

ESS

Electronic Services System – Finance Subcommittee Meeting

Agenda

Web Conference

November 7, 2019

8:30 A.M. to 9:30 A.M.

- **Welcome**
- **October 8, 2019 – Summary of Subcommittee Action – Approval**
- **Project Financial Reports**
 - **November BOA Accounts Payable – Approval**
 - **November Fund 255 Accounts Payable – Approval**
 - **Financial Reports – Approval**
 - **September and Quarterly Reports, 2019**
- **Budget Restructuring Overview**
 - **BOA Only Budget**
 - **255 Reimbursement Invoice**
 - **AP Table Format and Content Changes**
- **Budget Action**
 - **CY 2019 BOA Budget Amendment – Approval**
 - **CY 2020 BOA Budget – Approval**
 - **FY 2020 255 Budget Amendment – Approval**
- **Other Topics**
 - **Revenue Trends**
 - **BOA ESS Treasury Management Account**
- **2020 Meeting Calendar – Approval**
- **September/October Metrics Review**

Next Meeting – December 5, 2019

Finance Subcommittee

October 8, 2019

The ESS Finance Subcommittee held a meeting via teleconference on Tuesday, October 8, 2019.

Members Present: Geralyn Greer, Sheri Jones, Stacie Herridge, Deb Kupka, Amy Assink and Jo Greiner

Other Participants: Phil Dunshee, Lisa Long, Kati Ross, Gary Wilgenbusch

Meeting Summary The Subcommittee reviewed the September 10, 2019 meeting summary. Deb Kupka made a motion to approve the meeting summary. Geralyn Greer seconded, and the motion was approved.

Project Accounts Payable Reports

Bills as specified in the October BOA Accounts Payable table were reviewed. Bills included Enterprise Iowa, \$10,206.88 and Imagetek Inc, \$259.86.

Bills as specified in the October Fund 255 Accounts Payable table were reviewed. Bills included: Enterprise Iowa, \$9,675.00 and \$3,602.76; CSI, \$6,397.93; Lightedge, \$3,072.90 and Iowa County Records, \$43,653.06.

Jo Greiner made a motion to approve the October BOA and Fund 255 Accounts Payable tables. Sheri Jones seconded, and the motion was approved.

Financial Reports

The August 2019 BOA and Fund 255 financial reports were reviewed. Stacie Herridge made a motion to approve the financial reports. Amy Assink seconded, and the motion was approved.

November Budget Planning

The Project Manager reminded the Subcommittee that budgets would be presented and reviewed at the November meeting. Amendments to the Fund 255 FY 2020 budget and BOA Calendar year 2019 budget will occur. In addition, review of the BOA CY 2020 budget will occur.

2020 Meeting Calendar

The Project Manager presented the 2020 Finance Subcommittee meeting calendar for review by the Subcommittee. He asked the Subcommittee to review and to report any conflicts at the November meeting.

September Metrics Review

In the month of September there were 23,557 documents electronically recorded, which is several thousand documents more than the number of electronically recorded documents in September of 2018.

The meeting was adjourned at 9:05 AM

The next meeting of the Finance Subcommittee will be held on November 7, 2019.

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

Name	Invoice #	Invoice Date	Amount
Enterprise Iowa	1368	11/1/19	\$ 10,521.25

Approved: Iowa County Recorders Association/

Invoice

8711 Windsor Parkway, Suite 2
Johnston, IA 50131

Date	Invoice #
11/1/2019	1368

Bill To
Iowa County Recorders Association - ESS Travis Case

[illegible]



Electronic Services System

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

Enterprise Iowa	Project Management	1369	11/1/19	\$ 11,150.00
Enterprise Iowa	Expense Reimbursement	1370	11/1/19	\$ 3,605.22
CSI	Redaction	25523	11/4/19	\$ 7,314.53
Lightedge	Hosting	36421	11/1/19	\$ 3,072.90
Iowa County Recorders	Expense Reimbursement	110119	11/1/19	\$ 23,947.52

Approved: Iowa County Recorders Association

Invoice

8711 Windsor Parkway, Suite 2
Johnston, IA 50131

Date	Invoice #
11/1/2019	1369

Bill To
Iowa County Recorders Association - ESS Travis Case

[illegible]

8711 Windsor Parkway, Suite 2
Johnston, IA 50131

Date	Invoice #
11/1/2019	1370

Bill To
Iowa County Recorders Association - ESS Travis Case

Quantity	Description	Rate	Amount
	Fund 255		
	Monthly multi-function printer/scanner service	250.00	250.00
4	ILR office space - October, 2019	625.00	2,500.00
4	Monthly ILR Basic and 800 phone service, fax service and Internet services - October, 2019	120.00	480.00
	All Covered Monthly IT Service Support Services - Invoice November, 2019	400.00	400.00
	Discount for Salesforce bulk e-mail services applied to other Enterprise Iowa Projects October, credit)	-27.78	-27.78
	ESS will be securing a separate license for email services effective November 1. The discount arrangement is being discontinued.		
	Reimbursement for parking in conjunction with a seminar presented to tscdm in downtown Des Moines on October 29, 2019	3.00	3.00
		Total	\$3,605.22

Invoice

Date	Invoice #
11/4/2019	25523

Bill To

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

Ship To

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

P.O. No.

Terms

Net 30

Description	Quantity	Rate	Amount														
October 2019 CSI processed 292,581 pages/images (68,054 Documents/Files/PRIA IDs)	292,581	0.025	7,314.53														
The BFR info PRIOR TOTAL DOCUMENTS RETURNED COUNT : 13,799,230 PRIOR INVOICED TOTAL IMAGES/PAGES RETURNED COUNT: 43,786,922 END OF MONTH NEW TOTAL DOCUMENTS RETURNED COUNT: 13,799,230 END OF MONTH NEW TOTAL IMAGES/PAGES RETURNED COUNT: 43,786,922 INVOICED DIFFERENCE = 0	0	0.025	0.00														
<table> <tr> <td colspan="2">EIN 59-3512778</td><td>Subtotal</td><td>\$7,314.53</td></tr> <tr> <td colspan="2" rowspan="4"> For billing inquiries please contact Danielle Klinger at (407) 598-1812 or accounting@csisoft.com Finance Charges accrued on late payments (18% per annum/1.5% monthly). </td><td>Sales Tax (0.0%)</td><td>\$0.00</td></tr> <tr> <td>Total</td><td>\$7,314.53</td></tr> <tr> <td>Payments/Credits</td><td>\$0.00</td></tr> <tr> <td>Balance Due</td><td>\$7,314.53</td></tr> </table>				EIN 59-3512778		Subtotal	\$7,314.53	For billing inquiries please contact Danielle Klinger at (407) 598-1812 or accounting@csisoft.com Finance Charges accrued on late payments (18% per annum/1.5% monthly).		Sales Tax (0.0%)	\$0.00	Total	\$7,314.53	Payments/Credits	\$0.00	Balance Due	\$7,314.53
EIN 59-3512778		Subtotal	\$7,314.53														
For billing inquiries please contact Danielle Klinger at (407) 598-1812 or accounting@csisoft.com Finance Charges accrued on late payments (18% per annum/1.5% monthly).		Sales Tax (0.0%)	\$0.00														
		Total	\$7,314.53														
		Payments/Credits	\$0.00														
		Balance Due	\$7,314.53														



LightEdge Solutions
909 Locust, Suite 301
Des Moines, IA 50309
(P)515-471-1000
(F)515-471-1112

Address Service Requested

Iowa Land Records
8711 Windsor Parkway Suite 2
Johnston Iowa 50131

Remittance Section

Invoice Date: 11/01/2019
Account Number: **42264**
Invoice Number: INV00036421
Due Date: 12/01/2019
Total Due: \$3,072.90

Amount Enclosed: \$ _____

LightEdge Solutions
PO Box 874074
Kansas City, MO 64187-4074

Please write your account number on your check and
make payable to LightEdge Solutions

Please detach and return above portion with your payment

Invoice Information

Invoice Date: 11/01/2019
Account Number: **42264**
Invoice Number: INV00036421
Due Date: 12/01/2019
PO Number:

Summary of Charges

Balance Due - Prior Billings \$0.00
Current Invoice Total \$3,072.90
Total Amount Due \$3,072.90

Recent Transactions

Transaction Date	Transaction Number	Transaction Type	Amount
10/16/2019	P-00021719	Check Payment	\$3,072.90

Invoice Summary

Subscription	Subscription Name	Location	Subtotal	Tax	TOTAL
A-S00002647	Hosting_Services_Rack 133075	8711 Windsor Parkway, Suite 2 Johnston IA	\$1,703.90	\$0.00	\$1,703.90
A-S00002649	Internet 133078	1435 Northridge Cr NE Altoona IA	\$1,349.00	\$0.00	\$1,349.00
A-S00002651	Mail_Services 133342	8711 Windsor Parkway, Suite 2 Johnston IA	\$20.00	\$0.00	\$20.00
A-S00006968	Managed_DNS 133080	1435 Northridge Cr NE Altoona IA	\$0.00	\$0.00	\$0.00
Invoice Summary Subtotals			\$3,072.90	\$0.00	\$3,072.90

Invoice Details

Rate Plan Name	Quantity	Unit Price	Subtotal	Tax	TOTAL
Billing Dates: 12/01/2019-12/31/2019					
A-S00002647					
Power - 120V/20A redundant Monthly	3	\$233.97	\$701.91	\$0.00	\$701.91
Power - 120V/20A redundant Monthly	1	\$116.99	\$116.99	\$0.00	\$116.99
Rack Space - Full Rack (DC1 - 48U 24 inch width) Monthly	1	\$850.00	\$850.00	\$0.00	\$850.00
Port Services - LAN, Copper GigE - Edge Monthly	1	\$35.00	\$35.00	\$0.00	\$35.00
			Subtotal for A-S00002647: \$1,703.90		
A-S00002649					
Burstable Internet Monthly	200	\$6.75	\$1,349.00	\$0.00	\$1,349.00
			Subtotal for A-S00002649: \$1,349.00		
A-S00002651					
Outbound Services (SMTP Relay, SmartHost) Monthly	1	\$20.00	\$20.00	\$0.00	\$20.00
			Subtotal for A-S00002651: \$20.00		

Iowa County Recorders Association
 Johnston, IA 50131
 8711 Windsor Parkway

Invoice

Date	Invoice #
11/1/2019	110119

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	Oasis Invoice #080209 (\$8,611.60); Oasis Invoice #081210 (\$8,611.60)	17,223.20
Reimbursed Expense	Calltower #200326317 (Less ASSN expense-none)	91.60
Reimbursed Expense	Adobe- #1090958184 Creative Cloud	56.17
Reimbursed Expense	Atlassian #86327596 AT- AT-JIRA-Confluence-AI	30.30
Reimbursed Expense	Brick Gentry #311372	1,000.00
Reimbursed Expense	Rafferty Group #1398	500.00
Reimbursed Expense	Adobe-#1094304746 Technical Suite	52.99
Reimbursed Expense	Maytech #69926	90.90
Reimbursed Expense	Amazon- #296588209 Cloud Storage	215.83
Reimbursed Expense	BPC #60035	22.43
Reimbursed Expense	BPC #60136	22.43
Reimbursed Expense	Office Depot- Copy paper	95.37
Reimbursed Expense	Panera-ILR meeting	74.72
Reimbursed Expense	Mileage- Travis Case	62.40
Reimbursed Expense	Aureon- Cisco Compatible QSFP (2)	360.18
Reimbursed Expense	Aureon-Switch Infrastructure Upgrades	3,600.00
Reimbursed Expense	Mailchimp - Marketing plan	449.00

Total \$23,947.52

Payments/Credits \$0.00

Balance Due \$23,947.52



Oasis AHR, Inc.

7600 Office Plaza Drive South, Suite 100
West Des Moines, IA 50266

Invoice

080209

Date

10/11/2019

Pay Period Ending
Control Number

10/05/2019
100104-201921

IOWA COUNTY RECORDERS ASSOCIATION

8711 WINDSOR PARKWAY
SUITE 2
JOHNSTON, IA 50131

Gross Wages	10,920.54
Payroll Expense - Social Security	677.08
Payroll Expense - Medicare	158.35
Payroll Expense - Federal Unemployment	0.00
Payroll Expense - State Unemployment	0.00
Payroll Expense - Workers' Compensation	36.04
Service Fee	195.00
Benefits Procurement & Contributions	1,730.38
Postage Fee	1.65
SUB-TOTAL ..	13,719.04
TOTAL INVOICE	13,719.04

PAID - Ref
Do Not Remit Payment

XXXXXXXXXXXXX524

13,719.04



Oasis AHR, Inc.
7600 Office Plaza Drive South, Suite 100
West Des Moines, IA 50266

Invoice **081210**
Date **10/25/2019**

Pay Period Ending **10/19/2019**
Control Number **100104-201922**

IOWA COUNTY RECORDERS ASSOCIATION

8711 WINDSOR PARKWAY
SUITE 2
JOHNSTON, IA 50131

Gross Wages	13,612.85
Payroll Expense - Social Security	844.00
Payroll Expense - Medicare	197.39
Payroll Expense - Federal Unemployment	16.15
Payroll Expense - State Unemployment	45.77
Payroll Expense - Workers' Compensation	44.92
Service Fee	260.00
Benefits Procurement & Contributions	1,730.38
New Hire Fee	50.00
New Hire Fee - Full Time 50.00 Z18057 ADDISON	
Postage Fee	2.20
SUB-TOTAL ..	16,803.66
TOTAL INVOICE	16,803.66

PAID - Ref	XXXXXXXXXXXX524	16,803.66
Do Not Remit Payment		



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

uid2324446—job014841
seq67—1 of 2



Remittance Section

Customer Name	IOWA COUNTY RECORDERS ASSN
Account Number	SC-1332
Past Due Amount	\$0.00
Current Charges	\$91.60
Statement Date	10/1/2019
Due Date	10/31/2019
Total Amount Due	\$91.60

Summary of Charges - Invoice 200326317

Previous Balance	\$124.11
Payment Received - Thank You	\$-124.11
Balance Forward	\$0.00

New Charges	
Usage Charges	\$68.45
Recurring Charges	\$0.00
Nonrecurring Charges	\$4.14
Taxes and Surcharges	\$19.01

Total New Charges Due By 10/31/2019	\$91.60
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Total Invoice Amount **\$91.60**

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
Web site: www.calltower.com

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: 1090958184

Invoice Date: OCT-03-19

Payment Terms: Credit Card

Due Date: OCT-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
North America		Invoice Totals			
		S & H	Sales Tax	Currency	Qty Shipped Invoice Total
		0.00	3.18	USD	1 56.17

Comments:

Summary

Invoice Number: AT-86327596

Date Issued: Oct 22, 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: USD 30.00**Date Paid: Oct 22, 2019**

OFFICIAL RECEIPT

Invoice Total: USD 30.00

Payment Received: -USD 30.00

Amount Now Due: USD 0.00

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>



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
Johnston, IA 50131

Statement Date: October 25, 2019
Statement No. 311372
Account No. 18828.000
Page: 1

Re:

General Matters

Fees

Retainer for Legal Services - October 2019.

For Current Services Rendered 1,000.00

Total Current Work 1,000.00

Previous Balance \$1,000.00

Payments

10/25/2019 Payment -1,000.00

Balance Due \$1,000.00

Visit us at the following:



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



BRICK GENTRY P.C.

www.brickgentrylaw.com



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

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

INVOICE # 1398

DATE 11/03/2019

DATE	ACCOUNT SUMMARY	AMOUNT
09/30/2019	Balance Forward	\$500.00
	Payments and credits between 09/30/2019 and 11/03/2019	-500.00
	New charges (details below)	500.00
	Total Amount Due	\$500.00

ACTIVITY	QTY	RATE	AMOUNT
Consulting Government Relation Services - pursuant to agreement, charges per contract for October 2019.	1	500.00	500.00

TOTAL OF NEW CHARGES	500.00
BALANCE DUE	\$500.00

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: 1094304746
Invoice Date: OCT-11-19
Payment Terms: Credit Card
Due Date: OCT-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
North America		Invoice Totals			
		S & H	Sales Tax	Currency	Qty Shipped Invoice Total
		0.00	3.00	USD	1 52.99

Comments:

Invoice #69926

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: **69926**

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

Invoice Date: **14 Oct 2019**

Paid Date: **Unpaid**

Coverage period: 28 Oct 2019 - 27 Nov 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

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.





