09</b>
<b>Net Income</b>	<b>20,262.91</b>



## Iowa County Recordors Association

## Profit &amp; Loss

01/31/19

January through December 2018

Accrual Basis

	Jan - Dec 18
<b>Income</b>	
<b>BudgetedIncome</b>	
Bad Payment Fee	240.00
Local Serv. Prov. Maint. Acct.	
Cost Sharing Credit	-111,369.07
Local Serv. Prov. Maint. Acct. - Other	273,657.58
<b>Total Local Serv. Prov. Maint. Acct.</b>	<b>162,288.51</b>
<b>PMTSERVICEFEE</b>	<b>68,841.30</b>
<b>POSSERVICEFEE</b>	<b>1,723.20</b>
<b>SERVICEFEE</b>	
ACH	570,528.00
CC	50,941.16
DDCC	1,786.09
DDDdepositFee	0.00
DRAWDOWN	107,561.60
SERVICEFEE - Other	-39.00
<b>Total SERVICEFEE</b>	<b>730,777.85</b>
<b>Total BudgetedIncome</b>	<b>963,870.86</b>
<b>Misc. Income</b>	<b>116.00</b>
<b>RevolvingIncome</b>	
<b>ERECORDING</b>	
AUDITORFEE	234,840.00
TRANSFERTAX	10,468,644.80
ERECORDING - Other	5,827,690.19
<b>Total ERECORDING</b>	<b>16,531,174.99</b>
Expense Reimbursement - CLRIS	295,430.47
HPPAYMENT	1,429,545.86
POSPAYMENT	105,282.66
RevolvingIncome - Other	230.00
<b>Total RevolvingIncome</b>	<b>18,361,663.98</b>
<b>Total Income</b>	<b>19,325,650.84</b>
<b>Expense</b>	
ACH Returned-Failed Payment	-30.00
Advertising	0.00
Bank Service Charges	27.00
<b>Budgeted Expenses</b>	
<b>Accounting</b>	
Accounting Software-Services	4,911.76
Bookkeeping	52,600.00
<b>Total Accounting</b>	<b>57,511.76</b>
<b>Administrative Support</b>	<b>6,062.50</b>
<b>Business Analysis- Comm</b>	<b>22,165.00</b>
<b>EDS Credit Card Setup-Support</b>	
Local Credit Card Equipment	19,502.00
<b>Total EDS Credit Card Setup-Support</b>	<b>19,502.00</b>
<b>Insurance Expense</b>	<b>19,664.70</b>
<b>Local Maint. Expense</b>	<b>276,997.36</b>
<b>Marketing-Communications</b>	<b>34,326.25</b>
<b>Office Tech Support</b>	<b>6,482.16</b>
<b>Payment Expenses</b>	
Bank Account Analysis Fee	14,840.69
<b>BOA Merchant Service Charge</b>	
BOAOLN 430132313509772 Mer Acct	21,904.65
BOAOTC 430132313849862 Mer Acct	32,604.71
<b>Total BOA Merchant Service Charge</b>	<b>54,509.36</b>



## Iowa County Recorders Association

## Profit &amp; Loss

01/31/19

January through December 2018

Accrual Basis

	Jan - Dec 18
Gateway Transaction Fees	
EDS Online Transaction Fees	58,337.25
EDS OTC Transaction Fees	16,765.20
POSTransactionsFees	364.74
Total Gateway Transaction Fees	75,467.19
Other Bank Service Charges	76.54
Total Payment Expenses	144,893.78
Project Management	65,642.50
Software Dev. - Programming	238,172.89
Software License-Maintenance	21,838.00
Total Budgeted Expenses	913,258.90
Depreciation Expense	56,659.68
Planned Reserve Expenses	
Computer Equipment	917.52
Software Development-Consulting	2,871.87
Software License Expense	2,076.00
Total Planned Reserve Expenses	5,865.39
RevolvingExpenses	
Annual Audit	5,575.00
Computer Software	22,597.92
Computer Support	188.86
Dues and Subscriptions	6,058.73
Education and Outreach-Rev	10,930.95
ESS Committee	
ESS Committee Travel	2,140.00
ESS Meeting Expenses	970.96
Official Publications	478.65
Total ESS Committee	3,589.61
ESSPayments	
COUNTYDISTRIBUTION	16,593,112.70
PMTDISTRIBUTION	1,429,583.52
POSDISTRIBUTION	28,106.27
Total ESSPayments	18,050,802.49
Insurance	5,008.00
Legal Fees	23,500.00
Merit Resources	210,002.00
Office Supplies	237.60
Postage and Delivery	436.34
Teleconference	2,411.95
Total RevolvingExpenses	18,341,339.45
Total Expense	19,317,120.42
Net Income	8,530.42



Iowa County Recorders Association  
Profit & Loss Budget vs. Actual  
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
BudgetedIncome			
Bad Payment Fee	240.00	330.00	-90.00
Local Serv. Prov. Maint. Acct.	162,288.51	162,288.51	0.00
PMTSERVICEFEE	68,841.30	70,050.12	-1,208.82
POSSERVICEFEE	1,723.20		
SERVICEFEE	730,777.85	728,795.40	1,982.45
Total BudgetedIncome	<u>963,870.86</u>	<u>961,464.03</u>	<u>2,406.83</u>
Total Income	963,870.86	961,464.03	2,406.83
Expense			
Budgeted Expenses			
Accounting			
Accounting Software-Services	4,911.76	4,911.80	-0.04
Bookkeeping	52,600.00	52,600.00	0.00
Total Accounting	<u>57,511.76</u>	<u>57,511.80</u>	<u>-0.04</u>
Administrative Support	6,062.50	7,072.50	-1,010.00
Business Analysis- Comm	22,165.00	22,175.00	-10.00
EDS Credit Card Setup-Support	19,502.00	21,600.00	-2,098.00
Insurance Expense	19,664.70	19,664.70	0.00
Local Maint. Expense	276,997.36	276,997.36	0.00
Marketing-Communications	34,326.25	34,276.25	50.00
Office Tech Support	6,482.16	6,491.98	-9.82
Payment Expenses	144,893.78	145,409.12	-515.34
Project Management	65,642.50	65,642.50	0.00
Software Dev. - Programming	238,172.89	238,550.27	-377.38
Software License-Maintenance	21,838.00	22,838.00	-1,000.00
Total Budgeted Expenses	<u>913,258.90</u>	<u>918,229.48</u>	<u>-4,970.58</u>
Total Expense	<u>913,258.90</u>	<u>918,229.48</u>	<u>-4,970.58</u>
Net Income	<u>50,611.96</u>	<u>43,234.55</u>	<u>7,377.41</u>



## Iowa County Recorders Association

## Balance Sheet

01/31/19

As of December 31, 2018

Accrual Basis

	Dec 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank of America	
Unrestricted Reserve Account	40,000.00
Bank of America - Other	665,419.14
Total Bank of America	705,419.14
Total Checking/Savings	705,419.14
Accounts Receivable	
Accounts Receivable	3,760.39
Total Accounts Receivable	3,760.39
Other Current Assets	
Due from State	21,044.49
Prepaid Expenses	145,684.62
Total Other Current Assets	166,729.11
Total Current Assets	875,908.64
Fixed Assets	
Accumulated Depreciation	-448,241.79
Computer Equipment	566,393.44
Total Fixed Assets	118,151.65
<b>TOTAL ASSETS</b>	<b>994,060.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,819.70
Total Accounts Payable	6,819.70
Credit Cards	
Corp-BOA Visa 2026	1,777.29
Total Credit Cards	1,777.29
Other Current Liabilities	
Accrued Compensation	41,172.82
Deferred Revenues	135,710.33
DRAWDOWN	37,615.90
Total Other Current Liabilities	214,499.05
Total Current Liabilities	223,096.04
Total Liabilities	223,096.04
Equity	
Retained Earnings	762,433.83
Net Income	8,530.42
Total Equity	770,964.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>994,060.29</b>





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## December 01, 2018 - December 31, 2018

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## Cardholder Activity Summary

## Transactions

0145183 0177729 0177729 4807073210256180

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.



## Transactions

### Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
12/04	12/03	Amazon web services aws.amazon.coWA	24692168337100258804921	7399	300.81	
12/04	12/04	Amazon.com*M06ME1MJ2 Amzn.com/billWA	24692168338100748207726	5942	12.14	
12/04	12/04	Amazon.com*M05MN5881 Amzn.com/billWA	24692168338100784210022	5942	21.18	
12/05	12/04	ADOBE *CREATIVE CLOUD 800-833-6687 CA	24431068338026645611652	4816	52.99	
12/05	12/04	BROWSERSTACK.COM BROWSERSTACK.DE	24492158338637121088150	7372	39.00	
12/05	12/04	WWW.MAYTECH.NET WWW	74007038339920015000036	5968	90.00	
12/05	12/05	INTERNATIONAL TRANSACTION FEE	74007038339920015000036	0001	0.72	
12/13	12/12	ADOBE *PRODUCTS 800-833-6687 CA	24431068346026658943265	5734	49.99	
12/17	12/14	WWW.MAYTECH.NET WWW	74007038349920022000019	5968	90.00	
12/17	12/17	INTERNATIONAL TRANSACTION FEE	74007038349920022000019	0001	0.72	
12/17	12/15	DUO*COM 866-760-4247 MI	24692168349100304717289	7372	360.00	
12/24	12/21	Intuit *QuickBooks 800-446-8848 CA	24692168355100216601390	5734	109.98	
12/24	12/20	BUSINESS PUBLICATIONS 515-288-3336 IA	24656278355017043006588	5192	22.50	
12/24	12/21	IOWA MORTGAGE ASSOCIATIO 800-800-2352 IA	24493988355207604900037	7399	200.00	
12/24	12/22	ATLASSIAN ATLASSIAN B.V	74547068357001025991398	5734	30.00	
12/24	12/24	INTERNATIONAL TRANSACTION FEE	74547068357001025991398	0001	0.24	
12/27	12/26	RIGHT NETWORKS 603-324-0400 NH	24055238360207677407517	4816	30.00	
12/28	12/27	CALLTOWER INC 703-8858954 UT	24755428361173618837395	7399	307.72	

## Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	11.25% V	\$0.00	\$0.00
CASH	11.25% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



**Iowa County Recorders Association**  
**Reconciliation Detail**  
**Corp-BOA Visa 2026, Period Ending 12/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,451.83
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 16 items</b>						
Credit Card Charge	11/30/2018	55441	Business Publications	X	-59.30	-59.30
Credit Card Charge	12/01/2018	2019	Iowa Mortgage Assoc...	X	-200.00	-259.30
Credit Card Charge	12/03/2018	97254...	Adobe Systems	X	-52.99	-312.29
Credit Card Charge	12/03/2018	3715405	Amazon	X	-21.18	-333.47
Credit Card Charge	12/04/2018	16038...	Amazon	X	-300.81	-634.28
Credit Card Charge	12/04/2018	11753...	BrowserStack	X	-39.00	-673.28
Credit Card Charge	12/04/2018	3715405	Amazon	X	-12.14	-685.42
Credit Card Charge	12/11/2018	97539...	Adobe Systems	X	-49.99	-735.41
Credit Card Charge	12/14/2018	67442	Maytech	X	-90.72	-826.13
Credit Card Charge	12/15/2018	358174	DuoSecurity	X	-360.00	-1,186.13
Credit Card Charge	12/17/2018	67442	Maytech	X	-90.72	-1,276.85
Credit Card Charge	12/21/2018	P1-	intuit	X	-109.98	-1,386.83
Credit Card Charge	12/21/2018	55618	Business Publications	X	-22.50	-1,409.33
Credit Card Charge	12/22/2018	AT-68...	Atlassian	X	-30.24	-1,439.57
Credit Card Charge	12/25/2018	INV01...	Right Networks	X	-30.00	-1,469.57
Credit Card Charge	12/31/2018	20012...	Calltower	X	-307.72	-1,777.29
Total Charges and Cash Advances					-1,777.29	-1,777.29
<b>Payments and Credits - 1 item</b>						
Check	12/11/2018	AW12...	Bank of America	X	1,451.83	1,451.83
Total Cleared Transactions					-325.46	-325.46
Cleared Balance					325.46	1,777.29
Register Balance as of 12/31/2018					325.46	1,777.29
<b>New Transactions</b>						
<b>Payments and Credits - 1 item</b>						
Check	01/07/2019	AW01...	Bank of America		1,777.29	1,777.29
Total New Transactions					1,777.29	1,777.29
<b>Ending Balance</b>					<b>-1,451.83</b>	<b>0.00</b>



Local Government Electronic Transaction Fund (0255)

12/1/18-12/31/18

Beginning Balance	\$ 731,464.40
Plus Receipts	\$ 49,855.35
Less Disbursements	<u>\$ 63,389.57</u>
Ending Balance	<u><u>\$ 717,930.18</u></u>

RECEIPTS

Recorder Fees Received	48,820.85
Interest	<u>1,034.50</u>

Total Receipts	49,855.35
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DISBURSEMENTS	Invoice #	Date Paid	Amt Paid
Enterprise Iowa	1319,1320	12/11	17,131.42
Iowa County Recorders	135311	12/11	32,581.52
Lightedge Solutions	21242	12/11	6,778.80
CSI / Sal Johnson	25348	12/11	6,897.83
Total Disbursements			<u>63,389.57</u>



**Iowa Land Records - Fund 255**  
**Reconciliation Detail**  
**State Treasurer, Period Ending 12/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						731,464.40
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Transfer	11/30/2018			X	-12,150.40	-12,150.40
Bill Pmt -Check	12/11/2018	AW12...	Iowa County Recorde...	X	-32,581.52	-44,731.92
Bill Pmt -Check	12/11/2018	AW12...	Enterprise Iowa	X	-17,131.42	-61,863.34
Bill Pmt -Check	12/11/2018	AW12...	LightEdge	X	-6,778.80	-68,642.14
Bill Pmt -Check	12/11/2018	AW12...	CSI	X	-5,163.80	-73,805.94
Bill Pmt -Check	12/11/2018	AW12...	CSI	X	-1,734.03	-75,539.97
Total Checks and Payments					-75,539.97	-75,539.97
<b>Deposits and Credits - 2 items</b>						
Transfer	11/30/2018			X	12,150.40	12,150.40
Deposit	12/11/2018			X	49,855.35	62,005.75
Total Deposits and Credits					62,005.75	62,005.75
Total Cleared Transactions					-13,534.22	-13,534.22
Cleared Balance					-13,534.22	717,930.18
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Bill Pmt -Check	11/30/2018		Iowa County Recorde...		0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					0.00	0.00
Register Balance as of 12/31/2018					-13,534.22	717,930.18
<b>Ending Balance</b>					<b>-13,534.22</b>	<b>717,930.18</b>



## Iowa Land Records - Fund 255

01/16/19

## Profit &amp; Loss

Accrual Basis

December 2018

	Dec 18
Ordinary Income/Expense	
Income	
Reserve Expenses Spent	5,919.26
E-Recording Fee	48,820.85
Interest	1,034.50
Total Income	55,774.61
Expense	
Administration	
Business Analysis & QA	2,090.00
Communications	3,300.00
Administrative Assistant	480.00
ESS Meetings	
ESS Travel Expenses	247.26
ESS Meeting Expenses	150.99
Total ESS Meetings	398.25
Legal Fees	1,000.00
Legal Fees - Govt. Relations	500.00
Professional Fees	
Aureon	260.00
Total Professional Fees	260.00
Project Management	5,500.00
Total Administration	13,528.25
Customer Support	
Account Manager	5,935.14
Total Customer Support	5,935.14
Education and Outreach	
Postage	50.76
MISMO Meetings	966.69
MISMO Membership	2,500.00
Misc. Color Printing	42.18
Online Educational Tools	
Survey Monkey	741.21
Adobe Connect	1,000.00
Salesforce-Exact Target	7,349.64
Salesforce-CRM	2,700.00
Online Educational Tools - Other	102.98
Total Online Educational Tools	11,893.83
Total Education and Outreach	15,453.46
Hosting	
Bandwidth	6,778.80
Software	
FTP Software	90.72
Jira/Confluence	25.20
Cloud Storage	135.32
Total Software	251.24
Total Hosting	7,030.04
ILR External Develo-Programming	
Redaction Services	
Back File Redaction	5,919.26
Forward File Redaction	10,513.20
Total Redaction Services	16,432.46
Total ILR External Develo-Programming	16,432.46



**Profit & Loss**

December 2018

	Dec 18
ILR Internal Develo-Programming	
Technical Lead	10,652.00
Total ILR Internal Develo-Programming	10,652.00
Office Operations	
B&W copying-printing	41.52
Office Space Lease	2,500.00
Official Publication Expense	17.95
Postage	6.71
Teleconference	306.49
Telephone/Internet	480.00
Office Tech Support	540.18
Total Office Operations	3,892.85
Total Expense	72,924.20
Net Ordinary Income	-17,149.59
Net Income	-17,149.59



## Iowa Land Records - Fund 255

## Profit &amp; Loss

01/16/19

October through December 2018

Accrual Basis

	Oct - Dec 18
Ordinary Income/Expense	
Income	
Reserve Expenses Spent	10,180.44
E-Recording Fee	147,471.80
Interest	3,262.63
Total Income	160,914.87
Expense	
Administration	
Business Analysis & QA	6,270.00
Communications	9,487.50
Accounting	625.00
Administrative Assistant	1,420.00
ESS Meetings	
ESS Travel Expenses	247.26
ESS Meeting Expenses	229.74
Total ESS Meetings	477.00
Insurance	
Liability Insurance	-15.00
Total Insurance	-15.00
Legal Fees	3,000.00
Legal Fees - Govt. Relations	1,500.00
Professional Fees	
Aureon	780.00
Total Professional Fees	780.00
Project Management	16,500.00
Total Administration	40,044.50
Customer Support	
Account Manager	17,732.69
Total Customer Support	17,732.69
Education and Outreach	
Postage	50.76
Electronic E-Sub Promo Content	700.00
MISMO Meetings	966.69
MISMO Membership	2,500.00
Misc. Color Printing	114.99
Online Educational Tools	
Survey Monkey	741.21
Adobe Connect	1,000.00
Salesforce-Exact Target	7,135.62
Salesforce-CRM	2,700.00
Online Educational Tools - Other	308.94
Total Online Educational Tools	11,885.77
Tradeshow - Meeting Exhibit	
Exhibit Registration	600.00
Exhibit Drawing	50.00
Total Tradeshow - Meeting Exhibit	650.00
Total Education and Outreach	16,868.21
Hosting	
Bandwidth	12,924.60
Domain Registration	623.98



## Iowa Land Records - Fund 255

## Profit &amp; Loss

01/16/19

October through December 2018

Accrual Basis

	Oct - Dec 18
Software	
FTP Software	181.44
Jira/Confluence	75.60
Cloud Storage	149.86
Total Software	406.90
Total Hosting	13,955.48
ILR External Develo-Programming	
Redaction Services	
Back File Redaction	10,180.44
Forward File Redaction	22,041.43
Total Redaction Services	32,221.87
Total ILR External Develo-Programming	32,221.87
ILR Internal Develo-Programming	
Technical Lead	31,913.00
Total ILR Internal Develo-Programming	31,913.00
Miscellaneous	-394.28
Office Operations	
B&W copying-printing	50.56
Office Space Lease	7,400.00
Official Publication Expense	95.20
Postage	6.71
Teleconference	646.33
Telephone/Internet	1,440.00
Office Tech Support	1,080.36
Total Office Operations	10,719.16
Total Expense	163,060.63
Net Ordinary Income	-2,145.76
Net Income	-2,145.76



## Iowa Land Records - Fund 255

## Profit &amp; Loss

01/23/19

July through December 2018

Accrual Basis

	Jul - Dec 18
Ordinary Income/Expense	
Income	
Reserve Expenses Spent	19,637.22
E-Recording Fee	304,903.62
Interest	6,308.97
Total Income	330,849.81
Expense	
Administration	
Business Analysis & QA	11,907.50
Communications	18,646.25
Accounting	5,575.00
Administrative Assistant	3,730.00
ESS Meetings	
ESS Travel Expenses	980.16
ESS Meeting Expenses	693.73
Total ESS Meetings	1,673.89
Insurance	
Liability Insurance	-15.00
Total Insurance	-15.00
Legal Fees	6,000.00
Legal Fees - Govt. Relations	4,000.00
Professional Fees	
Aureon	1,690.00
Total Professional Fees	1,690.00
Project Management	32,962.50
Total Administration	86,170.14
Customer Support	
Account Manager	37,676.94
Total Customer Support	37,676.94
Education and Outreach	
Postage	50.76
Stakeholder Engagement	99.28
ICRA Meetings	379.87
Electronic E-Sub Promo Content	700.00
MISMO Meetings	1,266.09
MISMO Membership	2,500.00
Printed E-Sub Promo Materials	254.25
Misc. Color Printing	359.81
Online Educational Tools	
Survey Monkey	741.21
Adobe Connect	1,000.00
Salesforce-Exact Target	6,963.81
Salesforce-CRM	2,700.00
Online Educational Tools - Other	617.88
Total Online Educational Tools	12,022.90
PRIA Meetings	2,149.61
PRIA Membership	675.00
Tradeshow - Meeting Exhibit	
Exhibit Registration	1,300.00
Exhibit Drawing	100.00
Total Tradeshow - Meeting Exhibit	1,400.00
Total Education and Outreach	21,857.57