Account number:

313724203357

Bill to Address:

ATTN: Phil Dunshee

8711 Parkway

Ste 2

Johnston , Iowa , 50131 , US

Amazon Web Services, Inc. Invoice

Email or talk to us about your AWS account or bill, visit aws.amazon.com/contact-us/

Invoice Summary

Invoice Number:

296588209

Invoice Date:

October 3 , 2019

TOTAL AMOUNT DUE ON October 3 , 2019

\$215.83

This invoice is for the billing period September 1 - September 30 , 2019

Greetings from Amazon Web Services, we're writing to provide you with an electronic invoice for your use of AWS services. Additional information about your bill, individual service charge details, and your account history are available on the Account Activity Page.

Summary

AWS Service Charges	\$215.83
Charges	\$203.61
Credits	\$0.00
Tax *	\$12.22
Total for this invoice	\$215.83

Detail for Consolidated Bill

Amazon Simple Storage Service	\$211.42
Charges	\$199.45
VAT **	\$0.00
GST	\$0.00
Estimated US sales tax to be collected	\$11.97
CT	\$0.00
AWS Data Transfer	\$0.00
Charges	\$0.00
VAT **	\$0.00
GST	\$0.00
Estimated US sales tax to be collected	\$0.00
CT	\$0.00
AWS Storage Gateway	\$4.41

* May include estimated US sales tax, VAT, GST and CT.

Amazon Web Services, Inc. foreign registration number is 00004

AWS, Inc. is a "Registered Foreign Supplier" under Japanese Consumption Tax Law and therefore AWS, Inc. is required to declare and pay consumption tax in respect of this transaction (as a "Digital Service") to the Japan Tax Authority.

** This is not a VAT or GST invoice

**** Please reference the tax invoice for a breakout of the Canadian taxes by type

† Usage and recurring charges for this statement period will be charged on your next billing date. The amount of your actual charges for this statement period may differ from the charges shown on this page. The charges shown on this page do not include any additional usage charges accrued during this statement period after the date you are viewing this page. Also, one-time fees and subscription charges are assessed separately, on the date that they occur.

All charges and prices are in US Dollars

All AWS Services are sold by Amazon Web Services, Inc.

Service Provider:

(Not to be used for payment remittance)

Amazon Web Services, Inc.

410 Terry Ave North

Seattle , WA 98109-5210 , US



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

INVOICE

Invoice # 60035
Invoice Date 10/07/2019
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 11/06/2019

BILLING ADDRESS

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

Invoice Type - Media	Amount
Amount Invoiced	\$22.43
Payments & Credits	\$0.00
Balance Due	\$22.43

See Attached Page(s) for a more information

Paid

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

REMITTANCE STUB TO BUSINESS PUBLICATIONS CORP. INC.

Invoice #	60035, Business Record
Customer ID	ID: 1701, Iowa Land Records
Invoice Date	10/07/2019
Amount Enclosed:	

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



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

INVOICE

Invoice # 60136
Invoice Date 10/18/2019
Advertiser ID 1701
Bill To ID 1701
Iowa Land Records
Iowa Land Records
kgehringer@clris.com
Payment Terms Do Not Pay - Credit Card to be Processed
Due Date 11/17/2019

BILLING ADDRESS

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

Invoice Type - Media	Amount
Amount Invoiced	\$22.43
Payments & Credits	\$0.00
Balance Due	\$22.43

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.

Paid 11/17

REMITTANCE STUB TO BUSINESS PUBLICATIONS CORP. INC.

Invoice #	60136, Business Record
Customer ID	ID: 1701, Iowa Land Records
Invoice Date	10/18/2019
Amount Enclosed:	

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

Order Confirmation # 388355304-001



OfficeDepotOrders@officedepot.com
To: Lisa Long

[Reply](#) [Reply All](#) [Forward](#)

Tue:10/8/2019 3:30 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Expected delivery date: **10/09/2019 8:00 AM - 5:00 PM**

Order Number: 388355304-001
Order Date: 10/08/2019
Customer Name: LISA LONG
Account #: 27621686
Payment Info: Visa, last 4 digits: 8245
Comments:

Status: In Process
Tracking: N/A
Shipping to: LISA LONG
8711 WINDSOR PKWY STE 2
JOHNSTON, IA 50131-2296
Delivery Method: Next Business Day Delivery


ITEM DESCRIPTION	QTY	AVAILABLE	B/O Qty	UNIT PRICE	UM	EXTENDED PRICE
 Just Basics™ Copy Paper, Letter Paper Size, 92 Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams (9080974)	3	3	0	\$29.990	case	\$89.97

LEGEND

QTY: Original Quantity Ordered
AVAILABLE: Ordered Quantity - Backorder Quantity
B/O Qty: Backorder Quantity
UNIT PRICE: Price per Individual Unit
UM: Unit of Measure
EXTENDED PRICE: Ordered Quantity x Unit Price

Subtotal: \$89.97
Tax: 5.40
Delivery Fee: 0.00
Misc.: 0.00

Total: \$95.37

 388355304001



PANERA BREAD
CAFE 203216
5525 Merle Hay Road Ste
195, Johnston, IA 50131,
USA
PHONE 515-251-7733

Accuracy matters. If your order is
not right, please let a manager
know.

ORDER 366345667 / Phil
Dunshee

Phil Dunshee

ADDRESS

8711 Windsor
Parkway, Johnston, IA 50131
Apt/Suite: Suite 2
Commercial
Addrs name: Johnston
Economic Development

COMMENT

DATE PLACED	SCHEDULED
10/07/19	10/07/19
9:45AM	11:15AM

PAYMENT INFORMATION:

Sub total:	\$66.11
Tax:	\$3.61
Tip:	\$5.00
Total (CREDIT):	\$74.72

SIGNATURE:

www.panerabread.com

Interested in joining our baking or
management teams?
Apply in person or at
panerabread.jobs

Iowa State Recorders' Association Claim Form

Date 10/17/2019


Claimant Travis Case

Address PO Box 263

City & State Conrad, IA 50621

DATE	ITEM	AMOUNT
10/17/19	Meeting with State Auditor's Office/ ESS	
	mileage 180 miles @ .39/mile	62.40

I, the undersigned, do solemnly swear that the above account is just, reasonable and correct; that the same has not been paid in whole or in part and that the same is properly chargeable and payable in Iowa State Recorders' Association.



Okay by President
Initial:

Pd by Treasurer
Ck #
Date:



Aureon Technology

7760 Office Plaza Drive South
West Des Moines, IA 50266-2336
(833) 287-3661

Bill To:
Electronic Services System (formerly ILR) Attn: Lisa Long 8711 Windsor Parkway Suite 2 Johnston, IA 50131 United States

Date	Invoice
10/31/2019	284430
Account	
Iowa County Records Association	

Terms	Due Date	PO Number	Reference
Net 30 days	11/30/2019		
Please include the invoice number on your remittance.			

Project Name	SOW-Switch Infrastructure Upgrades / Procurement		
Billing Type	Standard		
Billing Method	Actual Rates		
Original Downpayment	\$0.00		
Company Name	Electronic Services System (formerly ILR)		
Contact Name	Phil Dunshee		
Products & Other Charges	Quantity	Price	Amount
Billable Products & Other Charges			
Cisco Compatible QSFP-100G-CU3M - Functionally Identical 100GBASE-CR4 QSFP28 to QSFP28 Passive Direct-Attach Cable (DAC) 3m - Programmed, Tested, and Supported in the USA, Lifetime Warranty"	2.00	\$172.59	\$345.18
Shipping and Handling	1.00	\$15.00	\$15.00
Total Products & Other Charges:			\$360.18
Please make checks payable to Aureon Technology and remit to the address above. For billing inquiries please call 1-833-AUREON1 (1-833-287-3661) or Email tech.customercare@aureon.com	Invoice Subtotal:	\$360.18	
	Sales Tax:	\$0.00	
	Invoice Total:	\$360.18	
	Payments:	\$0.00	
	Credits:	\$0.00	
Balance Due:			\$360.18



Aureon Technology

7760 Office Plaza Drive South
West Des Moines, IA 50266-2336
(833) 287-3661

Bill To:
Electronic Services System (formerly ILR) Attn: Lisa Long 8711 Windsor Parkway Suite 2 Johnston, IA 50131 United States

Date	Invoice
10/31/2019	285121
Account	
Iowa County Recorders Association	

Terms	Due Date	PO Number	Reference
Net 30 days	11/30/2019	NA	
Please include the invoice number on your remittance.			

Project Name	SOW-Switch Infrastructure Upgrades		
Billing Type	Standard		
Billing Method	Fixed Fee		
Original Downpayment	\$0.00		
Amount	\$3,600.00		
Company Name	Electronic Services System (formerly ILR)		
Contact Name	Phil Dunshee		
Other Charges	Quantity	Amount	
Fixed Fee		\$3,600.00	
Total Other Charges:		\$3,600.00	
Please make checks payable to Aureon Technology and remit to the address above. For billing inquiries please call 1-833-AUREON1 (1-833-287-3661) or Email tech.customercare@aureon.com	Invoice Subtotal:	\$3,600.00	
	Sales Tax:	\$0.00	
	Invoice Total:	\$3,600.00	
	Payments:	\$0.00	
	Credits:	\$0.00	
	Balance Due:	\$3,600.00	

Mailchimp Receipt

MC01701095

Issued to

Kati Ross
kross@clris.com
Office phone:
8711 Windsor Pkwy Ste 2
Johnston, IA 50131-2296

Issued by

Mailchimp
c/o The Rocket Science Group, LLC
675 Ponce de Leon Ave NE
Suite 5000
Atlanta, GA 30308
www.mailchimp.com
US EIN 58-2554149

Details

Order # MC01701095
Date Paid: Oct 23, 2019 10:25 am
Eastern Time

Billing statement

Premium plan	25,000 contacts		\$449.00
Subtotal			\$449.00
State and Local Tax			\$0.00
Total			\$449.00
Paid via Visa ending in 8245 which expires 09/2020 on October 23, 2019			\$449.00
Balance as of October 23, 2019			\$0.00

Save 10% for 3 months on future purchases by enabling [two-factor authentication](#)

If a refund is required, it will be issued in the purchase currency for the amount of the original charge.

[Looking for our W-9?](#)

[Looking for our United States Residency Certificate?](#)




P.O. Box 15284
Wilmington, DE 19850

Business Advantage
Relationship Rewards


Customer service information

 Customer service: 1.888.852.5000

 bankofamerica.com

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

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

 Please see the **Important Messages - Please Read** section of your statement for important details that could impact you.

Your Full Analysis Business Checking Relationship Rewards Platinum Honors

for September 1, 2019 to September 30, 2019

IOWA COUNTY RECORDERS ASSOCIATION INC

Account number: XXXXXXXXXX

Account summary

Beginning balance on September 1, 2019	\$385,878.45
Deposits and other credits	1,780,376.36
Withdrawals and other debits	-1,713,253.33
Checks	-20,946.11
Service fees	-937.68
Ending balance on September 30, 2019	\$431,117.69

of deposits/credits: 93

of withdrawals/debits: 166

of days in cycle: 30

Average ledger balance: \$429,566.34

As of 06/07/2019, your account has earned \$163.22 in Cash Rewards this year and \$163.22 since enrolling in Bank of America Preferred Rewards for Business because of your Bank of America Merchant Services processing.

Deposits and other credits

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902546005197389	80,192.60
09/03/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902546005271002	15,680.76
09/03/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902546005416887	2,688.93
09/03/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902546006794095	2,104.99
09/03/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902542013821894	1,609.20
09/03/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902546015909365	729.14
09/04/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902547010318470	93,702.20
09/04/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902546034776945	10,375.90
09/04/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902546034815951	1,324.00
09/05/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902547027872206	69,971.80

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/05/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902547027754658	9,530.45
09/05/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902547028331892	7,879.89
09/05/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902547028321473	1,125.00
09/06/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902548013451457	92,590.60
09/06/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902548013275390	7,279.94
09/06/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902548013926007	2,743.52
09/06/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902548013903727	1,089.00
09/09/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902552013914933	86,665.20
09/09/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902552007701485	14,300.18
09/09/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902552007891799	4,249.63
09/09/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902552014448787	3,318.59
09/09/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902549016634331	857.00
09/09/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902552014303242	498.42
09/10/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902552027226441	71,125.40
09/10/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902552027023169	7,613.00
09/10/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902552023855272	1,315.00

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/11/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902553022270877	73,074.40
09/11/19	ST OF IA-E.F.T. DES:E.F.T. ID:00003013649 INDN:IOWA COUNTY RECORDERS CO ID:2426004574 PPD		902552026534202	10,000.00
09/11/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902553022123948	8,447.42
09/11/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902553022638708	2,920.25
09/11/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902553022098869	1,110.00
09/12/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902554019249180	72,831.00
09/12/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902554019109490	9,149.33
09/12/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902554019604298	2,626.62
09/12/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902554014941641	2,110.00
09/13/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902556006357254	72,448.60
09/13/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902555014096327	7,447.31
09/13/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902555014594118	4,530.92
09/13/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902555011085940	4,515.00
09/13/19	Deposit		813003552886530	3,063.57
09/16/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902559009536461	66,345.20

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/16/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902556017854177	11,538.93
09/16/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902559010038955	3,212.15
09/16/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902556017512654	1,890.00
09/16/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902559015418729	1,530.03
09/16/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902559015202761	1,145.23
09/17/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902559028548038	92,773.80
09/17/19	Deposit		813004052815044	28,588.50
09/17/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902559028291528	8,516.29
09/17/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902559024953767	1,055.00
09/18/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902560015176291	70,758.60
09/18/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902560015026022	7,480.73
09/18/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902560015591966	4,912.28
09/18/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902560012134896	1,566.80
09/19/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902561021228755	58,940.00
09/19/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902561021068709	7,400.60
09/19/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902561021580814	5,493.67

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/19/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902561017537334	1,077.00
09/20/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902562015259936	68,833.60
09/20/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902562015260026	8,507.75
09/20/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902562015851141	3,116.64
09/20/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902562012693407	1,534.00
09/23/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902566008866038	72,851.40
09/23/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902566008866119	11,729.55
09/23/19	ST OF IA-E.F.T. DES:E.F.T. ID:00003013649 INDN:IOWA COUNTY RECORDERS CO ID:2426004574 PPD		902562014831498	3,688.00
09/23/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902566009044376	3,648.65
09/23/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902566014924507	2,290.09
09/23/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902566015042488	2,165.35
09/23/19	Deposit		813004752866504	1,155.00
09/23/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902563015349387	972.00
09/23/19	Deposit		813004752866515	670.95
09/24/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902566028487510	73,589.80
09/24/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902566028310605	7,971.28

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/24/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902566025124995	1,072.20
09/25/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902568004912616	76,515.00
09/25/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902567012179309	7,215.47
09/25/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902567012506299	1,952.72
09/25/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902567009702650	1,425.00
09/26/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902568019686292	84,073.60
09/26/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902568019544749	7,116.84
09/26/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902568020050156	2,574.34
09/26/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902568016080918	1,575.00
09/27/19	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902569015284024	58,813.80
09/27/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902569015128438	6,344.54
09/27/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902569015469669	2,186.32
09/27/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902569011864387	1,900.20
09/27/19	Deposit		813005352542705	750.00
09/27/19	Bank Adjustment		813009652189316	150.00
09/30/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902573010067128	11,273.80
09/30/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902573010598521	4,292.48