## Iowa Land Records - Fund 255

## Profit &amp; Loss

01/23/19

July through December 2018

Accrual Basis

	Jul - Dec 18
Hosting	
Bandwidth	22,143.30
Domain Registration	681.68
Software	
FTP Software	453.60
Jira/Confluence	151.20
Cloud Storage	149.86
City State Zip data	200.00
Total Software	954.66
Total Hosting	23,779.64
ILR External Develo-Programming	
Redaction Services	
Back File Redaction	19,637.22
Forward File Redaction	40,931.98
Total Redaction Services	60,569.20
Total ILR External Develo-Programming	60,569.20
ILR Internal Develo-Programming	
Technical Lead	68,433.71
Total ILR Internal Develo-Programming	68,433.71
Miscellaneous	-394.28
Office Operations	
B&W copying-printing	229.43
Office Space Lease	14,800.00
Office Supplies	15.15
Official Publication Expense	211.61
Postage	248.84
Teleconference	1,607.95
Telephone/Internet	2,880.00
Office Tech Support	3,241.08
Total Office Operations	23,234.06
Total Expense	321,326.98
Net Ordinary Income	9,522.83
Net Income	9,522.83



Iowa Land Records - Fund 255  
**Balance Sheet**  
As of December 31, 2018

	Dec 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
State Treasurer	
Unrestricted Operating Reserve	107,118.09
Equipment Replacement Fund	350,000.00
Restricted Operating Reserve	100,000.00
Redaction Reserve Account	48,265.97
State Treasurer - Other	112,546.12
Total State Treasurer	717,930.18
Total Checking/Savings	717,930.18
Total Current Assets	717,930.18
<b>TOTAL ASSETS</b>	<b>717,930.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,574.93
Total Accounts Payable	9,574.93
Total Current Liabilities	9,574.93
Total Liabilities	9,574.93
Equity	
Opening Bal Equity	433,569.23
Retained Earnings	1,016,049.98
Reserved Retained Earnings	-750,786.79
Net Income	9,522.83
Total Equity	708,355.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>717,930.18</b>



Amendments to Chapter 1  
ESS Policies and Procedures  
County Land Record Information System Governance and Electronic Recording

Section 1.5 of the Electronic Services System Policies and Procedures is amended to update policies relating to the ESS Point of Sale system with respect to procedures for the receipt of payment through the use of debit cards.

1. Section 1.5(11 f) of the ESS Policies and Procedures is amended to read as follows:

**ESS – 1.5 Funding.**

(Iowa Code Section 331.603, Subsection 5a; Section 331.604, Subsection 3; Section 331.605B, Subsection 2; Section 331.606A, Subsection 6)

1.5(11) Point of Sale Credit/Debit Payment System (POS). The Electronic Services System has established a Point of Sale Credit/Debit Payment System to facilitate credit, debit, mobile and digital wallet payments for services provided at authorized locations including but not limited to organizations which are members of the Electronic Services System (ESS). Participation in the POS system is subject to the following standards and guidelines.

- a. An authorized location shall agree to the Terms and Conditions and other business requirements established by the Electronic Services System and the designated merchant payment service provider.
- b. An authorized location shall agree to the application of a Surcharge to each transaction amount, as specified in Section 1.5(3). The authorized location shall display information about the Surcharge at the point of sale to inform customers about the amount of the Surcharge and its purpose. ESS shall provide text or standard information about the Surcharge to each authorized location.
- c. An authorized location shall accept all forms of POS payments and shall follow the operational instructions provided by ESS and the designated merchant payment service provider.
- d. An authorized location may void a transaction which occurs during a business day, but not later than 5:30 PM Central Time.
- e. An authorized location shall not issue a refund through the POS system. Refunds shall only be made to customers through payment methods available to the location such as a check or cash. A refund made by a location shall exclude the Surcharge amount. In the event



that an authorized location issues a refund through the POS system, the location shall reimburse ESS for the amount of the refund. ESS shall monthly issue an invoice to a location for the reimbursement amount. There shall be a \$25.00 handling fee for each monthly invoice submitted to a location.

- f. An authorized location shall ensure that the credit/debit card surcharge is applied to every point of sale transaction, including but not limited to the procedures for bypassing the entry of a personal identification number (PIN) for debit cards. In the event that an authorized location fails to apply the credit/debit card surcharge to a transaction, the location shall reimburse ESS for the amount of the credit/debit card surcharge. ESS shall issue an invoice to the location for the reimbursement amount. There shall be a \$25.00 handling fee for each monthly invoice submitted to a location.
- g. Certain point of sale devices may require the installation of supplemental software or an “add-in” application. If such software or application is required for a device, ESS shall issue an invoice to the location for the actual cost of the software or application. The frequency of invoices shall be determined by the mutual agreement of ESS and the location, but the frequency shall be no more than monthly.



## Electronic Services System

8711 Windsor Parkway, Suite 2  
Johnston, Iowa 50131

February 7, 2019

To: ESS Coordinating Committee

From: Phil Dunshee, Project Manager

Re: Fiscal Year 2018 Audit

Since calendar year 2006, the Electronic Services System and Iowa Land Records has engaged Denman & Company, LLP to perform the annual audit of the Bank of America account through which all E-Submission and point of sale transactions are managed. The annual audit has also included the physical assets of the Electronic Services System. Because of the close association between the Electronic Services System and the Iowa County Recorders Association, the financial accounts of the Association have also been included in the audits.

For some perspective, total revenues in calendar year 2006 were \$7,778.00. Total revenues in calendar year 2017 were \$17,160,451.00. The E-Submission service, and the Iowa Land Records system has grown in the past decade.

With calendar year 2018 completed, we are now working with Bergan KDV to wrap up the year-end reconciliations and adjustments. We'll soon be ready for the 2018 audit.

When Denman & Company was initially selected, the governing board conducted a review process to select an auditing firm. A number of firms were asked to submit quotes, and Denman & Company was one of a few companies which responded. The governing board selected Denman, and the ESS Coordinating Committee has annually renewed the engagement since then.

Denman has performed well for the project over the years, and we have found that they thoroughly test the veracity and accuracy of ESS financial statements. Each year they randomly select various types of transactions and require our team to document how each relates back to the bank statements. They have also required us to show documentation of board authorizations, they and have consulted with the governing officers to ensure that appropriate processes are in place to oversee financial activities.

Given their consistent and quality service, I recommend that we continue to retain Denman & Company to perform our annual audit. Please let us know if you wish to consider any alternative procedures.

**Recommendation:** Approval of the ESS Coordinating Committee to engage Denman & Company for the 2018 audit is requested.



## **ESS – 1.7 Financial Procedures.**

(Iowa Code Section 331.604, Subsection 3(a))

1.7(1) ESS Finance Subcommittee. An ESS Finance Subcommittee is established to review the financial activities of the Electronic Services System. The Subcommittee shall perform the following duties.

- a. Assist with the development of an annual budget for ESS and the county land record information system.
- b. Review monthly invoices and claims for payment.
- c. Review financial reports, meeting summaries and other information as necessary.
- d. Assist the ESS Coordinating Committee with financial matters.

1.7(2) Review and Approval of Expenditures. Accounts payable (invoices and claims for payment) shall be reviewed by the ESS Finance Subcommittee prior to each meeting of the ESS Coordinating Committee. The Subcommittee shall advise the ESS Coordinating Committee of issues and activities which require formal action. Accounts payable shall be reviewed and approved by the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.7(3) Review and Approval of Financial Reports. Financial reports shall be reviewed by the ESS Finance Subcommittee prior to each meeting of the ESS Coordinating Committee. The Subcommittee shall advise the ESS Coordinating Committee of issues and activities which require formal action. Financial reports shall be reviewed and approved by the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.7(4) Annual Budget. The ESS Finance Subcommittee shall assist the ESS Coordinating Committee with the development of an annual budget and any budget amendments. An annual budget and any amendments to the budget shall be reviewed and approved by the ICRA Executive Board,.

1.7(5) Annual Audit. Financial accounts managed directly by ESS Coordinating Committee shall be audited annually by an independent auditor. Financial accounts managed through the Office of the State Treasurer shall be subject to the auditing procedures of the State Auditor.

1.7(6) Allocation and Expenditure of Reserve Funds. Any reserve funds managed through the Office of the State Treasurer shall be reviewed at least annually by the ESS Coordinating Committee. The expenditure of reserve funds shall be subject to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it. As needed the reserve funds may be adjusted or rebalanced by the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.



February 7, 2019

To: ESS Coordinating Committee  
From: Phil Dunshee, Project Manager  
Re: Calendar Year 2019 Maintenance Credits

In Fiscal Year 2015 the ESS Coordinating Committee established the County Project Assessment Cost Sharing Program which is codified in Chapter 9 of the ESS Policies and Procedures. Prior to the creation of the program, counties were fully responsible for the cost of annual maintenance agreements with their local land records management system vendors. As E-Submission grew, it was proposed that a portion of the net income from E-Submission be used to help pay for these maintenance costs. The program was also intended to provide an incentive for counties to promote electronic filing. Since the inception of the program, the amount of cost sharing with each county has been tied to the ratio of E-Submission documents to the total number of documents recorded by a county in the previous calendar year. Counties with E-Submission ratios higher than the state average received more, and counties with E-Submission ratios lower than the state average received less.

We have completed the calculations based on the formula used in prior years, and the results are displayed in the attached tables. The amount budgeted for the program in calendar year 2019 is \$120,000.00, the same amount as was budgeted in 2018. Because ratios have changed in each county this year, and because no additional resources were budgeted, the result of the formula is that some counties would receive a smaller credit in 2019 than for 2018.

To mitigate this a temporary adjustment in the formula is suggested to ensure that each county would receive a credit which is no less than credit granted in 2018. Counties with higher E-Submission ratios would still receive a higher credit amount.

The effect of this change would be modest, increasing the overall credits by about \$3,800.00. The total amount of credits granted would remain within the \$120,000.00 budget amount. The intention of this adjustment is that it be temporary, as it is hoped that as E-Submission will continue to grow in calendar year 2019 and more resources can be budgeted for the program in future years.