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/30/19	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902573017130518	4,214.70
09/30/19	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902573016983036	2,971.72
09/30/19	CSC DES:IOWAPMT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD PMT INFO:RECORDING FEES		902570018702645	2,175.00

Total deposits and other credits **\$1,780,376.36**

Withdrawals and other debits

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	IOWA COUNTY RECO DES:CCD FL# 19242003394 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902546020339272	-87,286.80
09/03/19	IOWA COUNTY RECO DES:CCD FL# 19246005036 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902546029220557	-20,516.00
09/03/19	IOWA COUNTY RECO DES:CCD FL# 19242003395 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902546020339273	-6,610.10
09/03/19	BANKCARD DES:MTOT DISC ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902546006879059	-1,847.87
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717701 INDN:LINN COUNTY RECORDER CO ID:1470535472 CCD		902546015909330	-577.20
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718055 INDN:SCOTT COUNTY RECORDER CO ID:1470535472 CCD		902546015909359	-302.24
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717164 INDN:BLACK HAWK COUNTY RECO CO ID:1470535472 CCD		902546015909282	-281.78
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717768 INDN:JOHNSON COUNTY RECORDE CO ID:1470535472 CCD		902546015909336	-224.11
09/03/19	BANKCARD DES:MTOT DISC ID:528414019714898 INDN:STORY COUNTY RECORDERS CO ID:1470535472 CCD		902546015909274	-187.50
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717404 INDN:DES MOINES COUNTY RECO CO ID:1470535472 CCD		902546015909306	-156.74

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718048 INDN:POTTAWATTAMIE COUNTY R CO ID:1470535472 CCD		902546015909358	-123.82
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717446 INDN:DUBUQUE COUNTY RECORDE CO ID:1470535472 CCD		902546015909310	-120.52
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717479 INDN:FLOYD COUNTY RECORDER CO ID:1470535472 CCD		902546015909313	-110.20
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717297 INDN:CLINTON COUNTY RECORDE CO ID:1470535472 CCD		902546015909295	-102.76
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717867 INDN:WOODBURY COUNTY RECORD CO ID:1470535472 CCD		902546015909344	-100.17
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717610 INDN:MUSCATINE COUNTY RECOR CO ID:1470535472 CCD		902546015909321	-98.05
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717891 INDN:WARREN COUNTY RECORDER CO ID:1470535472 CCD		902546015909347	-93.29
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717883 INDN:WEBSTER COUNTY RECORDE CO ID:1470535472 CCD		902546015909346	-92.44
09/03/19	BANKCARD DES:MTOT DISC ID:528414019714880 INDN:DALLAS COUNTY RECORDER CO ID:1470535472 CCD		902546015909273	-83.47
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717677 INDN:JASPER COUNTY RECORDER CO ID:1470535472 CCD		902546015909327	-77.29
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717206 INDN:CERRO GORDO COUNTY REC CO ID:1470535472 CCD		902546015909286	-70.97
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717933 INDN:WAPELLO COUNTY RECORDE CO ID:1470535472 CCD		902546015909349	-66.85
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717172 INDN:BOONE COUNTY RECORDER CO ID:1470535472 CCD		902546015909283	-61.77
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717495 INDN:IOWA COUNTY RECORDER CO ID:1470535472 CCD		902546015909314	-60.32
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717735 INDN:LEE COUNTY RECORDER CO ID:1470535472 CCD		902546015909333	-59.07
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717586 INDN:MARSHALL COUNTY RECORD CO ID:1470535472 CCD		902546015909318	-53.67

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717974 INDN:POWESHIEK COUNTY RECOR CO ID:1470535472 CCD		902546015909353	-52.98
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717214 INDN:CEDAR COUNTY RECORDER CO ID:1470535472 CCD		902546015909287	-50.12
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717776 INDN:JACKSON COUNTY RECORDE CO ID:1470535472 CCD		902546015909337	-49.00
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717156 INDN:BENTON COUNTY RECORDER CO ID:1470535472 CCD		902546015909281	-48.74
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718022 INDN:UNION COUNTY RECORDER CO ID:1470535472 CCD		902546015909356	-46.72
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717644 INDN:MAHAKSA COUNTY RECORDE CO ID:1470535472 CCD		902546015909324	-46.02
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717750 INDN:KOSSUTH COUNTY RECORDE CO ID:1470535472 CCD		902546015909335	-43.65
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717826 INDN:PLYMOUTH COUNTY RECORD CO ID:1470535472 CCD		902546015909340	-40.03
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717339 INDN:DICKINSON COUNTY RECOR CO ID:1470535472 CCD		902546015909299	-35.76
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717255 INDN:BUTLER COUNTY RECORDER CO ID:1470535472 CCD		902546015909291	-35.29
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717669 INDN:JEFFERSON COUNTY RECOR CO ID:1470535472 CCD		902546015909326	-35.25
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717123 INDN:BUENA VISTA COUNTY REC CO ID:1470535472 CCD		902546015909278	-35.12
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717131 INDN:ALLAMAKEE COUNTY RECOR CO ID:1470535472 CCD		902546015909279	-34.96
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717321 INDN:DELAWARE COUNTY RECORD CO ID:1470535472 CCD		902546015909298	-33.95
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717875 INDN:WINNEBAGO COUNTY RECOR CO ID:1470535472 CCD		902546015909345	-33.90

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717693 INDN:JONES COUNTY RECORDER CO ID:1470535472 CCD		902546015909329	-32.85
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717909 INDN:WASHINGTON COUNTY RECO CO ID:1470535472 CCD		902546015909348	-31.34
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717594 INDN:MILLS COUNTY RECORDER CO ID:1470535472 CCD		902546015909319	-31.24
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717396 INDN:HAMILTON COUNTY RECORD CO ID:1470535472 CCD		902546015909305	-30.90
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717230 INDN:CARROLL COUNTY RECORDE CO ID:1470535472 CCD		902546015909289	-30.46
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717271 INDN:CLAY COUNTY RECORDER CO ID:1470535472 CCD		902546015909293	-30.26
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717289 INDN:CLAYTON COUNTY RECORDE CO ID:1470535472 CCD		902546015909294	-30.25
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718972 INDN:WINNESHIEK COUNTY RECO CO ID:1470535472 CCD		902546015909361	-29.99
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717859 INDN:WORTH COUNTY RECORDER CO ID:1470535472 CCD		902546015909343	-29.25
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717511 INDN:HENRY COUNTY RECORDER CO ID:1470535472 CCD		902546015909316	-29.04
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717347 INDN:EMMET COUNTY RECORDER CO ID:1470535472 CCD		902546015909300	-28.34
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717222 INDN:CASS COUNTY RECORDER CO ID:1470535472 CCD		902546015909288	-28.24
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717198 INDN:CHEROKEE COUNTY RECORD CO ID:1470535472 CCD		902546015909285	-28.07
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717842 INDN:WRIGHT COUNTY RECORDER CO ID:1470535472 CCD		902546015909342	-27.89
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718030 INDN:TAMA COUNTY RECORDER CO ID:1470535472 CCD		902546015909357	-27.78
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717743 INDN:LUCAS COUNTY RECORDER CO ID:1470535472 CCD		902546015909334	-27.41

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717651 INDN:MADISON COUNTY RECORDE CO ID:1470535472 CCD		902546015909325	-26.99
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718014 INDN:SIOUX COUNTY RECORDER CO ID:1470535472 CCD		902546015909355	-26.78
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717412 INDN:HARRISON COUNTY RECORD CO ID:1470535472 CCD		902546015909307	-26.02
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717362 INDN:GREENE COUNTY RECORDER CO ID:1470535472 CCD		902546015909302	-25.80
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717438 INDN:GRUNDY COUNTY RECORDER CO ID:1470535472 CCD		902546015909309	-25.72
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717180 INDN:CHICKASAW COUNTY RECOR CO ID:1470535472 CCD		902546015909284	-24.84
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717388 INDN:HANCOCK COUNTY RECORDE CO ID:1470535472 CCD		902546015909304	-24.79
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717453 INDN:HARDIN COUNTY RECORDER CO ID:1470535472 CCD		902546015909311	-24.67
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717941 INDN:WAYNE COUNTY RECORDER CO ID:1470535472 CCD		902546015909350	-22.47
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717685 INDN:KEOKUK COUNTY RECORDER CO ID:1470535472 CCD		902546015909328	-22.43
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717818 INDN:PALO ALTO COUNTY RECOR CO ID:1470535472 CCD		902546015909339	-22.29
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717305 INDN:CRAWFORD COUNTY RECORD CO ID:1470535472 CCD		902546015909296	-22.25
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717800 INDN:PAGE COUNTY RECORDER CO ID:1470535472 CCD		902546015909338	-21.93
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717263 INDN:CLARKE COUNTY RECORDER CO ID:1470535472 CCD		902546015909292	-21.63
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717636 INDN:MITCHELL COUNTY RECORD CO ID:1470535472 CCD		902546015909323	-21.28

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718006 INDN:SHELBY COUNTY RECORDER CO ID:1470535472 CCD		902546015909354	-21.08
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717628 INDN:MONROE COUNTY RECORDER CO ID:1470535472 CCD		902546015909322	-21.00
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717354 INDN:FRANKLIN COUNTY RECORD CO ID:1470535472 CCD		902546015909301	-20.46
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717966 INDN:SAC COUNTY RECORDER CO ID:1470535472 CCD		902546015909352	-20.39
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717248 INDN:CALHOUN COUNTY RECORDE CO ID:1470535472 CCD		902546015909290	-20.23
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717420 INDN:FAYETTE COUNTY RECORDE CO ID:1470535472 CCD		902546015909308	-20.14
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717602 INDN:MONTGOMERY COUNTY RECO CO ID:1470535472 CCD		902546015909320	-19.95
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717727 INDN:LOUISA COUNTY RECORDER CO ID:1470535472 CCD		902546015909332	-18.97
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717545 INDN:HUMBOLDT COUNTY RECORD CO ID:1470535472 CCD		902546015909317	-18.20
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717503 INDN:IDA COUNTY RECORDER CO ID:1470535472 CCD		902546015909315	-18.10
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717461 INDN:FREMONT COUNTY RECORDE CO ID:1470535472 CCD		902546015909312	-17.85
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717834 INDN:POCAHANTAS COUNTY RECO CO ID:1470535472 CCD		902546015909341	-17.25
09/03/19	BANKCARD DES:MTOT DISC ID:528414019718923 INDN:MONONA COUNTY RECORDER CO ID:1470535472 CCD		902546015909360	-16.53
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717370 INDN:GUTHRIE COUNTY RECORDE CO ID:1470535472 CCD		902546015909303	-15.92
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717149 INDN:AUDUBON COUNTY RECORDE CO ID:1470535472 CCD		902546015909280	-15.63
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717313 INDN:DAVIS COUNTY RECORDER CO ID:1470535472 CCD		902546015909297	-14.73

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/03/19	BANKCARD DES:MTOT DISC ID:528414019716083 INDN:VAN BUREN COUNTY RECOR CO ID:1470535472 CCD		902546015909275	-12.72
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717958 INDN:RINGGOLD COUNTY RECORD CO ID:1470535472 CCD		902546015909351	-12.34
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717115 INDN:ADAMS COUNTY RECORDER CO ID:1470535472 CCD		902546015909277	-11.07
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717719 INDN:LYON COUNTY RECORDER CO ID:1470535472 CCD		902546015909331	-10.93
09/03/19	BANKCARD DES:MTOT DISC ID:528414019717107 INDN:ADAIR COUNTY RECORDER CO ID:1470535472 CCD		902546015909276	-10.57
09/03/19	BOFA MERCH SVCS DES:FEE ID:430132313509772 INDN:IA CNTY RCRDRS ASSOC I CO ID:XXXXXXXXXB CCD		902546017403838	-7.89
09/03/19	BOFA MERCH SVCS DES:FEE ID:430132313849862 INDN:IA CNTY RECRDRS ASSN I CO ID:XXXXXXXXXB CCD		902546017403839	-7.89
09/04/19	IOWA COUNTY RECO DES:CCD FL# 19246005036 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902547012845684	-72,138.80
09/04/19	IOWA COUNTY RECO DES:CCD FL# 19246005035 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902547012845683	-15,931.77
09/04/19	IOWA COUNTY RECO DES:CCD FL# 19247004647 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902547022332683	-8,109.80
09/04/19	Vericheck INC DES:PURCHASE ID:57650177 INDN:3428 Electronic Serv CO ID:4013137ZST CCD		902547010318472	-1,894.05
09/04/19	IOWALANDRECORDS DES:ELEC FEE ID:505874 INDN:505874 CO ID:3383693141 CCD		902546034838614	-47.50
09/05/19	IOWA COUNTY RECO DES:CCD FL# 19247004647 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902548002804763	-64,247.40
09/05/19	IOWA COUNTY RECO DES:CCD FL# 19247004646 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902548002804762	-9,992.95
09/05/19	IOWA COUNTY RECO DES:CCD FL# 19248003079 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902548008969715	-7,576.40

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/06/19	IOWA COUNTY RECO DES:CCD FL# 19248003079 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902549007484839	-65,016.00
09/06/19	IOWA COUNTY RECO DES:CCD FL# 19249003526 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902549014389725	-11,287.00
09/06/19	IOWA COUNTY RECO DES:CCD FL# 19248003080 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902549007484840	-9,252.80
09/09/19	IOWA COUNTY RECO DES:CCD FL# 19249003526 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902552016385229	-63,166.00
09/09/19	IOWA COUNTY RECO DES:CCD FL# 19252003211 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902552023441278	-7,337.60
09/09/19	IOWA COUNTY RECO DES:CCD FL# 19249002937 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902552016385228	-7,067.85
09/10/19	IOWA COUNTY RECO DES:CCD FL# 19252003211 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902553012049024	-66,137.00
09/10/19	IOWA COUNTY RECO DES:CCD FL# 19252003209 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902553012049022	-14,367.48
09/10/19	IOWA COUNTY RECO DES:CCD FL# 19253003807 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902553018989033	-8,893.20
09/10/19	IOWA COUNTY RECO DES:CCD FL# 19252003210 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902553012049023	-17.00
09/11/19	IOWA COUNTY RECO DES:CCD FL# 19253003807 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902554006208027	-59,001.20
09/11/19	IOWA COUNTY RECO DES:CCD FL# 19254004549 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902554013641942	-25,087.00
09/11/19	IOWA COUNTY RECO DES:CCD FL# 19253003808 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902554006208028	-7,391.21
09/12/19	IOWA COUNTY RECO DES:CCD FL# 19254004549 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902555003551995	-73,561.40
09/12/19	IOWA COUNTY RECO DES:CCD FL# 19255003888 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902555009595650	-12,912.40
09/12/19	IOWA COUNTY RECO DES:CCD FL# 19254004548 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902555003551994	-8,201.34