**Recommendation:** Approval of the suggested credit amounts for calendar year 2019 (fiscal year 2020).



**Calendar 2018**  
**E-Submission Ratio Table**

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	Fourth Quarter	2018	2017	Change
1	ADAIR	54.41%	46.84%	59.14%	50.52%	53.11%	29.57%	23.54
2	ADAMS	16.48%	25.27%	27.11%	41.20%	27.34%	28.42%	-1.08
3	ALLAMAKEE	16.62%	14.59%	16.91%	16.10%	16.04%	14.02%	2.03
4	APPANOOSE	20.92%	22.14%	27.01%	25.81%	24.05%	21.35%	2.71
5	AUDUBON	42.61%	24.41%	38.69%	39.03%	35.71%	35.17%	0.54
6	BENTON	46.02%	47.45%	53.29%	46.40%	48.31%	44.55%	3.76
7	BLACK HAWK	41.83%	40.94%	40.71%	41.36%	41.18%	37.35%	3.84
8	BOONE	41.88%	35.63%	39.13%	39.37%	38.84%	40.16%	-1.32
9	BREMER	39.96%	40.51%	36.64%	37.61%	38.65%	37.99%	0.66
10	BUCHANAN	43.17%	41.77%	42.62%	47.44%	43.84%	37.86%	5.98
11	BUENA VISTA	30.31%	28.35%	29.41%	26.29%	28.46%	28.43%	0.03
12	BUTLER	47.27%	40.76%	43.69%	39.14%	42.71%	41.44%	1.26
13	CALHOUN	37.37%	37.64%	37.58%	41.85%	38.61%	37.92%	0.69
14	CARROLL	24.07%	25.99%	25.09%	29.31%	26.12%	21.55%	4.57
15	CASS	29.65%	31.11%	32.16%	35.83%	32.01%	29.45%	2.57
16	CEDAR	46.14%	46.07%	52.66%	50.44%	48.87%	46.12%	2.75
17	CERRO GORDO	47.84%	41.49%	47.66%	43.32%	44.93%	43.23%	1.70
18	CHEROKEE	23.79%	21.95%	23.72%	22.71%	23.02%	23.79%	-0.77
19	CHICKASAW	21.35%	23.96%	21.57%	19.32%	21.60%	21.53%	0.07
20	CLARKE	31.73%	22.69%	28.84%	35.58%	29.45%	27.12%	2.32
21	CLAY	36.90%	34.12%	39.39%	37.77%	36.90%	34.03%	2.88
22	CLAYTON	25.94%	24.97%	23.65%	27.19%	25.44%	19.78%	5.66
23	CLINTON	25.01%	22.16%	20.44%	22.82%	22.55%	21.40%	1.15
24	CRAWFORD	43.47%	39.59%	38.17%	41.80%	40.74%	43.71%	-2.97
25	DALLAS	48.40%	47.38%	45.89%	46.56%	47.00%	43.17%	3.84
26	DAVIS	17.42%	21.42%	24.49%	26.46%	22.58%	16.74%	5.83
27	DECATUR	19.47%	17.72%	18.78%	25.81%	20.46%	19.99%	0.47
28	DELAWARE	29.37%	29.69%	29.98%	30.74%	29.95%	29.29%	0.66
29	DES MOINES	48.99%	55.35%	55.21%	54.86%	53.60%	52.82%	0.78
30	DICKINSON	28.88%	31.57%	32.76%	37.08%	32.67%	27.80%	4.87
31	DUBUQUE	31.40%	27.40%	29.25%	28.34%	28.95%	24.50%	4.46
32	EMMET	20.26%	30.15%	26.14%	23.20%	25.04%	20.33%	4.71
33	FAYETTE	18.28%	24.14%	26.36%	24.42%	23.47%	20.18%	3.29
34	FLOYD	45.37%	45.64%	54.00%	46.67%	47.97%	36.20%	11.78
35	FRANKLIN	32.93%	40.55%	40.97%	37.12%	37.79%	29.34%	8.45
36	FREMONT	41.97%	34.47%	46.90%	39.43%	40.38%	42.49%	-2.11
37	GREENE	40.77%	24.23%	24.49%	35.29%	31.23%	31.73%	-0.50
38	GRUNDY	46.69%	51.11%	49.43%	46.29%	48.54%	34.64%	13.90
39	GUTHRIE	33.71%	27.79%	32.08%	29.31%	30.61%	28.46%	2.16
40	HAMILTON	36.89%	26.06%	26.76%	29.24%	29.79%	25.64%	4.15
41	HANCOCK	39.50%	38.42%	40.79%	38.23%	39.19%	40.82%	-1.63
42	HARDIN	45.66%	47.66%	51.07%	45.62%	47.74%	43.59%	4.15
43	HARRISON	49.13%	46.01%	49.09%	43.31%	46.93%	44.58%	2.35
44	HENRY	43.25%	40.00%	35.83%	41.31%	40.07%	36.19%	3.88
45	HOWARD	21.07%	14.58%	13.12%	10.04%	14.75%	15.89%	-1.13
46	HUMBOLDT	30.59%	29.19%	31.35%	29.93%	30.25%	24.42%	5.83
47	IDA	63.30%	59.47%	60.72%	70.59%	63.72%	61.75%	1.97
48	IOWA	47.03%	43.46%	54.94%	55.53%	50.23%	41.65%	8.57
49	JACKSON	29.03%	23.82%	26.36%	25.29%	25.98%	22.73%	3.25
50	JASPER	33.63%	32.74%	33.05%	33.79%	33.29%	31.44%	1.85
51	JEFFERSON	26.77%	24.30%	28.86%	24.09%	25.99%	26.89%	-0.90



**Calendar 2018**  
**E-Submission Ratio Table**

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	Fourth Quarter	2018	2017	Change
52	JOHNSON	61.44%	71.03%	68.92%	69.24%	68.03%	60.54%	7.49
53	JONES	34.70%	37.71%	38.04%	35.54%	36.62%	34.38%	2.23
54	KEOKUK	40.46%	42.15%	41.86%	42.18%	41.75%	28.60%	13.16
55	KOSSUTH	29.23%	29.75%	32.88%	37.80%	32.34%	26.46%	5.88
56	LEE	50.13%	44.05%	40.02%	36.01%	42.32%	40.31%	2.01
57	LINN	56.22%	59.63%	61.15%	59.58%	59.24%	54.54%	4.70
58	LOUISA	60.66%	59.96%	56.56%	57.32%	58.58%	49.54%	9.04
59	LUCAS	39.67%	48.80%	35.26%	43.28%	41.83%	33.57%	8.26
60	LYON	25.73%	24.30%	27.50%	30.53%	26.83%	25.60%	1.23
61	MADISON	37.54%	39.03%	33.18%	38.08%	36.94%	31.10%	5.83
62	MAHASKA	31.30%	33.95%	34.57%	28.70%	32.15%	30.61%	1.54
63	MARION	35.37%	36.21%	37.97%	38.40%	37.06%	35.41%	1.65
64	MARSHALL	43.78%	45.72%	41.99%	41.10%	43.17%	38.11%	5.07
65	MILLS	39.12%	42.48%	49.36%	49.30%	45.25%	41.34%	3.90
66	MITCHELL	34.90%	33.03%	32.18%	30.23%	32.68%	22.62%	10.05
67	MONONA	37.41%	42.25%	35.91%	44.74%	39.94%	37.22%	2.73
68	MONROE	22.19%	18.78%	20.21%	18.63%	19.92%	22.25%	-2.33
69	MONTGOMERY	30.36%	31.83%	27.66%	30.21%	30.05%	30.11%	-0.06
70	MUSCATINE	47.98%	50.38%	50.55%	51.99%	50.18%	47.79%	2.40
71	O'BRIEN	19.86%	27.32%	17.49%	18.66%	20.83%	16.09%	4.74
72	OSCEOLA	26.26%	23.96%	24.57%	22.63%	24.35%	20.20%	4.15
73	PAGE	22.24%	23.08%	29.72%	22.41%	24.41%	22.35%	2.06
74	PALO ALTO	31.56%	35.77%	40.08%	36.26%	36.00%	28.55%	7.45
75	PLYMOUTH	37.44%	29.10%	31.98%	35.05%	33.13%	29.12%	4.01
76	POCAHONTAS	21.91%	22.49%	20.98%	17.06%	20.33%	22.31%	-1.97
77	POLK	45.78%	43.48%	44.25%	43.20%	44.12%	41.86%	2.27
78	POTTAWATTAMIE	54.05%	56.89%	62.11%	59.36%	58.20%	55.66%	2.54
79	POWESHIEK	56.84%	59.24%	56.89%	55.24%	57.10%	45.30%	11.80
80	RINGGOLD	29.71%	27.76%	34.64%	33.42%	31.51%	32.67%	-1.16
81	SAC	32.49%	37.24%	34.21%	44.91%	37.81%	38.62%	-0.81
82	SCOTT	33.77%	31.86%	31.58%	34.67%	32.88%	31.24%	1.64
83	SHELBY	28.51%	25.11%	28.86%	29.45%	27.82%	31.10%	-3.28
84	SIOUX	20.78%	20.77%	21.28%	23.64%	21.62%	16.82%	4.80
85	STORY	39.02%	35.05%	36.10%	39.48%	37.19%	36.33%	0.86
86	TAMA	45.71%	45.82%	41.33%	42.47%	43.82%	39.78%	4.03
87	TAYLOR	30.03%	26.78%	27.73%	46.98%	33.27%	30.50%	2.77
88	UNION	39.79%	43.32%	42.90%	45.17%	43.00%	38.40%	4.60
89	VAN BUREN	30.46%	27.59%	28.64%	23.40%	27.63%	25.87%	1.76
90	WAPELLO	29.54%	26.45%	24.12%	21.93%	25.42%	23.99%	1.43
91	WARREN	42.41%	41.31%	42.48%	43.15%	42.28%	38.30%	3.98
92	WASHINGTON	47.67%	56.74%	53.38%	56.04%	53.74%	42.15%	11.59
93	WAYNE	26.88%	40.82%	24.57%	25.84%	29.61%	19.78%	9.83
94	WEBSTER	38.62%	42.06%	43.36%	42.25%	41.60%	37.72%	3.88
95	WINNEBAGO	33.57%	31.27%	35.65%	32.82%	33.40%	32.31%	1.08
96	WINNESHIEK	13.81%	14.23%	13.84%	14.86%	14.16%	11.23%	2.94
97	WOODBURY	44.26%	42.56%	41.60%	41.67%	42.47%	35.88%	6.59
98	WORTH	31.95%	31.43%	31.67%	40.42%	33.80%	34.40%	-0.60
99	WRIGHT	20.73%	25.42%	29.39%	31.61%	27.37%	22.21%	5.17
	<b>TOTAL</b>	40.99%	41.07%	41.82%	41.38%	41.32%	37.91%	3.42



**Calendar 2018**  
**E-Submission Ratio Table**

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	Fourth Quarter	2018	2017	Change
52	JOHNSON	61.44%	71.03%	68.92%	69.24%	68.03%	60.54%	7.49
47	IDA	63.30%	59.47%	60.72%	70.59%	63.72%	61.75%	1.97
57	LINN	56.22%	59.63%	61.15%	59.58%	59.24%	54.54%	4.70
58	LOUISA	60.66%	59.96%	56.56%	57.32%	58.58%	49.54%	9.04
78	POTTAWATTAMIE	54.05%	56.89%	62.11%	59.36%	58.20%	55.66%	2.54
79	POWESHIEK	56.84%	59.24%	56.89%	55.24%	57.10%	45.30%	11.80
92	WASHINGTON	47.67%	56.74%	53.38%	56.04%	53.74%	42.15%	11.59
29	DES MOINES	48.99%	55.35%	55.21%	54.86%	53.60%	52.82%	0.78
1	ADAIR	54.41%	46.84%	59.14%	50.52%	53.11%	29.57%	23.54
48	IOWA	47.03%	43.46%	54.94%	55.53%	50.23%	41.65%	8.57
70	MUSCATINE	47.98%	50.38%	50.55%	51.99%	50.18%	47.79%	2.40
16	CEDAR	46.14%	46.07%	52.66%	50.44%	48.87%	46.12%	2.75
38	GRUNDY	46.69%	51.11%	49.43%	46.29%	48.54%	34.64%	13.90
6	BENTON	46.02%	47.45%	53.29%	46.40%	48.31%	44.55%	3.76
34	FLOYD	45.37%	45.64%	54.00%	46.67%	47.97%	36.20%	11.78
42	HARDIN	45.66%	47.66%	51.07%	45.62%	47.74%	43.59%	4.15
25	DALLAS	48.40%	47.38%	45.89%	46.56%	47.00%	43.17%	3.84
43	HARRISON	49.13%	46.01%	49.09%	43.31%	46.93%	44.58%	2.35
65	MILLS	39.12%	42.48%	49.36%	49.30%	45.25%	41.34%	3.90
17	CERRO GORDO	47.84%	41.49%	47.66%	43.32%	44.93%	43.23%	1.70
77	POLK	45.78%	43.48%	44.25%	43.20%	44.12%	41.86%	2.27
10	BUCHANAN	43.17%	41.77%	42.62%	47.44%	43.84%	37.86%	5.98
86	TAMA	45.71%	45.82%	41.33%	42.47%	43.82%	39.78%	4.03
64	MARSHALL	43.78%	45.72%	41.99%	41.10%	43.17%	38.11%	5.07
88	UNION	39.79%	43.32%	42.90%	45.17%	43.00%	38.40%	4.60
12	BUTLER	47.27%	40.76%	43.69%	39.14%	42.71%	41.44%	1.26
97	WOODBURY	44.26%	42.56%	41.60%	41.67%	42.47%	35.88%	6.59
56	LEE	50.13%	44.05%	40.02%	36.01%	42.32%	40.31%	2.01
91	WARREN	42.41%	41.31%	42.48%	43.15%	42.28%	38.30%	3.98
59	LUCAS	39.67%	48.80%	35.26%	43.28%	41.83%	33.57%	8.26
54	KEOKUK	40.46%	42.15%	41.86%	42.18%	41.75%	28.60%	13.16
94	WEBSTER	38.62%	42.06%	43.36%	42.25%	41.60%	37.72%	3.88
7	BLACK HAWK	41.83%	40.94%	40.71%	41.36%	41.18%	37.35%	3.84
24	CRAWFORD	43.47%	39.59%	38.17%	41.80%	40.74%	43.71%	-2.97
36	FREMONT	41.97%	34.47%	46.90%	39.43%	40.38%	42.49%	-2.11
44	HENRY	43.25%	40.00%	35.83%	41.31%	40.07%	36.19%	3.88
67	MONONA	37.41%	42.25%	35.91%	44.74%	39.94%	37.22%	2.73
41	HANCOCK	39.50%	38.42%	40.79%	38.23%	39.19%	40.82%	-1.63
8	BOONE	41.88%	35.63%	39.13%	39.37%	38.84%	40.16%	-1.32
9	BREMER	39.96%	40.51%	36.64%	37.61%	38.65%	37.99%	0.66
13	CALHOUN	37.37%	37.64%	37.58%	41.85%	38.61%	37.92%	0.69
81	SAC	32.49%	37.24%	34.21%	44.91%	37.81%	38.62%	-0.81
35	FRANKLIN	32.93%	40.55%	40.97%	37.12%	37.79%	29.34%	8.45
85	STORY	39.02%	35.05%	36.10%	39.48%	37.19%	36.33%	0.86
63	MARION	35.37%	36.21%	37.97%	38.40%	37.06%	35.41%	1.65
61	MADISON	37.54%	39.03%	33.18%	38.08%	36.94%	31.10%	5.83
21	CLAY	36.90%	34.12%	39.39%	37.77%	36.90%	34.03%	2.88
53	JONES	34.70%	37.71%	38.04%	35.54%	36.62%	34.38%	2.23
74	PALO ALTO	31.56%	35.77%	40.08%	36.26%	36.00%	28.55%	7.45
5	AUDUBON	42.61%	24.41%	38.69%	39.03%	35.71%	35.17%	0.54
98	WORTH	31.95%	31.43%	31.67%	40.42%	33.80%	34.40%	-0.60



**Calendar 2018**  
**E-Submission Ratio Table**

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	Fourth Quarter	2018	2017	Change
95	WINNEBAGO	33.57%	31.27%	35.65%	32.82%	33.40%	32.31%	1.08
50	JASPER	33.63%	32.74%	33.05%	33.79%	33.29%	31.44%	1.85
87	TAYLOR	30.03%	26.78%	27.73%	46.98%	33.27%	30.50%	2.77
75	PLYMOUTH	37.44%	29.10%	31.98%	35.05%	33.13%	29.12%	4.01
82	SCOTT	33.77%	31.86%	31.58%	34.67%	32.88%	31.24%	1.64
66	MITCHELL	34.90%	33.03%	32.18%	30.23%	32.68%	22.62%	10.05
30	DICKINSON	28.88%	31.57%	32.76%	37.08%	32.67%	27.80%	4.87
55	KOSSUTH	29.23%	29.75%	32.88%	37.80%	32.34%	26.46%	5.88
62	MAHASKA	31.30%	33.95%	34.57%	28.70%	32.15%	30.61%	1.54
15	CASS	29.65%	31.11%	32.16%	35.83%	32.01%	29.45%	2.57
80	RINGGOLD	29.71%	27.76%	34.64%	33.42%	31.51%	32.67%	-1.16
37	GREENE	40.77%	24.23%	24.49%	35.29%	31.23%	31.73%	-0.50
39	GUTHRIE	33.71%	27.79%	32.08%	29.31%	30.61%	28.46%	2.16
46	HUMBOLDT	30.59%	29.19%	31.35%	29.93%	30.25%	24.42%	5.83
69	MONTGOMERY	30.36%	31.83%	27.66%	30.21%	30.05%	30.11%	-0.06
28	DELAWARE	29.37%	29.69%	29.98%	30.74%	29.95%	29.29%	0.66
40	HAMILTON	36.89%	26.06%	26.76%	29.24%	29.79%	25.64%	4.15
93	WAYNE	26.88%	40.82%	24.57%	25.84%	29.61%	19.78%	9.83
20	CLARKE	31.73%	22.69%	28.84%	35.58%	29.45%	27.12%	2.32
31	DUBUQUE	31.40%	27.40%	29.25%	28.34%	28.95%	24.50%	4.46
11	BUENA VISTA	30.31%	28.35%	29.41%	26.29%	28.46%	28.43%	0.03
83	SHELBY	28.51%	25.11%	28.86%	29.45%	27.82%	31.10%	-3.28
89	VAN BUREN	30.46%	27.59%	28.64%	23.40%	27.63%	25.87%	1.76
99	WRIGHT	20.73%	25.42%	29.39%	31.61%	27.37%	22.21%	5.17
2	ADAMS	16.48%	25.27%	27.11%	41.20%	27.34%	28.42%	-1.08
60	LYON	25.73%	24.30%	27.50%	30.53%	26.83%	25.60%	1.23
14	CARROLL	24.07%	25.99%	25.09%	29.31%	26.12%	21.55%	4.57
51	JEFFERSON	26.77%	24.30%	28.86%	24.09%	25.99%	26.89%	-0.90
49	JACKSON	29.03%	23.82%	26.36%	25.29%	25.98%	22.73%	3.25
22	CLAYTON	25.94%	24.97%	23.65%	27.19%	25.44%	19.78%	5.66
90	WAPELLO	29.54%	26.45%	24.12%	21.93%	25.42%	23.99%	1.43
32	EMMET	20.26%	30.15%	26.14%	23.20%	25.04%	20.33%	4.71
73	PAGE	22.24%	23.08%	29.72%	22.41%	24.41%	22.35%	2.06
72	OSCEOLA	26.26%	23.96%	24.57%	22.63%	24.35%	20.20%	4.15
4	APPANOOSE	20.92%	22.14%	27.01%	25.81%	24.05%	21.35%	2.71
33	FAYETTE	18.28%	24.14%	26.36%	24.42%	23.47%	20.18%	3.29
18	CHEROKEE	23.79%	21.95%	23.72%	22.71%	23.02%	23.79%	-0.77
26	DAVIS	17.42%	21.42%	24.49%	26.46%	22.58%	16.74%	5.83
23	CLINTON	25.01%	22.16%	20.44%	22.82%	22.55%	21.40%	1.15
84	SIOUX	20.78%	20.77%	21.28%	23.64%	21.62%	16.82%	4.80
19	CHICKASAW	21.35%	23.96%	21.57%	19.32%	21.60%	21.53%	0.07
71	O'BRIEN	19.86%	27.32%	17.49%	18.66%	20.83%	16.09%	4.74
27	DECATUR	19.47%	17.72%	18.78%	25.81%	20.46%	19.99%	0.47
76	POCAHONTAS	21.91%	22.49%	20.98%	17.06%	20.33%	22.31%	-1.97
68	MONROE	22.19%	18.78%	20.21%	18.63%	19.92%	22.25%	-2.33
3	ALLAMAKEE	16.62%	14.59%	16.91%	16.10%	16.04%	14.02%	2.03
45	HOWARD	21.07%	14.58%	13.12%	10.04%	14.75%	15.89%	-1.13
96	WINNESHIEK	13.81%	14.23%	13.84%	14.86%	14.16%	11.23%	2.94
	<b>TOTAL</b>	40.99%	41.07%	41.82%	41.38%	41.32%	37.91%	3.42