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/13/19	IOWA COUNTY RECO DES:CCD FL# 19255003888 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902556007899651	-59,853.60
09/13/19	IOWA COUNTY RECO DES:CCD FL# 19255003887 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902556007899650	-8,882.80
09/13/19	IOWA COUNTY RECO DES:CCD FL# 19256003375 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902556014969029	-4,859.80
09/13/19	OASIS AHR, INC. DES:INVOICE ID:H078088 INDN:IOWA COUNTY RECORDERS CO ID:2421368750 CCD		902556006282775	-19,835.12
09/16/19	IOWA COUNTY RECO DES:CCD FL# 19256003375 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902559017213647	-53,644.60
09/16/19	IOWA COUNTY RECO DES:CCD FL# 19259003735 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902559024527497	-8,971.20
09/16/19	IOWA COUNTY RECO DES:CCD FL# 19256003374 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902559017213646	-7,230.36
09/16/19	ACH CARD PAYMENT DES:ACH Pymt ID:IOWA COUNT INDN:4807073210256180 00 CO ID:3001190310 WEB		902559027653252	-1,429.01
09/17/19	IOWA COUNTY RECO DES:CCD FL# 19259003735 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560005066255	-62,681.60
09/17/19	IOWA COUNTY RECO DES:CCD FL# 19260003803 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560011904351	-15,545.00
09/17/19	IOWA COUNTY RECO DES:CCD FL# 19259003734 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560005066254	-12,314.62
09/17/19	IOWA COUNTY RECO DES:CCD FL# 19259003736 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902560005066256	-49.00
09/18/19	IOWA COUNTY RECO DES:CCD FL# 19260003803 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902561009111957	-61,338.80
09/18/19	IOWA COUNTY RECO DES:CCD FL# 19261004177 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902561016398924	-9,567.20
09/18/19	IOWA COUNTY RECO DES:CCD FL# 19260003804 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902561009111958	-8,268.20

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/19/19	IOWA COUNTY RECO DES:CCD FL# 19261004177 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902562005272718	-65,866.80
09/19/19	IOWA COUNTY RECO DES:CCD FL# 19262003087 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902562011378325	-14,044.40
09/19/19	IOWA COUNTY RECO DES:CCD FL# 19261004178 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902562005272719	-7,262.80
09/20/19	IOWA COUNTY RECO DES:CCD FL# 19262003087 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902563008914578	-63,953.60
09/20/19	IOWA COUNTY RECO DES:CCD FL# 19263003487 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902563018234629	-15,599.60
09/20/19	IOWA COUNTY RECO DES:CCD FL# 19262003885 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902563008914579	-7,185.02
09/23/19	IOWA COUNTY RECO DES:CCD FL# 19263003487 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902566016942985	-68,695.40
09/23/19	IOWA COUNTY RECO DES:CCD FL# 19266003753 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902566024867037	-8,338.80
09/23/19	IOWA COUNTY RECO DES:CCD FL# 19263003488 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902566016942986	-8,274.45
09/24/19	IOWA COUNTY RECO DES:CCD FL# 19266003753 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902567003180327	-50,733.20
09/24/19	IOWA COUNTY RECO DES:CCD FL# 19266003751 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902567003180325	-13,611.18
09/24/19	IOWA COUNTY RECO DES:CCD FL# 19267004193 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902567012162927	-7,786.60
09/24/19	IOWA COUNTY RECO DES:CCD FL# 19266003752 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902567003180326	-47.00
09/25/19	IOWA COUNTY RECO DES:CCD FL# 19267004193 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902568006143799	-63,094.40
09/25/19	IOWA COUNTY RECO DES:CCD FL# 19267004192 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902568006143798	-7,739.06
09/25/19	IOWA COUNTY RECO DES:CCD FL# 19268004563 INDN:SETT-ICRECORD1 ID:1421213325 CCD	CO	902568014961388	-7,241.20

continued on the next page

Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
09/26/19	IOWA COUNTY RECO DES:CCD FL# 19268004563 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902569003609647	-54,375.40
09/26/19	IOWA COUNTY RECO DES:CCD FL# 19269004005 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902569010217731	-9,711.20
09/26/19	IOWA COUNTY RECO DES:CCD FL# 19268004562 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902569003609646	-7,005.27
09/27/19	IOWA COUNTY RECO DES:CCD FL# 19269004005 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902570009147374	-57,396.00
09/27/19	IOWA COUNTY RECO DES:CCD FL# 19270003530 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902570016198604	-7,724.00
09/27/19	IOWA COUNTY RECO DES:CCD FL# 19269004004 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902570009147373	-6,909.51
09/27/19	OASIS AHR, INC. DES:INVOICE ID:H079073 INDN:IOWA COUNTY RECORDERS CO ID:2421368750 CCD		902569015284137	-13,444.31
09/30/19	IOWA COUNTY RECO DES:CCD FL# 19270003530 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902573019052627	-56,521.80
09/30/19	IOWA COUNTY RECO DES:CCD FL# 19273003743 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902573027705646	-10,237.00
09/30/19	IOWA COUNTY RECO DES:CCD FL# 19270003529 INDN:SETT-ICRECORD1 CO ID:1421213325 CCD		902573019052626	-6,159.74

Total withdrawals and other debits

-\$1,713,253.33

Checks

Date	Check #	Bank reference	Amount
09/18	5124	813008592399657	6,915.00
09/23	5125	813004692802473	1,000.00
09/16	5126	813007352986801	10,521.25

Date	Check #	Bank reference	Amount
09/16	5127	813008292386015	259.86
09/18	5129*	813008592652600	2,250.00

Total checks

-\$20,946.11

Total # of checks

5

* There is a gap in sequential check numbers

Service fees

Date	Transaction description	Amount
09/16/19	08/19 ACCT ANALYSIS FEE	-937.68

Total service fees **-\$937.68**

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

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
09/01	385,878.45	09/11	426,841.32	09/20	437,838.41
09/03	367,694.54	09/12	418,883.13	09/23	450,700.75
09/04	374,974.72	09/13	417,457.21	09/24	461,156.05
09/05	381,665.11	09/16	420,124.79	09/25	470,189.58
09/06	399,812.37	09/17	460,468.16	09/26	494,437.49
09/09	432,129.94	09/18	456,847.37	09/27	479,108.53
09/10	422,768.66	09/19	442,584.64	09/30	431,117.69

2:18 PM

10/17/19

Iowa County Recorders Association
Reconciliation Summary
DRAWDOWN, Period Ending 09/30/2019

	<u>Sep 30, 19</u>
Beginning Balance	30,813.80
Cleared Transactions	
Charges and Cash Advances - 1 item	-2,175.00
Payments and Credits - 96 items	1,750.80
	<u>-424.20</u>
Total Cleared Transactions	
Cleared Balance	<u>31,238.00</u>
Register Balance as of 09/30/2019	31,238.00
New Transactions	
Charges and Cash Advances - 4 items	-5,055.00
Payments and Credits - 191 items	2,502.60
	<u>-2,552.40</u>
Total New Transactions	
Ending Balance	<u>33,790.40</u>

Iowa County Recorders Association
Reconciliation Summary
Bank of America, Period Ending 09/30/2019

	<u>Sep 30, 19</u>
Beginning Balance	479,108.53
Cleared Transactions	
Checks and Payments - 3 items	-72,918.54
Deposits and Credits - 837 items	24,927.70
Total Cleared Transactions	<u>-47,990.84</u>
Cleared Balance	<u>431,117.69</u>
Uncleared Transactions	
Checks and Payments - 12 items	-97,620.70
Deposits and Credits - 1136 items	358,022.04
Total Uncleared Transactions	<u>260,401.34</u>
Register Balance as of 09/30/2019	<u>691,519.03</u>
New Transactions	
Checks and Payments - 30 items	-593,768.58
Deposits and Credits - 2480 items	513,009.08
Total New Transactions	<u>-80,759.50</u>
Ending Balance	<u>610,759.53</u>

Iowa County Recorders Association

Profit & Loss

September 2019

	Sep 19
Income	
BudgetedIncome	
Bad Payment Fee	30.00
Event Income	
ILR Conference Registration	3,600.00
Total Event Income	3,600.00
POSSERVICEFEE	5,450.75
SERVICEFEE	
ACH	57,768.00
CC	6,007.81
DRAWDOWN	8,634.00
Total SERVICEFEE	72,409.81
Total BudgetedIncome	81,490.56
RevolvingIncome	
ERECORDING	
AUDITORFEE	22,700.00
TRANSFERTAX	852,531.20
ERECORDING - Other	599,521.00
Total ERECORDING	1,474,752.20
Expense Reimbursement - CLRIS	28,073.50
Misc. Revolving Income	452.20
POSPAYMENT	181,648.50
Total RevolvingIncome	1,684,926.40
Total Income	1,766,416.96
Expense	
Budgeted Expenses	
Accounting	
Accounting Software-Services	139.98
Bookkeeping	4,400.00
Total Accounting	4,539.98
Administrative Support	1,327.50
Education and Outreach	
ILR Annual Conference	200.75
Total Education and Outreach	200.75
Local Maint. Expense	259.86
Marketing-Communications	3,293.75
Office Tech Support	400.00
Payment Expenses	
Bank Account Analysis Fee	985.18
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	7.89
BOAOTC 430132313849862 Mer Acct	7.89
Total BOA Merchant Service Charge	15.78
Gateway Transaction Fees	
POSTransactionsFees	8,654.90
Total Gateway Transaction Fees	8,654.90
Total Payment Expenses	9,655.86
Project Management	5,500.00
Software Dev. - Programming	17,125.43
Software License-Maintenance	2,321.40
Total Budgeted Expenses	44,624.53

Iowa County Recorders Association
Profit & Loss
September 2019

	Sep 19
Depreciation Expense	4,435.61
Miscellaneous	57.48
Planned Reserve Expenses	
Software Development-Consulting	6,915.00
Total Planned Reserve Expenses	6,915.00
RevolvingExpenses	
Annual Audit	2,250.00
Computer Equipmnt	20,932.14
Computer Software	235.12
Dues and Subscriptions	914.04
Education and Outreach-Rev	395.00
ESS Committee	
Official Publications	25.11
Total ESS Committee	25.11
ESSPayments	
COUNTYDISTRIBUTION	1,474,789.20
POSDISTRIBUTION	186,878.91
Total ESSPayments	1,661,668.11
Legal Fees	2,000.00
Merit Resources	16,154.00
Postage and Delivery	477.00
Total RevolvingExpenses	1,705,050.52
Total Expense	1,761,083.14
Net Income	5,333.82

Iowa County Recordors Association

Profit & Loss

11/05/19

July through September 2019

Accrual Basis

	Jul - Sep 19
Income	
BudgetedIncome	
Bad Payment Fee	120.00
Event Income	
ILR Conference Registration	5,850.00
Total Event Income	5,850.00
POSSERVICEFEE	20,446.46
SERVICEFEE	
ACH	179,871.00
CC	15,532.92
DRAWDOWN	30,276.00
SERVICEFEE - Other	0.00
Total SERVICEFEE	225,679.92
Total BudgetedIncome	252,096.38
RevolvingIncome	
ERECORDING	
AUDITORFEE	70,760.00
TRANSFERTAX	2,894,957.60
ERECORDING - Other	1,852,681.20
Total ERECORDING	4,818,398.80
Expense Reimbursement - CLRI	67,620.55
Fund 255 Repayment	24.44
Misc. Revolving Income	452.20
POSPAYMENT	683,548.07
Total RevolvingIncome	5,570,044.06
Total Income	5,822,140.44
Expense	
Budgeted Expenses	
Accounting	
Accounting Software-Services	419.94
Audit	625.00
Bookkeeping	13,200.00
Total Accounting	14,244.94
Administrative Support	4,417.50
Education and Outreach	
ILR Annual Conference	398.70
Education and Outreach - Other	174.45
Total Education and Outreach	573.15
Local Maint. Expense	269,544.30
Marketing-Communications	10,043.75
Office Tech Support	1,200.00
Payment Expenses	
Bank Account Analysis Fee	2,761.13
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	15.78
BOAOTC 430132313849862 Mer Acct	71.17
Total BOA Merchant Service Charge	86.95
Gateway Transaction Fees	
POSTransactionsFees	29,855.79
Total Gateway Transaction Fees	29,855.79
Total Payment Expenses	32,703.87
Project Management	16,800.00

Iowa County Recorders Association

Profit & Loss

July through September 2019

	Jul - Sep 19
Software Dev. - Programming	66,114.10
Software License-Maintenance	2,504.75
Total Budgeted Expenses	418,146.36
Depreciation Expense	13,306.83
Miscellaneous	57.48
Planned Reserve Expenses	
Software Development-Consulting	13,830.00
Total Planned Reserve Expenses	13,830.00
RevolvingExpenses	
Annual Audit	2,250.00
Computer Equipmnt	20,932.14
Computer Software	780.04
Dues and Subscriptions	1,343.74
Education and Outreach-Rev	1,020.00
ESS Committee	
ESS Committee Travel	257.79
ESS Meeting Expenses	210.86
Official Publications	175.78
Total ESS Committee	644.43
ESSPayments	
COUNTYDISTRIBUTION	4,814,035.60
POSDISTRIBUTION	702,021.40
Total ESSPayments	5,516,057.00
Legal Fees	5,000.00
Merit Resources	56,539.00
Postage and Delivery	487.50
Teleconference	479.18
Total RevolvingExpenses	5,605,533.03
Total Expense	6,050,873.70
Net Income	-228,733.26

Iowa County Recorders Association

Profit & Loss

11/05/19

January through September 2019

Accrual Basis

	Jan - Sep 19
Income	
BudgetedIncome	
Bad Payment Fee	169.44
Event Income	
ILR Conference Registration	5,850.00
Total Event Income	5,850.00
Local Serv. Prov. Maint. Acct.	
Cost Sharing Credit	-116,841.18
Local Serv. Prov. Maint. Acct. - Other	278,333.44
Total Local Serv. Prov. Maint. Acct.	161,492.26
PMTSERVICEFEE	339.52
POSSERVICEFEE	67,708.81
SERVICEFEE	
ACH	452,170.49
CC	43,122.38
DDCC	959.11
DRAWDOWN	78,615.00
SERVICEFEE - Other	-6.00
Total SERVICEFEE	574,860.98
Total BudgetedIncome	810,421.01
RevolvingIncome	
ERECORDING	
AUDITORFEE	188,675.00
TRANSFERTAX	7,900,688.00
ERECORDING - Other	4,643,863.98
Total ERECORDING	12,733,226.98
Expense Reimbursement - CLRIS	205,007.74
Fund 255 Repayment	57.50
HPPAYMENT	7,442.65
Misc. Revolving Income	482.20
POSPAYMENT	2,407,860.10
Total RevolvingIncome	15,354,077.17
Total Income	16,164,498.18
Expense	
Advertising	0.00
Budgeted Expenses	
Accounting	
Accounting Software-Services	4,704.82
Audit	4,125.00
Bookkeeping	39,600.00
Total Accounting	48,429.82
Administrative Support	12,417.50
Business Analysis- Comm	12,540.00
EDS Credit Card Setup-Support	
Local Credit Card Equipment	398.00
Total EDS Credit Card Setup-Support	398.00
Education and Outreach	
ILR Annual Conference	398.70
Education and Outreach - Other	174.45
Total Education and Outreach	573.15
Insurance Expense	18,636.52
Local Maint. Expense	269,544.30
Marketing-Communications	29,356.25

Iowa County Recorders Association

Profit & Loss

January through September 2019

	Jan - Sep 19
Office Tech Support	4,441.08
Payment Expenses	
Bank Account Analysis Fee	8,499.34
Bank Service Charges	114.68
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	6,868.77
BOAOTC 430132313849862 Mer Acct	2,641.30
Total BOA Merchant Service Charge	9,510.07
Gateway Transaction Fees	
EDS Online Transaction Fees	21,242.55
EDS OTC Transaction Fees	775.20
POSTransactionsFees	70,667.80
Total Gateway Transaction Fees	92,685.55
Total Payment Expenses	110,809.64
Project Management	49,550.00
Software Dev. - Programming	196,998.44
Software License-Maintenance	35,253.76
Total Budgeted Expenses	788,948.46
Depreciation Expense	39,920.49
Miscellaneous	57.46
Planned Reserve Expenses	
Software Development-Consulting	25,745.00
Total Planned Reserve Expenses	25,745.00
RevolvingExpenses	
Annual Audit	2,250.00
Computer Equipmnt	20,953.33
Computer Software	2,643.51
Dues and Subscriptions	2,610.26
Education and Outreach-Rev	5,975.52
ESS Committee	
ESS Committee Travel	2,145.50
ESS Meeting Expenses	1,094.70
Official Publications	364.23
Total ESS Committee	3,604.43
ESSPayments	
COUNTYDISTRIBUTION	12,735,921.40
PMTDISTRIBUTION	7,152.65
POSDISTRIBUTION	2,415,748.76
Total ESSPayments	15,158,822.81
Insurance	5,023.00
Legal Fees	16,000.00
Merit Resources	161,540.00
Office Supplies	226.08
Postage and Delivery	487.50
Teleconference	1,335.74
Total RevolvingExpenses	15,381,472.18
Total Expense	16,236,143.59
Net Income	-71,645.41