**Calendar 2018**  
**E-Submission Ratio Table**

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	Fourth Quarter	2018	2017	Change
1	ADAIR	54.41%	46.84%	59.14%	50.52%	53.11%	29.57%	23.54
38	GRUNDY	46.69%	51.11%	49.43%	46.29%	48.54%	34.64%	13.90
54	KEOKUK	40.46%	42.15%	41.86%	42.18%	41.75%	28.60%	13.16
79	POWESHIEK	56.84%	59.24%	56.89%	55.24%	57.10%	45.30%	11.80
34	FLOYD	45.37%	45.64%	54.00%	46.67%	47.97%	36.20%	11.78
92	WASHINGTON	47.67%	56.74%	53.38%	56.04%	53.74%	42.15%	11.59
66	MITCHELL	34.90%	33.03%	32.18%	30.23%	32.68%	22.62%	10.05
93	WAYNE	26.88%	40.82%	24.57%	25.84%	29.61%	19.78%	9.83
58	LOUISA	60.66%	59.96%	56.56%	57.32%	58.58%	49.54%	9.04
48	IOWA	47.03%	43.46%	54.94%	55.53%	50.23%	41.65%	8.57
35	FRANKLIN	32.93%	40.55%	40.97%	37.12%	37.79%	29.34%	8.45
59	LUCAS	39.67%	48.80%	35.26%	43.28%	41.83%	33.57%	8.26
52	JOHNSON	61.44%	71.03%	68.92%	69.24%	68.03%	60.54%	7.49
74	PALO ALTO	31.56%	35.77%	40.08%	36.26%	36.00%	28.55%	7.45
97	WOODBURY	44.26%	42.56%	41.60%	41.67%	42.47%	35.88%	6.59
10	BUCHANAN	43.17%	41.77%	42.62%	47.44%	43.84%	37.86%	5.98
55	KOSSUTH	29.23%	29.75%	32.88%	37.80%	32.34%	26.46%	5.88
61	MADISON	37.54%	39.03%	33.18%	38.08%	36.94%	31.10%	5.83
26	DAVIS	17.42%	21.42%	24.49%	26.46%	22.58%	16.74%	5.83
46	HUMBOLDT	30.59%	29.19%	31.35%	29.93%	30.25%	24.42%	5.83
22	CLAYTON	25.94%	24.97%	23.65%	27.19%	25.44%	19.78%	5.66
99	WRIGHT	20.73%	25.42%	29.39%	31.61%	27.37%	22.21%	5.17
64	MARSHALL	43.78%	45.72%	41.99%	41.10%	43.17%	38.11%	5.07
30	DICKINSON	28.88%	31.57%	32.76%	37.08%	32.67%	27.80%	4.87
84	SIOUX	20.78%	20.77%	21.28%	23.64%	21.62%	16.82%	4.80
71	O'BRIEN	19.86%	27.32%	17.49%	18.66%	20.83%	16.09%	4.74
32	EMMET	20.26%	30.15%	26.14%	23.20%	25.04%	20.33%	4.71
57	LINN	56.22%	59.63%	61.15%	59.58%	59.24%	54.54%	4.70
88	UNION	39.79%	43.32%	42.90%	45.17%	43.00%	38.40%	4.60
14	CARROLL	24.07%	25.99%	25.09%	29.31%	26.12%	21.55%	4.57
31	DUBUQUE	31.40%	27.40%	29.25%	28.34%	28.95%	24.50%	4.46
40	HAMILTON	36.89%	26.06%	26.76%	29.24%	29.79%	25.64%	4.15
42	HARDIN	45.66%	47.66%	51.07%	45.62%	47.74%	43.59%	4.15
72	OSCEOLA	26.26%	23.96%	24.57%	22.63%	24.35%	20.20%	4.15
86	TAMA	45.71%	45.82%	41.33%	42.47%	43.82%	39.78%	4.03
75	PLYMOUTH	37.44%	29.10%	31.98%	35.05%	33.13%	29.12%	4.01
91	WARREN	42.41%	41.31%	42.48%	43.15%	42.28%	38.30%	3.98
65	MILLS	39.12%	42.48%	49.36%	49.30%	45.25%	41.34%	3.90
94	WEBSTER	38.62%	42.06%	43.36%	42.25%	41.60%	37.72%	3.88
44	HENRY	43.25%	40.00%	35.83%	41.31%	40.07%	36.19%	3.88
7	BLACK HAWK	41.83%	40.94%	40.71%	41.36%	41.18%	37.35%	3.84
25	DALLAS	48.40%	47.38%	45.89%	46.56%	47.00%	43.17%	3.84
6	BENTON	46.02%	47.45%	53.29%	46.40%	48.31%	44.55%	3.76
33	FAYETTE	18.28%	24.14%	26.36%	24.42%	23.47%	20.18%	3.29
49	JACKSON	29.03%	23.82%	26.36%	25.29%	25.98%	22.73%	3.25
96	WINNESHIEK	13.81%	14.23%	13.84%	14.86%	14.16%	11.23%	2.94
21	CLAY	36.90%	34.12%	39.39%	37.77%	36.90%	34.03%	2.88
87	TAYLOR	30.03%	26.78%	27.73%	46.98%	33.27%	30.50%	2.77
16	CEDAR	46.14%	46.07%	52.66%	50.44%	48.87%	46.12%	2.75
67	MONONA	37.41%	42.25%	35.91%	44.74%	39.94%	37.22%	2.73
4	APPANOOSE	20.92%	22.14%	27.01%	25.81%	24.05%	21.35%	2.71

2019 Ratio Change



**Calendar 2018**  
**E-Submission Ratio Table**

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	Fourth Quarter	2018	2017	Change
15	CASS	29.65%	31.11%	32.16%	35.83%	32.01%	29.45%	2.57
78	POTTAWATTAMIE	54.05%	56.89%	62.11%	59.36%	58.20%	55.66%	2.54
70	MUSCATINE	47.98%	50.38%	50.55%	51.99%	50.18%	47.79%	2.40
43	HARRISON	49.13%	46.01%	49.09%	43.31%	46.93%	44.58%	2.35
20	CLARKE	31.73%	22.69%	28.84%	35.58%	29.45%	27.12%	2.32
77	POLK	45.78%	43.48%	44.25%	43.20%	44.12%	41.86%	2.27
53	JONES	34.70%	37.71%	38.04%	35.54%	36.62%	34.38%	2.23
39	GUTHRIE	33.71%	27.79%	32.08%	29.31%	30.61%	28.46%	2.16
73	PAGE	22.24%	23.08%	29.72%	22.41%	24.41%	22.35%	2.06
3	ALLAMAKEE	16.62%	14.59%	16.91%	16.10%	16.04%	14.02%	2.03
56	LEE	50.13%	44.05%	40.02%	36.01%	42.32%	40.31%	2.01
47	IDA	63.30%	59.47%	60.72%	70.59%	63.72%	61.75%	1.97
50	JASPER	33.63%	32.74%	33.05%	33.79%	33.29%	31.44%	1.85
89	VAN BUREN	30.46%	27.59%	28.64%	23.40%	27.63%	25.87%	1.76
17	CERRO GORDO	47.84%	41.49%	47.66%	43.32%	44.93%	43.23%	1.70
63	MARION	35.37%	36.21%	37.97%	38.40%	37.06%	35.41%	1.65
82	SCOTT	33.77%	31.86%	31.58%	34.67%	32.88%	31.24%	1.64
62	MAHASKA	31.30%	33.95%	34.57%	28.70%	32.15%	30.61%	1.54
90	WAPELLO	29.54%	26.45%	24.12%	21.93%	25.42%	23.99%	1.43
12	BUTLER	47.27%	40.76%	43.69%	39.14%	42.71%	41.44%	1.26
60	LYON	25.73%	24.30%	27.50%	30.53%	26.83%	25.60%	1.23
23	CLINTON	25.01%	22.16%	20.44%	22.82%	22.55%	21.40%	1.15
95	WINNEBAGO	33.57%	31.27%	35.65%	32.82%	33.40%	32.31%	1.08
85	STORY	39.02%	35.05%	36.10%	39.48%	37.19%	36.33%	0.86
29	DES MOINES	48.99%	55.35%	55.21%	54.86%	53.60%	52.82%	0.78
13	CALHOUN	37.37%	37.64%	37.58%	41.85%	38.61%	37.92%	0.69
28	DELAWARE	29.37%	29.69%	29.98%	30.74%	29.95%	29.29%	0.66
9	BREMER	39.96%	40.51%	36.64%	37.61%	38.65%	37.99%	0.66
5	AUDUBON	42.61%	24.41%	38.69%	39.03%	35.71%	35.17%	0.54
27	DECATUR	19.47%	17.72%	18.78%	25.81%	20.46%	19.99%	0.47
19	CHICKASAW	21.35%	23.96%	21.57%	19.32%	21.60%	21.53%	0.07
11	BUENA VISTA	30.31%	28.35%	29.41%	26.29%	28.46%	28.43%	0.03
69	MONTGOMERY	30.36%	31.83%	27.66%	30.21%	30.05%	30.11%	-0.06
37	GREENE	40.77%	24.23%	24.49%	35.29%	31.23%	31.73%	-0.50
98	WORTH	31.95%	31.43%	31.67%	40.42%	33.80%	34.40%	-0.60
18	CHEROKEE	23.79%	21.95%	23.72%	22.71%	23.02%	23.79%	-0.77
81	SAC	32.49%	37.24%	34.21%	44.91%	37.81%	38.62%	-0.81
51	JEFFERSON	26.77%	24.30%	28.86%	24.09%	25.99%	26.89%	-0.90
2	ADAMS	16.48%	25.27%	27.11%	41.20%	27.34%	28.42%	-1.08
45	HOWARD	21.07%	14.58%	13.12%	10.04%	14.75%	15.89%	-1.13
80	RINGGOLD	29.71%	27.76%	34.64%	33.42%	31.51%	32.67%	-1.16
8	BOONE	41.88%	35.63%	39.13%	39.37%	38.84%	40.16%	-1.32
41	HANCOCK	39.50%	38.42%	40.79%	38.23%	39.19%	40.82%	-1.63
76	POCAHONTAS	21.91%	22.49%	20.98%	17.06%	20.33%	22.31%	-1.97
36	FREMONT	41.97%	34.47%	46.90%	39.43%	40.38%	42.49%	-2.11
68	MONROE	22.19%	18.78%	20.21%	18.63%	19.92%	22.25%	-2.33
24	CRAWFORD	43.47%	39.59%	38.17%	41.80%	40.74%	43.71%	-2.97
83	SHELBY	28.51%	25.11%	28.86%	29.45%	27.82%	31.10%	-3.28
	<b>TOTAL</b>	40.99%	41.07%	41.82%	41.38%	41.32%	37.91%	3.42



# 2019 Maintenance Credit Comparison

County Name	2019 Formula Cost Share Amount	2018 Cost Share Amount	Difference
ADAIR	\$1,687.84	\$1,024.44	\$663.40
ADAMS	\$868.94	\$984.62	-\$115.68
ALLAMAKEE	\$509.85	\$485.58	\$24.26
APPANOOSE	\$764.36	\$739.49	\$24.87
AUDUBON	\$1,134.91	\$1,218.35	-\$83.45
BENTON	\$1,535.28	\$1,543.35	-\$8.08
BLACK HAWK	\$1,308.75	\$1,293.78	\$14.96
BOONE	\$1,234.29	\$1,391.34	-\$157.05
BREMER	\$1,228.26	\$1,316.03	-\$87.78
BUCHANAN	\$1,393.22	\$1,311.61	\$81.61
BUENA VISTA	\$904.41	\$984.88	-\$80.47
BUTLER	\$1,357.11	\$1,435.66	-\$78.56
CALHOUN	\$1,227.02	\$1,313.53	-\$86.51
CARROLL	\$829.92	\$746.52	\$83.40
CASS	\$1,017.25	\$1,020.02	-\$2.77
CEDAR	\$1,553.11	\$1,597.73	-\$44.62
CERRO GORDO	\$1,003.48	\$974.25	\$29.23
CHEROKEE	\$731.51	\$824.02	-\$92.51
CHICKASAW	\$686.50	\$745.90	-\$59.40
CLARKE	\$935.75	\$939.59	-\$3.84
CLAY	\$1,172.74	\$1,178.76	-\$6.02
CLAYTON	\$808.46	\$685.31	\$123.15
CLINTON	\$716.54	\$741.18	-\$24.64
CRAWFORD	\$1,294.59	\$1,514.00	-\$219.41
DALLAS	\$1,493.67	\$1,495.39	-\$1.72
DAVIS	\$717.39	\$580.00	\$137.39
DECATUR	\$650.18	\$692.35	-\$42.17
DELAWARE	\$951.83	\$1,014.65	-\$62.81
DES MOINES	\$1,703.37	\$1,829.83	-\$126.46
DICKINSON	\$1,038.26	\$963.10	\$75.16
DUBUQUE	\$920.00	\$848.58	\$71.42
EMMET	\$795.70	\$704.14	\$91.56
FAYETTE	\$745.73	\$698.99	\$46.74
FLOYD	\$1,524.43	\$1,253.90	\$270.53
FRANKLIN	\$1,200.85	\$1,016.29	\$184.57
FREMONT	\$1,283.20	\$1,471.87	-\$188.67
GREENE	\$992.35	\$1,099.07	-\$106.72
GRUNDY	\$1,542.32	\$1,199.84	\$342.48
GUTHRIE	\$972.80	\$985.76	-\$12.96
HAMILTON	\$946.56	\$888.15	\$58.41
HANCOCK	\$1,245.47	\$1,414.13	-\$168.66
HARDIN	\$1,517.07	\$1,510.11	\$6.97
HARRISON	\$1,491.27	\$1,544.36	-\$53.09
HENRY	\$1,273.31	\$1,253.63	\$19.68
HOWARD	\$468.82	\$550.28	-\$81.46
HUMBOLDT	\$961.14	\$845.85	\$115.29
IDA	\$2,025.01	\$2,139.20	-\$114.19
IOWA	\$1,596.07	\$1,442.89	\$153.18
JACKSON	\$825.54	\$787.39	\$38.15
JASPER	\$1,057.80	\$1,089.21	-\$31.41



# 2019 Maintenance Credit Comparison

County Name	2019 Formula Cost Share Amount	2018 Cost Share Amount	Difference
JEFFERSON	\$825.88	\$931.47	-\$105.60
JOHNSON	\$2,161.67	\$2,097.08	\$64.59
JONES	\$1,163.59	\$1,191.10	-\$27.51
KEOKUK	\$1,326.86	\$990.65	\$336.21
KOSSUTH	\$1,027.75	\$916.69	\$111.06
LEE	\$1,344.80	\$1,396.30	-\$51.50
LINN	\$1,882.55	\$1,889.47	-\$6.92
LOUISA	\$1,861.50	\$1,716.21	\$145.29
LUCAS	\$1,329.13	\$1,162.93	\$166.21
LYON	\$852.71	\$886.90	-\$34.18
MADISON	\$1,173.79	\$1,077.50	\$96.29
MAHASKA	\$1,021.64	\$1,060.50	-\$38.86
MARION	\$1,177.63	\$1,226.53	-\$48.89
MARSHALL	\$1,371.91	\$1,320.07	\$51.84
MILLS	\$1,437.82	\$1,432.15	\$5.68
MITCHELL	\$1,038.37	\$783.74	\$254.63
MONONA	\$1,269.29	\$1,289.22	-\$19.93
MONROE	\$633.08	\$770.80	-\$137.72
MONTGOMERY	\$954.97	\$1,043.20	-\$88.23
MUSCATINE	\$1,594.74	\$1,655.36	-\$60.61
O'BRIEN	\$661.94	\$557.33	\$104.61
OSCEOLA	\$773.75	\$699.86	\$73.89
PAGE	\$775.73	\$774.17	\$1.55
PALO ALTO	\$1,144.08	\$989.07	\$155.02
PLYMOUTH	\$1,052.76	\$1,008.85	\$43.92
POCAHONTAS	\$646.19	\$772.83	-\$126.64
POLK	\$1,402.06	\$1,449.93	-\$47.87
POTTAWATTAMIE	\$1,849.49	\$1,928.25	-\$78.76
POWESHIEK	\$1,814.53	\$1,569.34	\$245.19
RINGGOLD	\$1,001.27	\$1,131.58	-\$130.31
SAC	\$1,201.36	\$1,337.75	-\$136.39
SCOTT	\$1,044.92	\$1,082.12	-\$37.20
SHELBY	\$884.18	\$1,077.44	-\$193.26
SIOUX	\$687.07	\$582.62	\$104.45
STORY	\$1,181.81	\$1,258.44	-\$76.63
TAMA	\$1,392.39	\$1,378.17	\$14.22
TAYLOR	\$1,057.09	\$1,056.45	\$0.64
UNION	\$1,366.33	\$1,330.14	\$36.19
VAN BUREN	\$878.01	\$896.12	-\$18.11
WAPELLO	\$807.79	\$830.88	-\$23.09
WARREN	\$1,343.65	\$1,326.91	\$16.74
WASHINGTON	\$1,707.80	\$1,460.09	\$247.70
WAYNE	\$941.01	\$685.37	\$255.65
WEBSTER	\$1,322.08	\$1,306.68	\$15.40
WINNEBAGO	\$1,061.35	\$1,119.41	-\$58.07
WINNESHIEK	\$450.11	\$388.94	\$61.18
WOODBURY	\$1,349.73	\$1,243.09	\$106.64
WORTH	\$1,074.20	\$1,191.63	-\$117.43
WRIGHT	\$869.79	\$769.24	\$100.55
Total	\$113,036.40	\$111,369.53	



## 2019 Maintenance Cost Share Allocation

Co #	County Name	County E-Sub Ratio	Cost Share Adjustment	Formula Cost Share Amount	Recommended Cost Share Amount
1	ADAIR	53.11%	374.71	1687.84	1687.84
2	ADAMS	27.34%	-444.19	868.94	984.62
3	ALLAMAKEE	16.04%	-803.29	509.85	509.85
4	APPANOOSE	24.05%	-548.77	764.36	764.36
5	AUDUBON	35.71%	-178.22	1134.91	1218.35
6	BENTON	48.31%	222.15	1535.28	1543.35
7	BLACK HAWK	41.18%	-4.38	1308.75	1308.75
8	BOONE	38.84%	-78.84	1234.29	1391.34
9	BREMER	38.65%	-84.88	1228.26	1316.03
10	BUCHANAN	43.84%	80.09	1393.22	1393.22
11	BUENA VISTA	28.46%	-408.73	904.41	984.88
12	BUTLER	42.71%	43.97	1357.11	1435.66
13	CALHOUN	38.61%	-86.11	1227.02	1313.53
14	CARROLL	26.12%	-483.21	829.92	829.92
15	CASS	32.01%	-295.88	1017.25	1020.02
16	CEDAR	48.87%	239.97	1553.11	1597.73
17	CERRO GORDO	44.93%	114.49	1003.48	1003.48
18	CHEROKEE	23.02%	-581.62	731.51	824.02
19	CHICKASAW	21.60%	-626.63	686.50	745.90
20	CLARKE	29.45%	-377.38	935.75	939.59
21	CLAY	36.90%	-140.39	1172.74	1178.76
22	CLAYTON	25.44%	-504.67	808.46	808.46
23	CLINTON	22.55%	-596.59	716.54	741.18
24	CRAWFORD	40.74%	-18.54	1294.59	1514.00
25	DALLAS	47.00%	180.54	1493.67	1495.39
26	DAVIS	22.58%	-595.74	717.39	717.39
27	DECATUR	20.46%	-662.95	650.18	692.35
28	DELAWARE	29.95%	-361.30	951.83	1014.65
29	DES MOINES	53.60%	390.24	1703.37	1829.83
30	DICKINSON	32.67%	-274.87	1038.26	1038.26
31	DUBUQUE	28.95%	-393.13	920.00	920.00
32	EMMET	25.04%	-517.43	795.70	795.70
33	FAYETTE	23.47%	-567.40	745.73	745.73
34	FLOYD	47.97%	211.30	1524.43	1524.43
35	FRANKLIN	37.79%	-112.28	1200.85	1200.85
36	FREMONT	40.38%	-29.93	1283.20	1471.87
37	GREENE	31.23%	-320.78	992.35	1099.07
38	GRUNDY	48.54%	229.19	1542.32	1542.32
39	GUTHRIE	30.61%	-340.33	972.80	985.76
40	HAMILTON	29.79%	-366.57	946.56	946.56
41	HANCOCK	39.19%	-67.66	1245.47	1414.13
42	HARDIN	47.74%	203.94	1517.07	1517.07
43	HARRISON	46.93%	178.14	1491.27	1544.36
44	HENRY	40.07%	-39.82	1273.31	1273.31
45	HOWARD	14.75%	-844.31	468.82	550.28
46	HUMBOLDT	30.25%	-351.99	961.14	961.14
47	IDA	63.72%	711.88	2025.01	2139.20
48	IOWA	50.23%	282.94	1596.07	1596.07
49	JACKSON	25.98%	-487.59	825.54	825.54
50	JASPER	33.29%	-255.33	1057.80	1089.21
51	JEFFERSON	25.99%	-487.26	825.88	931.47
52	JOHNSON	68.03%	848.54	2161.67	2161.67
53	JONES	36.62%	-149.54	1163.59	1191.10
54	KEOKUK	41.75%	13.73	1326.86	1326.86
55	KOSSUTH	32.34%	-285.38	1027.75	1027.75
56	LEE	42.32%	31.67	1344.80	1396.30
57	LINN	59.24%	569.42	1882.55	1889.47
58	LOUISA	58.58%	548.37	1861.50	1861.50
59	LUCAS	41.83%	16.00	1329.13	1329.13