Iowa County Recorders Association

Balance Sheet

As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	
Unrestricted Reserve Account	21,170.00
Bank of America - Other	670,348.03
Total Bank of America	691,518.03
Total Checking/Savings	691,518.03
Accounts Receivable	
Accounts Receivable	9,261.21
Total Accounts Receivable	9,261.21
Other Current Assets	
Due from State	9,151.38
Prepaid Expenses	149,596.23
Total Other Current Assets	158,747.61
Total Current Assets	859,526.85
Fixed Assets	
Accumulated Depreciation	-485,069.83
Asset in Process	221,952.42
Computer Equipment	566,393.44
Total Fixed Assets	303,276.03
TOTAL ASSETS	1,162,802.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	33,747.14
Total Accounts Payable	33,747.14
Credit Cards	
Corp-BOA Visa 2026	5,029.82
Total Credit Cards	5,029.82
Other Current Liabilities	
Accrued Compensation	23,490.53
Deferred Revenues	137,670.97
DRAWDOWN	31,238.00
Total Other Current Liabilities	192,399.50
Total Current Liabilities	231,176.46
Total Liabilities	231,176.46
Equity	
Retained Earnings	1,003,271.83
Net Income	-71,645.41
Total Equity	931,626.42
TOTAL LIABILITIES & EQUITY	1,162,802.88

Iowa County Recorders Association
Profit & Loss Budget vs. Actual
 January through September 2019

	Jan - Sep 19	Budget	\$ Over Budget
Income			
BudgetedIncome			
Bad Payment Fee	169.44	180.00	-10.56
Event Income			
ILR Conference Registration	5,850.00	6,000.00	-150.00
Total Event Income	5,850.00	6,000.00	-150.00
Local Serv. Prov. Maint. Acct.	161,492.26	166,282.70	-4,790.44
PMTSERVICEFEE	339.52		
POSSERVICEFEE	67,708.81	58,260.27	9,448.54
SERVICEFEE	574,860.98	523,463.38	51,397.60
Total BudgetedIncome	810,421.01	754,186.35	56,234.66
Total Income	810,421.01	754,186.35	56,234.66
Expense			
Budgeted Expenses			
Accounting			
Accounting Software-Services	4,704.82	4,729.92	-25.10
Bookkeeping	39,600.00	39,600.00	0.00
Total Accounting	44,304.82	44,329.92	-25.10
Administrative Support	12,417.50	11,950.00	467.50
Business Analysis- Comm	12,540.00	10,450.00	2,090.00
EDS Credit Card Setup-Support	398.00	398.00	0.00
Education and Outreach	573.15	0.00	573.15
Insurance Expense	18,636.52	21,500.00	-2,863.48
Local Maint. Expense	269,544.30	284,000.00	-14,455.70
Marketing-Communications	29,356.25	29,175.00	181.25
Office Tech Support	4,441.08	4,910.72	-469.64
Payment Expenses	110,809.64	113,708.09	-2,898.45
Project Management	49,550.00	49,250.00	300.00
Software Dev. - Programming	196,998.44	201,492.74	-4,494.30
Software License-Maintenance	35,253.76	33,301.00	1,952.76
Total Budgeted Expenses	784,823.46	804,465.47	-19,642.01
Total Expense	784,823.46	804,465.47	-19,642.01
Net Income	25,597.55	-50,279.12	75,876.67



IOWA COUNTY RECORDERS
PHIL DUNSHEE

Commercial Card

September 01, 2019 - September 30, 2019

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238	Statement Date 09/30/19 Payment Due Date 10/20/19 Days in Billing Cycle 30 Credit Limit \$25,000 Cash Limit \$5,000 Total Payment Due \$5,029.82	Previous Balance \$1,429.01 Payments -\$1,429.01 Credits -\$25.00 Cash \$0.00 Purchases \$4,963.62 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$91.20 Finance Charge \$0.00 Current Balance \$5,029.82
Customer Service: 1.888.449.2273 24 Hours		
TTY Hearing Impaired: 1.800.222.7365 24 Hours		
Outside the U.S.: 1.509.353.6656 24 Hours		
For Lost or Stolen Card: 1.888.449.2273 24 Hours		

Cardholder Activity Summary				
Account Number				
Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
DUNSHEE, PHIL				
25,000	25.00	0.00	4,979.82	4,954.82

Transactions					
Posting Transaction					
Date	Date	Description	Reference Number	MCC	Charge
IOWA COUNTY RECORDERS					Total Activity
Account Number					-\$1,354.01
09/16	09/16	PAYMENT CENTER	25986200000000000015710	0008	1,429.01
09/30	09/30	PREMIUM REWARDS FEE		0001	75.00
DUNSHEE, PHIL					Total Activity
Account Number					4,954.82

0142901 0502982 0502982 4807073210256180

BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731

IOWA COUNTY RECORDERS
PHIL DUNSHEE
8711 WINDSOR PKWY STE 2
JOHNSTON, IA 50131-2296

Account Number: [REDACTED]
September 01, 2019 - September 30, 2019

Total Payment Due \$5,029.82
Payment Due Date 10/20/19

Enter payment amount

\$ [REDACTED]

☐ Check here for a change of mailing address or phone numbers.
Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:
BANK OF AMERICA

Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
09/02	08/30	OVERNIGHTPRINTS 888-677-2000 NV	24692169242100497212995	5111	97.77	
09/02	08/31	CALLTOWER INC 703-8858954 UT	24755429243282432496312	7399	113.27	
09/04	09/04	Amazon web services aws.amazon.coWA	24692169247100068332060	7399	204.82	
09/05	09/04	ADOBE *CREATIVE CLOUD 800-833-6687 CA	24431069247026917622690	5734	56.17	
09/05	09/05	PROPERTY REC IND ASSOC 919-383-0044 NC	24692169248100667246926	8398	395.00	
09/06	09/05	USPS PO 1824230013 URBANDALE IA	24137469249001390531442	9402	165.00	
09/09	09/05	BUSINESS PUBLICATIONS 515-288-3336 IA	24656279249017039163821	5192	52.90	
09/13	09/12	ADOBE *PRODUCTS 800-833-6687 CA	24431069255026554265372	5734	52.99	
09/16	09/15	CBI*TENABLE 800-799-9570 IL	24692169258100101807587	5734	2,321.40	
09/17	09/16	WWW.MAYTECH.NET WWW	74007039260920002004026	5968	90.00	
09/17	09/17	INTERNATIONAL TRANSACTION FEE	74007039260920002004026	0001	0.90	
09/18	09/17	USPS PO 1824230013 URBANDALE IA	24137469261001409286072	9402	312.00	
09/20	09/19	WALGREENS #7967 CLIVE IA	24445009263000828165627	5912	57.48	
09/23	09/21	Intuit *QuickBooks 833-830-9255 CA	24692169264100731729047	5734	109.98	
09/23	09/22	ATLASSIAN ATLASSIAN B.V	74697049266091160783575	5734	30.00	
09/23	09/23	INTERNATIONAL TRANSACTION FEE	74697049266091160783575	0001	0.30	
09/26	09/24	BUSINESS PUBLICATIONS 515-288-3336 IA	24656279268017035986270	5192	25.11	
09/27	09/26	RIGHT NETWORKS 603-324-0400 NH	24055239269207677608338	4816	30.00	
09/27	09/27	ADVANCED INTERNET TECHNO 910-321-1241 NC	24493989270286299300646	4816	460.30	
09/27	09/27	ADVANCED INTERNET TECHNO 910-321-1241 NC	24493989270286299300653	4816	163.68	
09/30	09/27	WAL-MART #5748 GRIMES IA	24226389271091006278317	5411	133.21	
09/30	09/27	WAL-MART #5748 GRIMES IA	24226389271091005142332	5411	25.00	
09/30	09/27	DOLLARTREE URBANDALE IA	24445009271000875732261	5331	67.54	
09/30	09/27	WAL-MART #5748 GRIMES IA	74226389270360364571993	5411		25.00
09/30	09/30	PREMIUM REWARDS FEE	0001		15.00	

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 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,429.01
Cleared Transactions						
Charges and Cash Advances - 22 items						
Credit Card Charge	08/11/2019	58728	Business Publications	X	-52.90	-52.90
Credit Card Charge	08/30/2019	73526...	Overnight Prints	X	-97.77	-150.67
Credit Card Charge	08/31/2019	20028...	Calltower	X	-113.27	-263.94
Credit Card Charge	09/03/2019	10778...	Adobe Systems	X	-56.17	-320.11
Credit Card Charge	09/04/2019	25207	PRIA	X	-395.00	-715.11
Credit Card Charge	09/04/2019	28646...	Amazon	X	-204.82	-919.93
Credit Card Charge	09/05/2019		Postmaster	X	-165.00	-1,084.93
Credit Card Charge	09/11/2019	10812...	Adobe Systems	X	-52.99	-1,137.92
Credit Card Charge	09/14/2019	69703	Maytech	X	-90.90	-1,228.82
Credit Card Charge	09/15/2019	18880...	Tenable Network Sec...	X	-2,321.40	-3,550.22
Credit Card Charge	09/17/2019		Postmaster	X	-312.00	-3,862.22
Credit Card Charge	09/19/2019		Walgreens	X	-57.48	-3,919.70
Credit Card Charge	09/20/2019	59604	Business Publications	X	-25.11	-3,944.81
Credit Card Charge	09/21/2019	P1-52...	intuit	X	-109.98	-4,054.79
Credit Card Charge	09/22/2019	AT-84...	Atlassian	X	-30.30	-4,085.09
Credit Card Charge	09/25/2019	INV01...	Right Networks	X	-30.00	-4,115.09
Credit Card Charge	09/26/2019	41607...	AIT	X	-460.30	-4,575.39
Credit Card Charge	09/26/2019	41607...	AIT	X	-163.68	-4,739.07
Credit Card Charge	09/27/2019	92700...	Walmart	X	-133.21	-4,872.28
Credit Card Charge	09/27/2019	07112...	Dollar Tree	X	-67.54	-4,939.82
Credit Card Charge	09/27/2019	92700...	Walmart	X	-25.00	-4,964.82
Credit Card Charge	09/30/2019		Bank of America	X	-90.00	-5,054.82
Total Charges and Cash Advances					-5,054.82	-5,054.82
Payments and Credits - 2 items						
Check	09/16/2019	AW91...	Bank of America	X	1,429.01	1,429.01
Credit Card Credit	09/27/2019		Walmart	X	25.00	1,454.01
Total Cleared Transactions					-3,600.81	-3,600.81
Cleared Balance					3,600.81	5,029.82
Register Balance as of 09/30/2019					3,600.81	5,029.82
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Charge	10/01/2019	10002...	Dollar Tree		-13.20	-13.20
Total Charges and Cash Advances					-13.20	-13.20
Total New Transactions					-13.20	-13.20
Ending Balance					3,614.01	5,043.02

Local Government Electronic Transaction Fund (0255)

9/1/19-9/30/19

Beginning Balance	\$ 688,186.33
Plus Receipts	\$ 54,031.70
Less Disbursements	<u>\$ 58,602.90</u>
Ending Balance	<u><u>\$ 683,615.13</u></u>

RECEIPTS

Recorder Fees Received	52,471.12
Interest	<u>1,560.58</u>

Total Receipts	54,031.70
----------------	-----------

DISBURSEMENTS	Invoice #	Date Paid	Amt Paid
Enterprise Iowa	1360, 1361	9/11	15,391.67
Iowa County Recorders	90119	9/11	28,073.50
Lightedge Solutions	33864	9/11	3,072.90
CSI / Sal Johnson	25489	9/11	12,064.83
Total Disbursements			<u>58,602.90</u>

Iowa Land Records - Fund 255
Reconciliation Detail
State Treasurer, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						688,186.33
Cleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	09/11/2019	SW09...	Iowa County Recorde...	X	-28,073.50	-28,073.50
Bill Pmt -Check	09/11/2019	SW09...	Enterprise Iowa	X	-15,391.67	-43,465.17
Bill Pmt -Check	09/11/2019	SW09...	CSI	X	-6,590.58	-50,055.75
Bill Pmt -Check	09/11/2019	SW09...	CSI	X	-5,474.25	-55,530.00
Bill Pmt -Check	09/11/2019	SW09...	LightEdge	X	-3,072.90	-58,602.90
Total Checks and Payments					-58,602.90	-58,602.90
Deposits and Credits - 1 item						
Deposit	09/30/2019			X	54,031.70	54,031.70
Total Deposits and Credits					54,031.70	54,031.70
Total Cleared Transactions					-4,571.20	-4,571.20
Cleared Balance					-4,571.20	683,615.13
Register Balance as of 09/30/2019					-4,571.20	683,615.13
New Transactions						
Deposits and Credits - 1 item						
Bill	10/01/2019	100119	Iowa County Recorde...		20,932.14	20,932.14
Total Deposits and Credits					20,932.14	20,932.14
Total New Transactions					20,932.14	20,932.14
Ending Balance					16,360.94	704,547.27

Iowa Land Records - Fund 255
Profit & Loss
September 2019

	Sep 19
Ordinary Income/Expense	
Income	
Reserve Expenses Spent	5,474.25
E-Recording Fee	52,471.12
Interest	1,560.58
Total Income	59,505.95
Expense	
Administration	
Communications	3,487.50
Administrative Assistant	1,395.00
ESS Meetings	
ESS Travel Expenses	257.79
ESS Meeting Expenses	210.86
Total ESS Meetings	468.65
Legal Fees	1,000.00
Legal Fees - Govt. Relations	500.00
Professional Fees	
Oasis-Paychex	390.00
Total Professional Fees	390.00
Project Management	5,500.00
Total Administration	12,741.15
Customer Support	
Account Manager	8,758.37
Total Customer Support	8,758.37
Education and Outreach	
Postage	10.50
ICRA Meetings	20.00
Printed E-Sub Promo Materials	97.77
ILR Annual Conference	
Conference Supplies	222.40
Total ILR Annual Conference	222.40
Misc. Color Printing	250.00
Online Educational Tools	
Salesforce-Exact Target	-15.72
Online Educational Tools - Other	109.16
Total Online Educational Tools	93.44
PRIA Meetings	1,374.89
Tradeshow - Meeting Exhibit	
Exhibit Registration	150.00
Total Tradeshow - Meeting Exhibit	150.00
Total Education and Outreach	2,219.00
Hosting	
Bandwidth	3,072.90
Software	
FTP Software	90.90
Jira/Confluence	30.30
Cloud Storage	195.46
Total Software	316.66
Total Hosting	3,389.56

10:38 AM

10/24/19

Accrual Basis

Iowa Land Records - Fund 255

Profit & Loss

September 2019

	Sep 19
ILR External Develo-Programming	
Redaction Services	
Back File Redaction	5,474.25
Forward File Redaction	6,590.58
Total Redaction Services	12,064.83
Total ILR External Develo-Programming	12,064.83
ILR Internal Develo-Programming	
Technical Lead	15,936.72
Total ILR Internal Develo-Programming	15,936.72
Office Operations	
Office Space Lease	2,500.00
Teleconference	113.27
Telephone/Internet	480.00
Office Tech Support	400.00
Total Office Operations	3,493.27
Total Expense	58,602.90
Net Ordinary Income	903.05
Net Income	903.05