## 2019 Maintenance Cost Share Allocation

Co #	County Name	County E-Sub Ratio	Cost Share Adjustment	Formula Cost Share Amount	Recommended Cost Share Amount
60	LYON	26.83%	-460.42	852.71	886.90
61	MADISON	36.94%	-139.34	1173.79	1173.79
62	MAHASKA	32.15%	-291.49	1021.64	1060.50
63	MARION	37.06%	-135.50	1177.63	1226.53
64	MARSHALL	43.17%	58.78	1371.91	1371.91
65	MILLS	45.25%	124.69	1437.82	1437.82
66	MITCHELL	32.68%	-274.76	1038.37	1038.37
67	MONONA	39.94%	-43.84	1269.29	1289.22
68	MONROE	19.92%	-680.05	633.08	770.80
69	MONTGOMERY	30.05%	-358.16	954.97	1043.20
70	MUSCATINE	50.18%	281.61	1594.74	1655.36
71	O'BRIEN	20.83%	-651.19	661.94	661.94
72	OSCEOLA	24.35%	-539.38	773.75	773.75
73	PAGE	24.41%	-537.40	775.73	775.73
74	PALO ALTO	36.00%	-169.05	1144.08	1144.08
75	PLYMOUTH	33.13%	-260.37	1052.76	1052.76
76	POCAHONTAS	20.33%	-666.94	646.19	772.83
77	POLK	44.12%	88.93	1402.06	1449.93
78	POTTAWATTAMIE	58.20%	536.36	1849.49	1928.25
79	POWESHIEK	57.10%	501.40	1814.53	1814.53
80	RINGGOLD	31.51%	-311.86	1001.27	1131.58
81	SAC	37.81%	-111.78	1201.36	1337.75
82	SCOTT	32.88%	-268.21	1044.92	1082.12
83	SHELBY	27.82%	-428.95	884.18	1077.44
84	SIOUX	21.62%	-626.07	687.07	687.07
85	STORY	37.19%	-131.32	1181.81	1258.44
86	TAMA	43.82%	79.26	1392.39	1392.39
87	TAYLOR	33.27%	-256.04	1057.09	1057.09
88	UNION	43.00%	53.20	1366.33	1366.33
89	VAN BUREN	27.63%	-435.12	878.01	896.12
90	WAPELLO	25.42%	-505.34	807.79	830.88
91	WARREN	42.28%	30.51	1343.65	1343.65
92	WASHINGTON	53.74%	394.66	1707.80	1707.80
93	WAYNE	29.61%	-372.12	941.01	941.01
94	WEBSTER	41.60%	8.95	1322.08	1322.08
95	WINNEBAGO	33.40%	-251.78	1061.35	1119.41
96	WINNESHIEK	14.16%	-863.02	450.11	450.11
97	WOODBURY	42.47%	36.60	1349.73	1349.73
98	WORTH	33.80%	-238.94	1074.20	1191.63
99	WRIGHT	27.37%	-443.34	869.79	869.79
<b>State Average</b>		41.32%		113036.40	116841.25
			Total		



## Electronic Services System

8711 Windsor Parkway, Suite 2  
Johnston, Iowa 50131

February 7, 2019

To: ESS Coordinating Committee  
From: Phil Dunshee, Project Manager  
Re: ESS Point of Sale – Affiliate Participation

In calendar year 2018 the Electronic Services System conducted a competitive procurement process to select a new service provider and Point Of Sale (POS) system for County Recorder offices throughout Iowa. The Service Provider selected was Bank Card USA. Participating counties completed the transition to the new POS system in December, 2018, and January 2019. The POS system is now fully operational, and transactions are being managed through the Bank of America account. Funds associated with county transactions are deposited in the Bank of America account and then distributed to each participating county (location).

A surcharge is being applied to each transaction to cover expenses associated with the operation of the system, and to provide a modest income stream for the Electronic Services System. Costs to the consumer for the use of credit and debit card payment options have declined when compared with the previous system, and generally County Recorders have provided positive feedback during the initial phases of implementation.

While some may perceive that the Electronic Services System was organized to serve only County Recorders, the structure of the 28E agreement enables ESS to provide services to any other county office where applicable. This includes the POS system. Some counties have inquired about this possibility, but until now the ESS Coordinating Committee has not discussed how this might occur.

The following is a brief description of the steps required to implement this option.

1. An elected official or designee from an affiliated County office, would be asked to complete an application form (see the attached draft), and provide the necessary set up information to ESS and Bank Card USA. Some other informational materials would also need to be developed, e.g., FAQ, Explanation of Surcharge and how it is used, cover memo, etc..
2. Verifone equipment would be ordered and delivered to the affiliated County office.
3. Training would be provided by Bank Card USA and ESS personnel concerning POS operations and ESS payment procedures.

The following is a description of the policies which an affiliated County office would agree to as a part of the application process.

1. The terms of the Merchant Agreement and the master agreement between Bank Card USA and the Electronic Services System
2. The application of the surcharge and related rules as defined in in Section 1.5(11) of the ESS Policies and Procedures, effective February 8, 2019.
3. An affiliated County office would be responsible for paper supplies and related maintenance of the device.

A policy decision would be needed with respect to how the initial equipment for affiliate county offices would be purchased. ESS purchased devices for all participating counties. No fee was charged to any county, including counties which requested multiple devices. One option might involve an estimate of the volume of transactions in the office (would the surcharge be enough to pay for the expense?).

**Action Requested:** Direction from the ESS Coordinating Committee concerning this idea.



County Name: \_\_\_\_\_

Office Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

#### Equipment Options

Verifone VX 520 (\$199)      Quantity \_\_\_\_\_ IP/Ethernet



If more than one device is ordered, please specify the business function(s) for which the device will be used.

Business Function(s): \_\_\_\_\_

Note: A bank account number and bank routing number will be required to deposit transactions into the appropriate County Office account. This information will be requested during set up.

I authorize the Electronic Services System to set up my location to participate in the Bank Card USA/First Data Point of Sale (POS) system. I agree to the Terms of the Merchant Agreement and the master agreement between Bank Card USA and the Electronic Services System. I further agree to comply with the rules associated with POS system, as specified in Section 1.5(11) of the ESS Policies and Procedures, effective February 8, 2019, and I agree that my location will be responsible for paper supplies and maintenance of the POS device.

Name: \_\_\_\_\_(please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# COUNTIES TO CUSTOMERS

## A 2019 Campaign Kick-off

### WHAT?

The County to Customers campaign is an opportunity for Recorders to reach local customers and share with them the benefits of becoming an E-submission customer. What's great about this campaign is that it allows us to reach people who have been traditionally filing documents and (hopefully) convert them into E-Submission customers.

### HOW?

The Iowa Land Records' Marketing & Communications team will supply you with everything you need to communicate with your customers. All County Recorders will be provided with an extensive lead list to review. It is each Recorder's responsibility to locate a lead on the list to reach out to. Using the provided materials, you can quickly and easily reach out to our selected customer(s) via phone, letter or e-mail.

### WHO?

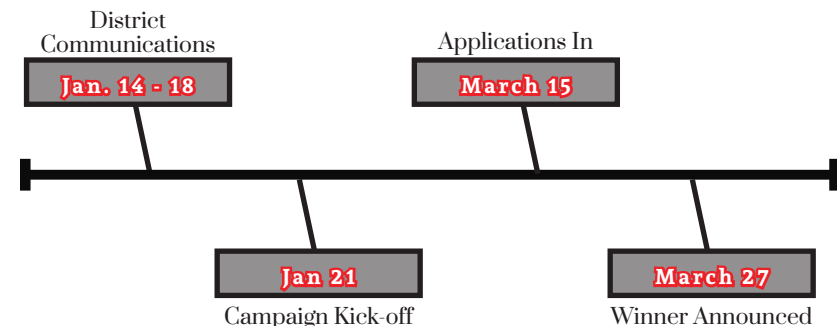
YOU! You all have customers that you see or hear from on a weekly basis, and many may be wasting time and money by continuing to use traditional filing methods. We're counting on YOU to inform them of the benefits of E-Submission. Because these people are customers you've already built relationships with, there's no awkward introduction or sales pitch, just a friendly recommendation from their local County Recorders.

### WHY?

Well, because the Iowa Land Records project is YOURS! The Iowa County Recorders Association owns the ILR E-Submission service, which is the only County Recorder-run, statewide E-Submission service in the country. The people using this system are YOUR constituents and customers. It is important to keep those local faces and relationships front and center while reaching customers to explain the benefits of E-Submission. YOU know who your customers are, and YOU know how they'd best benefit from E-Submission, so we're counting on YOU to reach out and spread the word.

### WHEN?

This campaign will take place throughout the first quarter of 2019 (January to March).



## INCENTIVES

The district with the conversion of the most "Leads" to E-Submission Customers will be provided with 5 - \$100 Visa Gift cards. The gift cards can be used to pay for district meeting cost or can be handed off to the top Counties in their district who converted the most "Leads" to customers.



# DISTRICT COMMUNICATIONS

January 14 - January 18

District leaders will reach out to County Recorders to provide information and instruction. Each district leader will also pass along a link to a Google Drive, set up just for YOUR district.

## WHAT'S IN THE FOLDER?

- Interactive spreadsheet for tracking E-Submission customer leads and recruitment activity
- Materials that can be downloaded and customized for more personalized communication with your customers (e-mail template, letter template)
- Informational handouts (Top 10 E-Submission Questions and Answers, Upcoming Webinar Info Sheet)
- E-Submission Application

# CAMPAIGN KICK-OFF

January 21

Once County Recorders have been notified by their district leaders and have received the link to their district's Google Drive folder, the campaign can begin.

1. Click the link to open your Google Drive folder. *TIP: Bookmark this link for repeated ease of use.*
2. Double-click on the "Prospect List" spreadsheet to open. Review the list and select 3-5 leads to reach out to throughout the course of the campaign. Type your name and County in the "Assigned to" column corresponding with the lead(s) you've selected. *NOTE: You don't necessarily have to choose prospects located in your County. For example, you may recognize a prospect from a neighboring county who often mails or submits documents over the counter.*
3. Use the variety of materials provided in the shared Google Drive folder to call, e-mail or send a letter to the prospects you selected. Simply download the documents, revise as needed, print as needed and reach out!

# ALL APPLICATIONS SENT IN

March 15

County Recorders should encourage prospects to submit E-Submission applications associated with this campaign to the Iowa Land Records office by this date in order to qualify to win. Our team will monitor all applications and match applications to the appropriate districts.

# WINNERS ANNOUNCED

March 27

After careful review, we will announce which district successfully converted the highest percentage of leads into

## TALKING POINTS

### FAST & FRIENDLY

- Quick delivery to the Recorder
- Review and action by the Recorder within 24 hours (1 full business day)
- Fast error Correction
- Speedy error correction and document turnaround

### EASY & EFFICIENT

- Set up an unlimited number of users for your team
- No time spent waiting in line
- Payment information does not have to be entered for each submission
- Transaction tracking made simple with daily reports

### FACTS & FIGURES

- Average of 18,672 electronic recordings monthly (2017)
- More than 1.3 million electronic recordings since 2006
- 37% of all documents E-Recorded (2017)
- All 99 Iowa Counties actively participating

### SAFE & SECURE

- Secure Documents remain in your office - no more risk of getting lost in the mail
- Same thorough document redaction process you trust
- Payment method set up and maintained by E-Submitter admin only

### PAYMENT & PROCESSING

- No fee to become an E-Submission customer
- No postage cost
- Charges on the day of recording
- \$3 E-Submission service fee per recorded document
- Service fee varies by payment type
- Accepts payment via ACH/EFT, credit/debit card, "drawdown" or escrow Account

Don't forget!  
Find "Top 10 E-Submission Questions and Answers" in your district's Google Drive folder. Download for use as a reference document or provide as a handout to potential E-Submission customers.