Iowa Land Records - Fund 255

Profit & Loss

10/24/19

July through September 2019

Accrual Basis

	Jul - Sep 19
Ordinary Income/Expense	
Income	
Reserve Expenses Spent	5,474.25
E-Recording Fee	153,282.69
Interest	4,087.19
Total Income	162,844.13
Expense	
Administration	
Communications	10,237.50
Administrative Assistant	4,515.00
ESS Meetings	
ESS Travel Expenses	257.79
ESS Meeting Expenses	210.86
Total ESS Meetings	468.65
Legal Fees	3,000.00
Legal Fees - Govt. Relations	1,500.00
Professional Fees	
Oasis-Paychex	910.00
Total Professional Fees	910.00
Project Management	16,800.00
Total Administration	37,431.15
Customer Support	
Account Manager	20,720.95
Total Customer Support	20,720.95
Education and Outreach	
Postage	10.50
ICRA Meetings	20.00
Printed E-Sub Promo Materials	97.77
ILR Annual Conference	
Conference Supplies	222.40
Total ILR Annual Conference	222.40
Misc. Color Printing	764.65
Online Educational Tools	
Salesforce-Exact Target	-77.10
Online Educational Tools - Other	327.48
Total Online Educational Tools	250.38
PRIA Meetings	2,367.49
PRIA Membership	625.00
Tradeshow - Meeting Exhibit	
Exhibit Registration	150.00
Total Tradeshow - Meeting Exhibit	150.00
Workshops	
Travel	
Meal Reimbursement	24.00
Total Travel	24.00
Total Workshops	24.00
Total Education and Outreach	4,532.19
Hosting	
Bandwidth	9,218.70
Domain Registration	29.76

10:38 AM

Iowa Land Records - Fund 255

Profit & Loss

10/24/19

July through September 2019

Accrual Basis

	Jul - Sep 19
Software	
FTP Software	272.34
Jira/Confluence	90.78
Cloud Storage	976.33
Total Software	1,339.45
Total Hosting	10,587.91
ILR External Develo-Programming	
Redaction Services	
Back File Redaction	5,474.25
Forward File Redaction	19,184.06
Total Redaction Services	24,658.31
Total ILR External Develo-Programming	24,658.31
ILR Internal Develo-Programming	
Technical Lead	37,249.50
Total ILR Internal Develo-Programming	37,249.50
Office Operations	
B&W copying-printing	13.06
Office Space Lease	7,500.00
Official Publication Expense	77.35
Teleconference	454.74
Telephone/Internet	1,440.00
Office Tech Support	1,200.00
Total Office Operations	10,685.15
Total Expense	145,865.16
Net Ordinary Income	16,978.97
Net Income	16,978.97

10:37 AM

10/24/19

Accrual Basis

Iowa Land Records - Fund 255

Balance Sheet

As of September 30, 2019

	Sep 30, 19
ASSETS	
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	32,817.78
State Treasurer - Other	93,679.26
Total State Treasurer	683,615.13
Total Checking/Savings	683,615.13
Total Current Assets	683,615.13
TOTAL ASSETS	683,615.13
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	433,569.23
Retained Earnings	995,116.68
Reserved Retained Earnings	-762,049.75
Net Income	16,978.97
Total Equity	683,615.13
TOTAL LIABILITIES & EQUITY	683,615.13

Iowa Land Records - Fund 255
Profit & Loss Budget vs. Actual
July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
E-Recording Fee	153,282.69	145,500.00	7,782.69
Interest	4,087.19	3,375.00	712.19
Total Income	157,369.88	148,875.00	8,494.88
Expense			
Administration			
Communications	10,237.50	10,250.00	-12.50
Accounting	0.00	5,750.00	-5,750.00
Administrative Assistant	4,515.00	4,100.00	415.00
ESS Meetings			
ESS Travel Expenses	257.79	0.00	257.79
ESS Meeting Expenses	210.86	1,200.00	-989.14
Total ESS Meetings	468.65	1,200.00	-731.35
Legal Fees	3,000.00	3,000.00	0.00
Legal Fees - Govt. Relations	1,500.00	1,500.00	0.00
Professional Fees			
Oasis-Paychex	910.00	910.00	0.00
Total Professional Fees	910.00	910.00	0.00
Project Management	16,800.00	16,500.00	300.00
Total Administration	37,431.15	43,210.00	-5,778.85
Customer Support			
Account Manager	20,720.95	21,400.00	-679.05
Total Customer Support	20,720.95	21,400.00	-679.05
Education and Outreach	4,532.19	7,170.00	-2,637.81
Hosting			
Bandwidth	9,218.70	9,225.00	-6.30
Domain Registration	29.76	40.00	-10.24
Software			
FTP Software	272.34	285.00	-12.66
Jira/Confluence	90.78	105.00	-14.22
Cloud Storage	976.33	1,500.00	-523.67
Total Software	1,339.45	1,890.00	-550.55
Total Hosting	10,587.91	11,155.00	-567.09
ILR External Develo-Programming			
Redaction Services			
Forward File Redaction	19,184.06	17,250.00	1,934.06
Total Redaction Services	19,184.06	17,250.00	1,934.06
Total ILR External Develo-Programming	19,184.06	17,250.00	1,934.06
ILR Internal Develo-Programming			
Technical Lead	37,249.50	38,900.00	-1,650.50
Total ILR Internal Develo-Programming	37,249.50	38,900.00	-1,650.50
Office Operations			
B&W copying-printing	13.06	150.00	-136.94

Iowa Land Records - Fund 255
Profit & Loss Budget vs. Actual
July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget
Office Space Lease	7,500.00	7,500.00	0.00
Office Supplies	0.00	75.00	-75.00
Official Publication Expense	77.35	120.00	-42.65
Postage	0.00	55.00	-55.00
Teleconference	454.74	750.00	-295.26
Telephone/Internet	1,440.00	1,440.00	0.00
Office Tech Support	1,200.00	1,725.00	-525.00
Total Office Operations	10,685.15	11,815.00	-1,129.85
Total Expense	140,390.91	150,900.00	-10,509.09
Net Ordinary Income	16,978.97	-2,025.00	19,003.97
Net Income	16,978.97	-2,025.00	19,003.97

IOWA LAND RECORDS & ESS FUNDS 255 AND 823

The Origins of Iowa Land Records and Financial Management Practices

LEGISLATIVE APPROVAL FOR THE PROJECT

- Emerging from an appropriations bill – a few words that led to ESS and Iowa Land Records.
 - SF 453 – “for the purposes of planning and implementing electronic recording and electronic transactions in each county and developing county and statewide internet websites to provide electronic access to records and information.”
 - 2003 Legislative Session

2003

Legislation Enacted

January, 2005

Web Site and Search Engine Published

August 10, 2005

ESS 28E Agreement Established

December 22, 2005

First E-filed document Recorded – Fee Set At \$1.50 per document

2009-2011

Comprehensive Redaction Project Implemented

December 1, 2015

E-Submission Fee Increased to \$3.00 per document

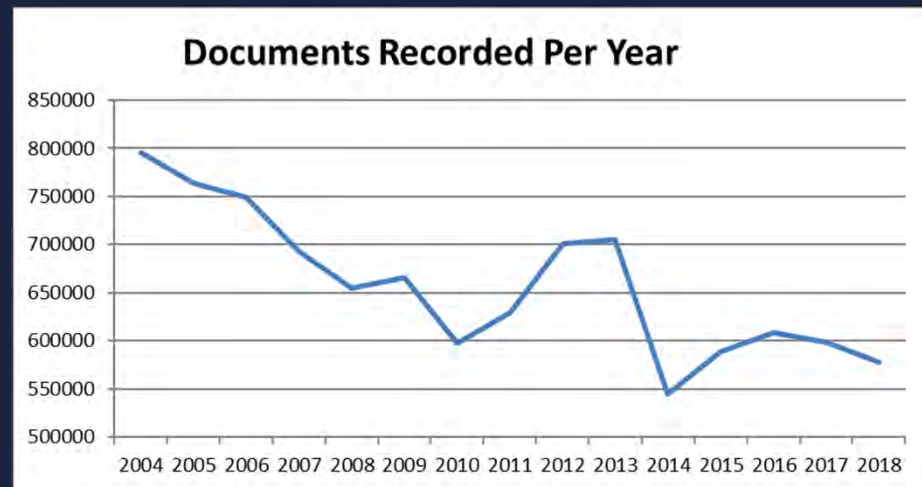
TIMELINE OVERVIEW

FUND 255 ORIGIN & HISTORY

- Section 331.604 – Iowa Code
- County Recorder's Electronic Transaction Fund
 - County Treasurer Collects Supplemental Recording Fee
- Local Government Electronic Transaction Fund
 - County Treasurer Transfers Funds to State Treasurer
 - Appropriated to Treasurer of State “for the payment of claims approved by the governing board of the county land record information system.” – 331.604 (3d)
- Processes for handling claims established in a “contract” – June, 2003

FUND 255 COMMON AUDIT QUESTION

- Q. Why did income go up or down compared to the prior year?
- A. Income is dependent upon changes in the real estate market and the number of documents recorded. ESS has no control over these forces.



FUND 823 ORIGIN & HISTORY

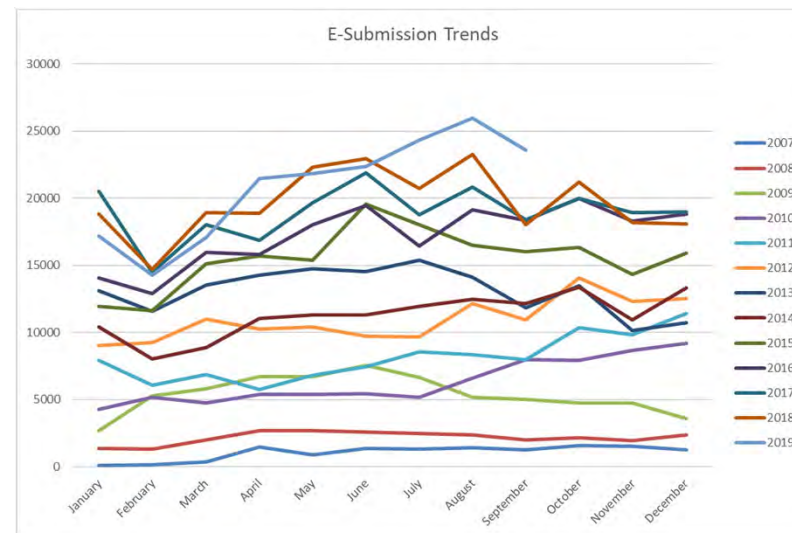
- Enabling 2003 legislation established a supplemental recording fee of \$5.00 for fiscal year 2004.
- The supplemental fee was reduced to \$1.00 in subsequent years (except FY 2010 and 2011)
- Of the \$5.00 collected in FY 2004 = 4/5 were distributed equally to each county
- Iowa Counties were persuaded to pool resources to create a statewide system. The remainder was to remain in the hands of each county for project related expenses.
- 2005 – HF 882 – required counties to return any unexpended funds to the State Treasury. A fund was created – Fund 823 – to manage these resources
- Counties were allowed to retain any interest earned prior to transfer back to the State.
- Counties were permitted to expend the funds for project related expenses – county land records information system
- The ILR/ESS project office established a process to administer the fund and review county expenditures to ensure that they were related to the project.
- Only a few thousand dollars remain in Fund 823 – Jefferson County.

ESS/ILR PROJECT BUDGETS

- Fund 255 was the only substantive source of funding for the project from 2004 through 2009. Until 2009, all work performed was conducted by third-party contractors under the direction and oversight of ESS and Iowa County Recorders
- In July, 2008 – ESS hired its first official employee – Lisa Long
- As E-Submission and the associated income grew, some project expenses were paid from the Bank of America treasury management account. But there was no formal budget for the BOA account.
- During and after the redaction project (2009-2011), ESS recommended that the supplemental recording fee for the project be increased from \$1.00 to \$2.00. This request was not accepted and prospects in future sessions were uncertain.
- In order to address the need to maintain and update the web site and applications, the governing board increased the E-Submission service from \$1.50 to \$3.00 in 2016.
- Net income in calendar year 2016 was reserved and expenditures were restrained – it was unclear how the marketplace would react to the higher fee.
- A joint project with the Iowa Department of Revenue was initiated in 2016 to address security issues as a part of an IRS safeguard review.

ESS/ILR PROJECT BUDGETS – CONT.

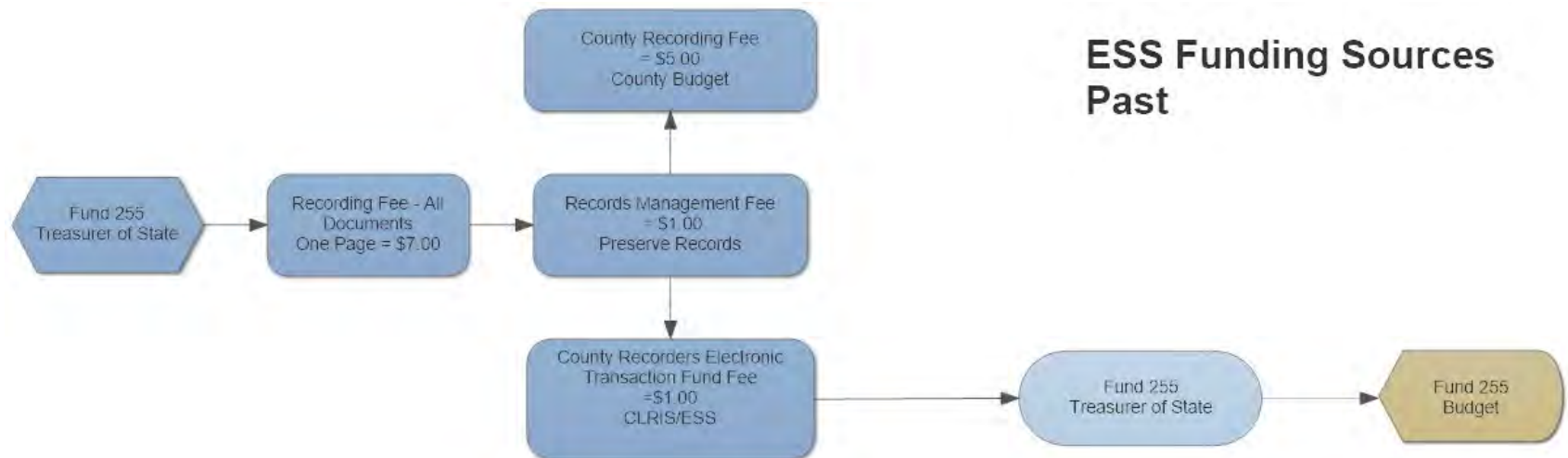
- In calendar year 2017 the expenditures from the 2016 reserve were approved for a backlog of equipment and software updates, and the first formal budget for the BOA treasury management fund was adopted.
- Participation and net income from E-Submission activity continue to grow. Goal is 50/50 in 2020.



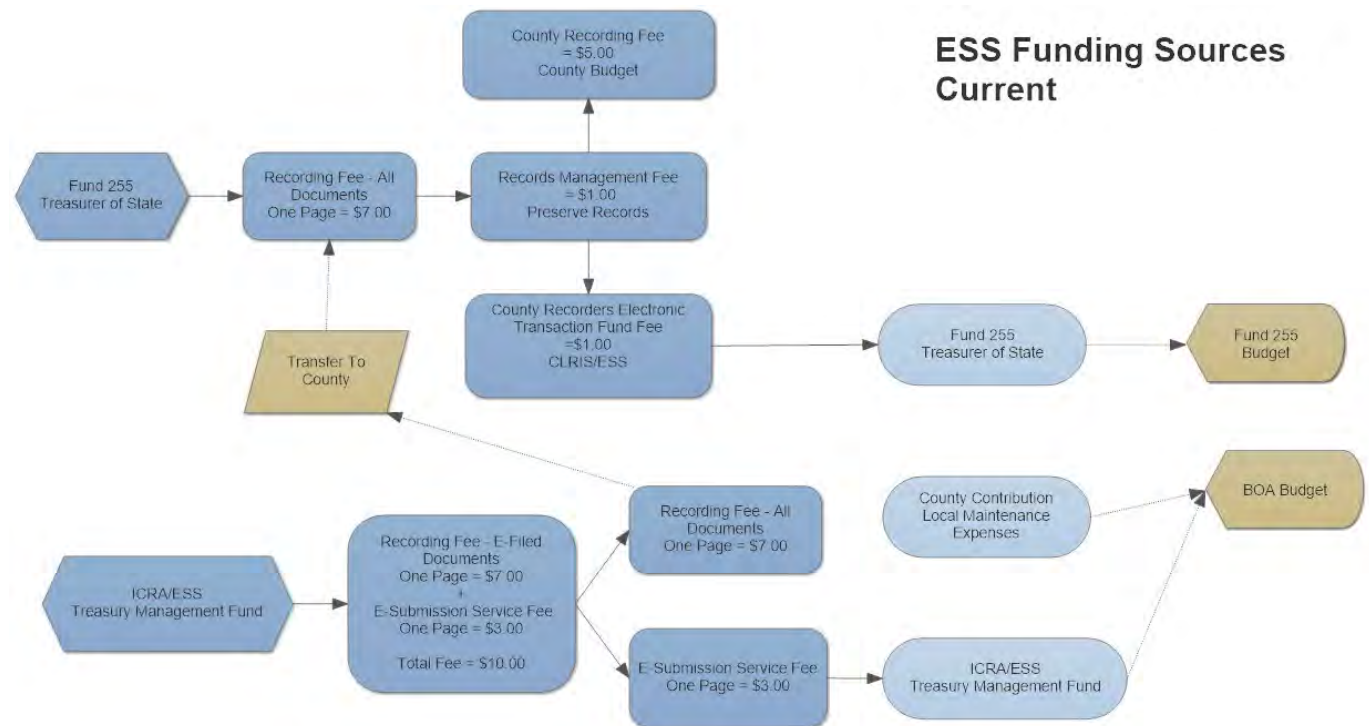
BOA TREASURY MANAGEMENT CASH FLOW

- A balance greater than \$400,000.00 in the account is routinely retained
- In any given week more than \$500,000.00 in funds are distributed to Iowa Counties
- Most expenses that are budgeted through Fund 255 are now handled through the Recorders Association expense reimbursement invoice.
- Current exceptions are:
 - Enterprise Iowa (project management and communications)
 - CSI (redaction)
 - Lightedge (technology hosting)

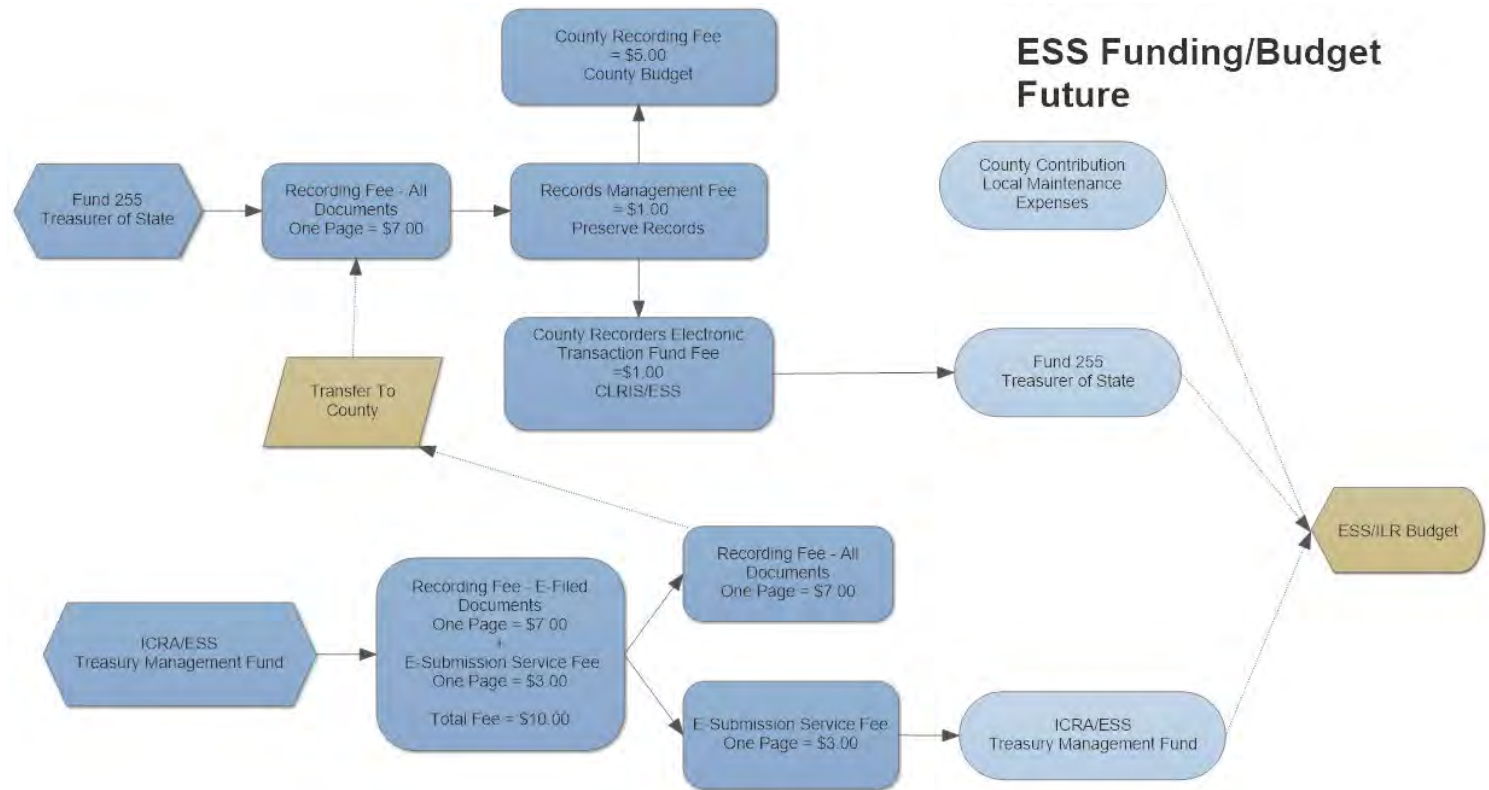
ESS BUDGET HISTORY – PAST



ESS BUDGET HISTORY – CURRENT



ESS BUDGET HISTORY – FUTURE?



ESS GOVERNANCE & OVERSIGHT

- The Electronic Services System (ESS) is a government entity under Iowa Law – Chapter 28E
- The governing boards for ESS – the ICRA executive board and the ESS Coordinating Committee are the primary governing authorities – reviewing quarterly financial reports and reviewing and approving budget actions including reserve expenditure authorizations
- A Finance Subcommittee meets monthly via teleconference to review monthly and quarterly financial reports, review receipts, and to approve expenditures including claims submitted to Fund 255 (or Fund 823 when applicable)
- Committees and staff develop and follow formal policies and procedures

FINANCIAL REPORTS

- Fund 255
 - PL – August, 2019
 - Chart of Accounts
 - Balance Sheet
 - Reserve Funds
 - Redaction Reserve (part of the redaction project)
- BOA Treasury Management
 - E-Submission
 - “Drawdown” or Escrow
 - Budgeted v. Revolving Expenses
 - E-Submission Sources and Uses
 - Point of Sale System
 - Credit Card Expenses
 - Reserve Account

FOR DISCUSSION

- Transition to One Budget (BOA)?
 - One Monthly Reimbursement Claim to TOS
- Close Out Fund 823?
- Other Process Modifications?
- What's Different Now Compared to 2005?
 - 15 year track record – demonstrated capability
 - Annual Private Audit
- OTHER QUESTIONS?

From: McLaughlin, Randi [TOS] <Randi.McLaughlin@tos.iowa.gov>
Sent: Wednesday, November 6, 2019 8:53 AM
To: phil@clris.com
Cc: Austin, Karen [TOS]
Subject: RE: Pending Budget Action

Phil: After reviewing the Iowa Code and speaking with staff from the State Auditor's Office, we believe the method of budget preparation for ILR/ESS is a decision to be made by you and the governing board of the County Recorders' Association.

In regard to receiving one reimbursement invoice per month, we are in agreement with this proposal as it appears to be a simpler process. We do request that the authorization to pay this single invoice come directly from the email account of one of the governing board members, certifying that the board has approved payment from fund 255, as required by Iowa Code. We will also put this language in an updated agreement with them.

We appreciate the time spent and effort you have made to explain your office, its duties, and the service the ESS provides to the counties and citizens of Iowa.

Randi McLaughlin | Deputy Treasurer
Treasurer of State ▪ State Capitol Building
1007 E Grand Ave 1st Floor ▪ Des Moines, Iowa 50319
[p] 515.281.6093 ▪ [w] IowaTreasurer.gov

From: phil@clris.com [mailto:phil@clris.com]
Sent: Monday, November 04, 2019 12:52 PM
To: 'Lesley.Geary@AOS.IOWA.GOV'; 'John.McCormally@AOS.IOWA.GOV'; 'Tammy.Hollingsworth@AOS.IOWA.GOV'; McLaughlin, Randi [TOS]; Austin, Karen [TOS]; Morano, Sherri [TOS]
Cc: 'Travis Case'; 'Gary Wilgenbusch'; Lisa Long
Subject: RE: Pending Budget Action

All,
Just a quick reminder that our governing Board will be meeting this Thursday, and part of their action will be to review and approve the budget for CY 2020. We are preparing to move forward with the changes we have previously described, but it is not yet too late to make some adjustments. If you have any guidance to share, please do so - if you can - by close of business on Tuesday, November 5. Otherwise we'll report back to you on the actions taken.

If any of you would like to attend this meeting, the details are included in the attached agenda. Budget documents are not yet available as we are still making some updates. That information should be ready by tomorrow morning.

Financial matters are early in the agenda, and are usually completed by NOON. This is not required, but RSVP if you can.

Have a great week!

Phil

From: phil@clris.com
Sent: Monday, October 28, 2019 4:15 PM
To: 'Lesley.Geary@AOS.IOWA.GOV' <Lesley.Geary@AOS.IOWA.GOV>; 'John.McCormally@AOS.IOWA.GOV'

<John.McCormally@AOS.IOWA.GOV>; 'Tammy.Hollingsworth@AOS.IOWA.GOV'
<Tammy.Hollingsworth@AOS.IOWA.GOV>; 'Randi.McLaughlin@tos.iowa.gov' <Randi.McLaughlin@tos.iowa.gov>;
'karen.austin@tos.iowa.gov' <karen.austin@tos.iowa.gov>; 'Sherri.Morano@tos.iowa.gov'
<Sherri.Morano@tos.iowa.gov>
Cc: 'Travis Case' <travis.case@gccourthouse.org>; 'Gary Wilgenbusch' <gary.wilgenbusch@berganKDV.com>; Lisa Long
<llong@clris.com>
Subject: Pending Budget Action

All,

I hope your week is off to a great start. Our next governing board meeting will be held on November 7, 2019 at our offices here in Johnston. Of course any of you are welcome to attend. RSVP if you can.

We are in the final stages of preparing the calendar year 2020 budget together. It is our intent to move forward with a recommendation to the governing board to establish a consolidated budget within the framework of the Bank of America Treasury Management Fund, as described in the previous email. See below. If you have any questions or concerns about this intended action, please let me know as soon as possible. We do believe that managing the project through a single budget will be easier for everyone to understand, and it will ensure that all transactions will be included in our annual private audit.

And if you have any suggestions or recommendations for improving our processes please forward them so that we can share with our governing board. Thanks very much.

Best regards,

Phil

Phil Dunshee, PMP, MPA
Project Manager
Iowa Land Records
8711 Windsor Parkway, Suite 2
Johnston, IA 50131
515.491.8939
phil@clris.com

From: phil@clris.com
Sent: Thursday, October 17, 2019 4:22 PM
Subject: Thanks and next steps

All,

I want thank you for being generous with your time and allowing us to provide you with background information about Iowa Land Records and the Electronic Services System 28E organization. There are a lot of moving parts, and as we noted - the ESS is not your typical 28E organization. We know this has been lot to digest, so please take some time to consider all of the information we shared and send us whatever questions you may have.

There are a few items that would be good to resolve by the end of October if possible, as we are making preparations to consider the 2020 calendar year budget at the November 7, 2019 meeting of our governing board. In summary:

1. We are considering a change which would have ILR/ESS pay all vendor and project expenses through the Bank of America Treasury Management fund effective January 1, 2020. The TOS office would receive only one request for payment each month in the form of a reimbursement invoice. We believe this could simplify processes for the TOS, and it would ensure that all transactions would be included in the private audit of the BOA Treasury Management Account.
2. We are considering steps to consolidate our budget processes through the BOA Treasury Management Account, instead of having two separate budgets – one associated with Fund 255 and one associated with the BOA account. The attached illustration shows that reimbursements would continue to be processed through Fund 255, but the expenses would be managed through a single budget under the BOA TM umbrella. This might also be effective January 1, 2020.

We're sure that you will want to compare notes on these topics. Do you have any questions or concerns about these actions, or is there any reason not to proceed assuming that our governing boards approve?

Generally, we would welcome further dialogue and suggestions for improving our processes. We have found our private audit activities to be constructive and the basis for continuous improvement, and your insights can provide those same benefits.

Again, thanks for your time and we look forward to the next conversation.

Best regards,

Phil

Phil Dunshee, PMP, MPA
Project Manager
Iowa Land Records
8711 Windsor Parkway, Suite 2
Johnston, IA 50131
515.491.8939
phil@clris.com

November 7, 2019

To: ESS Coordinating Committee
ESS Finance Subcommittee

From: Phil Dunshee, ILR Project Manager

Re: Bank of America Treasury Management Account

In recent months ESS staff and executive leadership have communicated with senior executives in the Office of the State Treasurer and the Office of State Auditor to brief them on the Electronic Services System and Iowa Land Records. Both offices have new leadership and team members, and with just a few exceptions the offices have little institutional memory about ESS and ILR. We proactively sought audiences with key staff in those offices to provide them with an overview of the history and financial management of ESS and ILR. The meetings were constructive, and we believe new channels of communication have been established with both offices.

During the meeting we advised them of some pending changes in the ESS budget structure and billing methods. Subsequent communications with the offices indicate that they have reviewed the changes. The position they have taken is that "the method of budget preparation for ILR/ESS is a decision to be made by you [ESS] and the governing board of the County Recorders' Association." They have also endorsed the proposal to submit one invoice per month for reimbursement. These proposed actions are incorporated in the budget recommendations now before you.

Our intent is to continue to communicate with them. One topic that came up in the discussion with the Auditor's staff is the unusual nature of a 28E organization being managed by a non-profit organization. Specifically, it was noted that the 28E organization was being audited annually AND a 990 return was also being filed. Technically, government organizations are not required to file a 990 return.

As you know, in recent years we have taken some procedural steps to clarify the status of the Electronic Services System as a governmental 28E organization. For example, in past years the Association served as the contracting entity for work performed by outside vendors. Based on the advice of our legal counsel, all contracts are now originated by ESS. But there are several areas where the Association is the named party. This includes the Bank of America Treasury Management account. In discussions with our CPA firm (Bergan KDV) and our private auditor (Denman), the possible transition of banking activities to ESS has been reviewed.

Because we are now in the process of consolidating ESS budget activities through the Bank of America account, this may be the right time to change the account to be associated with ESS rather than ICRA. We believe this could become effective on January 1, 2020 – subject to your consent.

Please be assured that this change would not diminish the role of the Association as the controlling entity for the Electronic Services System as defined in the 28E agreement itself. The change would have the following effects.

- The operating financial transactions would be labeled as either ESS or the Electronic Services System. For example, when checks are written they would be associated with ESS and not ICRA.
- There would no longer be a need for our CPA to prepare a combined financial statement.
- It is likely that there would no longer be a need to prepare and file a 990 return with the IRS (beginning in 2021 for the 2020 calendar year)
- There could be a reduction in the liability exposure for the Association. This would need to be reviewed with our insurance broker and underwriters.

I believe this would be a prudent course of action, and one which would help clarify roles for the State Auditor, Treasurer of State, our vendors and others. Your consideration is respectfully requested. If you approve, the following motion would be in order.

"I move that the ILR/ESS staff take steps to establish a new treasury management account for ESS operations to be effective January 1, 2020 or as soon as practicable thereafter."

Thank you. We look forward to the discussion.

pd

Calendar Year 2019
BOA Budget
2nd Amendment
11.07.19

2019

		January	February	March	April	May	June	July	August	September	October	November	December	Actual	Amended & Adopted 5.9.19	Difference
Income	E-Recording Fee	\$53,474.89	\$44,684.19	\$52,361.93	\$65,415.37	\$66,341.30	\$66,903.38	\$74,569.06	\$78,701.05	\$72,409.81	\$83,370.08	\$61,500.00	\$61,500.00	\$781,231.06	\$707,963.38	\$73,267.68
	POS	\$5,227.61	\$4,335.73	\$6,698.90	\$11,992.84	\$10,516.55	\$8,830.24	\$8,845.09	\$6,150.62	\$5,450.75	\$5,414.69	\$5,500.00	\$5,500.00	\$84,463.02	\$76,260.27	\$8,202.75
	Bad Payment Fee	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$19.44	\$30.00	\$60.00	\$30.00	\$0.00	\$30.00	\$30.00	\$229.44	\$270.00	(\$40.56)
	Credit Card Set Up	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Local Service Provider Fee	\$0.00	\$0.00	\$0.00	\$1,782.70	\$159,709.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161,492.26	\$166,282.70	(\$4,790.44)
	Conference Registration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	\$1,725.00	\$3,600.00	\$225.00	\$0.00	\$0.00	\$6,075.00	\$6,000.00	\$75.00
	Conference Sponsorship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
Total Income		\$58,702.50	\$49,019.92	\$59,090.83	\$79,190.91	\$236,567.41	\$75,753.06	\$83,969.15	\$86,636.67	\$81,490.56	\$89,759.77	\$67,030.00	\$67,030.00	\$1,034,240.78	\$956,776.35	\$77,464.43
Expense																
	Accounting	\$3,584.98	\$139.98	\$139.98	\$139.98	\$139.98	\$139.98	\$139.98	\$139.98	\$139.98	\$139.98	\$145.00	\$145.00	\$5,134.80	\$5,164.92	(\$30.12)
	Bookkeeping	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$52,800.00	\$52,800.00	\$0.00
	Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,125.00	\$0.00	\$4,125.00
	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$18,636.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,636.52	\$21,500.00	(\$2,863.48)
	Admin Asst.	\$1,360.00	\$1,410.00	\$1,090.00	\$1,340.00	\$1,500.00	\$1,300.00	\$840.00	\$2,250.00	\$1,327.50	\$742.50	\$1,327.50	\$1,325.00	\$15,812.50	\$15,925.00	(\$112.50)
	Business Analysis & QA	\$2,090.00	\$2,090.00	\$2,090.00	\$2,090.00	\$2,090.00	\$2,090.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,540.00	\$10,450.00	\$2,090.00
	Project Management	\$5,250.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$6,000.00	\$5,300.00	\$5,500.00	\$6,100.00	\$5,500.00	\$5,100.00	\$66,250.00	\$65,750.00	\$500.00
	Communications	\$3,262.50	\$3,243.75	\$2,737.50	\$3,581.25	\$3,243.75	\$3,243.75	\$3,262.50	\$3,487.50	\$3,293.75	\$2,964.38	\$3,293.75	\$3,300.00	\$38,914.38	\$39,075.00	(\$160.62)
	Education & Outreach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$372.40	\$200.75	\$5,132.02	\$0.00	\$0.00	\$5,705.17	\$6,000.00	(\$294.83)
	LLRMS Maintenance Cost Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269,024.58	\$259.86	\$259.86	\$259.86	\$4,000.00	\$259.86	\$274,064.02	\$284,000.00	(\$9,935.98)
	CC Equipment Refresh	\$199.00	\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$398.00	\$398.00	\$0.00
	Software-License-Maintenance	\$39.00	\$1,595.00	\$9,289.00	\$39.00	\$7,043.00	\$14,744.01	\$39.00	\$144.35	\$2,321.40	\$0.00	\$5,800.00	\$7,000.00	\$48,053.76	\$33,418.00	\$14,635.76
	Software-System Development	\$20,743.84	\$20,604.62	\$28,800.13	\$20,344.15	\$20,185.30	\$20,206.30	\$20,119.00	\$28,869.67	\$17,125.43	\$29,724.30	\$20,500.00	\$20,500.00	\$267,722.74	\$262,992.74	\$4,730.00
	Office Tech Support	\$540.18	\$540.18	\$540.18	\$540.18	\$540.18	\$540.18	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$5,641.08	\$6,560.72	(\$919.64)
	Payment Fees	\$13,042.00	\$11,618.14	\$10,967.29	\$13,080.66	\$12,570.45	\$16,827.23	\$11,654.47	\$11,393.54	\$9,655.86	\$9,424.48	\$13,000.00	\$13,000.00	\$146,234.12	\$152,708.09	(\$6,473.97)
Total Expense		\$54,511.50	\$51,340.67	\$65,554.08	\$51,055.22	\$79,349.18	\$68,991.45	\$315,879.53	\$57,642.30	\$44,624.53	\$59,287.52	\$58,366.25	\$55,429.86	\$962,032.09	\$956,742.47	\$5,289.62
Balance		\$4,191.00	(\$2,320.75)	(\$6,463.25)	\$28,135.69	\$157,218.23	\$6,761.61	(\$231,910.38)	\$28,994.37	\$36,866.03	\$30,472.25	\$8,663.75	\$11,600.14	\$72,208.69	\$33.88	\$72,174.81

Fund 255

ILR FY 2020 Project Budget

Proposed Amendment - 11.7.19

2019

		July	August	September	October	November	December	Actual	Adopted FY 2020 YTD Budget	Difference
Income	E-Recording Fee	54,102.35	46,709.22	52,471.12	59,419.17	48,500.00	48,500.00	\$309,701.86	\$291,000.00	\$18,701.86
	Interest	1,201.99	1,324.62	1,560.58	1,252.22	1,125.00	1,125.00	\$7,589.41	\$6,750.00	\$839.41
Total Income		\$55,304.34	48,033.84	54,031.70	60,671.39	49,625.00	49,625.00	\$317,291.27	\$297,750.00	\$19,541.27
Expense										
Administration										
	Accounting	\$0.00	\$0.00	\$0.00	\$2,250.00	\$0.00	\$0.00	\$2,250.00	\$6,375.00	(\$4,125.00)
	Admin. Asst.	\$870.00	\$2,250.00	\$1,395.00	\$720.00	\$1,620.00	\$1,400.00	\$8,255.00	\$8,300.00	(\$45.00)
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Computer Equipment	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Computer Software	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	ESS Meetings	\$0.00	\$0.00	\$468.65	\$0.00	\$137.12	\$1,200.00	\$1,805.77	\$2,400.00	(\$594.23)
	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Legal Fees	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$6,000.00	\$6,000.00	\$0.00
	Government Relations	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$3,000.00	\$3,000.00	\$0.00
	Oasis-Paychex	\$260.00	\$260.00	\$390.00	\$260.00	\$260.00	\$260.00	\$1,690.00	\$1,690.00	\$0.00
	Project Management	\$6,000.00	\$5,300.00	\$5,500.00	\$6,100.00	\$5,500.00	\$5,500.00	\$33,900.00	\$33,000.00	\$900.00
	Communications	\$3,262.50	\$3,487.50	\$3,487.50	\$2,945.00	\$4,030.00	\$3,500.00	\$20,712.50	\$20,750.00	(\$37.50)
	Business Analyst	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Administration										
Customer Support										
	Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Remote Customer Service Representative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Account-Customer Service-QA Manager	\$6,014.44	\$5,948.14	\$8,758.37	\$6,115.60	\$6,110.28	\$6,200.00	\$39,146.83	\$40,000.00	(\$853.17)
Total Customer Support										
Education and Outreach		\$370.60	\$1,942.59	\$2,219.00	\$808.92	\$4,785.00	\$1,000.00	\$11,126.11	\$23,375.00	(\$12,248.89)

Note: Reflects First Six Months Budget V. Actuals Only
Effective January 1, 2020 - Budget Consolidated in BOA Treasury Management Account

Fund 255

ILR FY 2020 Project Budget

Proposed Amendment - 11.7.19

2019

		July	August	September	October	November	December	Actual	Adopted FY 2020 YTD Budget	Difference
Hosting	Bandwidth	3,072.90	3,072.90	3,072.90	3,072.90	3,072.90	3,075.00	\$18,439.50	\$18,450.00	(\$10.50)
	Digital Certificate		0.00					\$0.00	\$0.00	\$0.00
	Domain Registration	\$0.00	\$29.76	\$0.00	\$623.98	0.00	\$0.00	\$653.74	\$40.00	\$613.74
	Software/Service									
	DB 2 Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	FTP Software	\$90.72	\$90.72	\$90.90	\$90.90	\$90.90	\$95.00	\$549.14	\$570.00	(\$20.86)
	JIRA/Confluence	\$30.24	\$30.24	\$30.30	\$30.30	\$30.30	\$35.00	\$186.38	\$210.00	(\$23.62)
	SLES Enterprise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	VMWare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Web Monitoring	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Cloud Storage	\$491.95	\$288.92	\$195.46	\$204.82	\$215.83	\$750.00	\$2,146.98	\$3,500.00	(\$1,353.02)
	GeolP database	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	City State Zip data	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Alien Vault	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DB Visualizer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Accusoft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Nessus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Jet Brains	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Hosting										

Note: Reflects First Six Months Budget V. Actuals Only
Effective January 1, 2020 - Budget Consolidated in BOA Treasury Management Account

Fund 255

ILR FY 2020 Project Budget

Proposed Amendment - 11.7.19

2019

	July	August	September	October	November	December	Actual	Adopted FY 2020 YTD Budget	Difference
ILR External Develo-Programming									
Redaction Services	\$5,616.08	\$6,977.40	\$6,590.58	\$6,397.93	\$7,314.53	\$7,500.00	\$40,396.52	\$34,500.00	\$5,896.52
Software-System Development							\$0.00	\$0.00	\$0.00
SysAdmn-DB Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total ILR External Develo-Programming									
ILR Internal Develo-Programming									
Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Developer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Integration Coordinator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Developer Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technical Lead	\$10,659.68	\$10,653.10	\$15,936.72	\$10,852.46	\$10,852.92	\$11,200.00	\$70,154.88	\$72,500.00	(\$2,345.12)
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total ILR Internal Develo-Programming									
Local Software Dev. and Maint.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Operations									
B/W Photocopy	13.06	0.00	0.00	0.00	0.00	50.00	\$63.06	\$300.00	(\$236.94)
Office Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Space Lease	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$15,000.00	\$15,000.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$95.37	\$0.00	\$95.37	\$150.00	(\$54.63)
Official Publication Expense	\$24.45	\$52.90	\$0.00	\$25.11	\$44.86	\$40.00	\$187.32	\$240.00	(\$52.68)
Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$0.00	\$3.00	\$0.00	\$3.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00	(\$110.00)
Teleconference	\$216.37	\$125.10	\$113.27	\$124.11	\$91.60	\$250.00	\$920.45	\$1,500.00	(\$579.55)
Telephone/Internet	480.00	480.00	480.00	480.00	480.00	480.00	\$2,880.00	\$2,880.00	\$0.00
Office Tech Support	400.00	400.00	400.00	400.00	400.00	400.00	\$2,400.00	\$3,450.00	(\$1,050.00)
Miscellaneous Credit Adjustment									
Total Office Operations									
Total Expense	\$41,872.99	\$45,389.27	\$53,128.65	\$45,502.03	\$49,134.61	\$46,935.00	\$281,962.55	\$298,290.00	(\$16,327.45)
Balance	\$13,431.35	\$2,644.57	\$903.05	\$15,169.36	\$490.39	\$2,690.00	\$35,328.72	(\$540.00)	\$35,868.72

Note: Reflects First Six Months Budget V. Actuals Only
Effective January 1, 2020 - Budget Consolidated in BOA Treasury Management Account

November 7, 2019

To: ESS Coordinating Committee
ESS Finance Subcommittee

From: Phil Dunshee, ILR Project Manager

Re: Bank of America Treasury Management Account

In recent months ESS staff and executive leadership have communicated with senior executives in the Office of the State Treasurer and the Office of State Auditor to brief them on the Electronic Services System and Iowa Land Records. Both offices have new leadership and team members, and with just a few exceptions the offices have little institutional memory about ESS and ILR. We proactively sought audiences with key staff in those offices to provide them with an overview of the history and financial management of ESS and ILR. The meetings were constructive, and we believe new channels of communication have been established with both offices.

During the meeting we advised them of some pending changes in the ESS budget structure and billing methods. Subsequent communications with the offices indicate that they have reviewed the changes. The position they have taken is that “the method of budget preparation for ILR/ESS is a decision to be made by you [ESS] and the governing board of the County Recorders' Association.” They have also endorsed the proposal to submit one invoice per month for reimbursement. These proposed actions are incorporated in the budget recommendations now before you.

Our intent is to continue to communicate with them. One topic that came up in the discussion with the Auditor's staff is the unusual nature of a 28E organization being managed by a non-profit organization. Specifically, it was noted that the 28E organization was being audited annually AND a 990 return was also being filed. Technically, government organizations are not required to file a 990 return.

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Please be assured that this change would not diminish the role of the Association as the controlling entity for the Electronic Services System as defined in the 28E agreement itself. The change would have the following effects.

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- There would no longer be a need for our CPA to prepare a combined financial statement.
- It is likely that there would no longer be a need to prepare and file a 990 return with the IRS (beginning in 2021 for the 2020 calendar year)
- There could be a reduction in the liability exposure for the Association. This would need to be reviewed with our insurance broker and underwriters.

I believe this would be a prudent course of action, and one which would help clarify roles for the State Auditor, Treasurer of State, our vendors and others. Your consideration is respectfully requested. If you approve, the following motion would be in order.

"I move that the ILR/ESS staff take steps to establish a new treasury management account for ESS operations to be effective January 1, 2020 or as soon as practicable thereafter."

Thank you. We look forward to the discussion.

pd

ESS Chart of Accounts Reformed

Income

BudgetedIncome

Bad Payment Fee

Event Income

ILR Conferences Registration
Sponsorships

POSSERVICEFEE
ERECORDING SERVICEFEE

ACH
CC
DRAWDOWN

Total SERVICEFEE
Expense Reimbursement - 255
Local Service Provider Maint.

Cost Sharing Credit
Local Maintenance Share

Total BudgetedIncome

RevolvingIncome

ERECORDING

Revolving Income
AUDITORFEE
TRANSFERTAX
ERECORDING - Other

Total ERECORDING
Misc. Revolving Income
POSPAYMENT

Total RevolvingIncome

ESS Chart of Accounts Reformed

Expense

Budgeted Expenses

Administration

Annual Audits
Accounting Software-Services
Bookkeeping-CPA-990
Project Manager
Professional Fees

Legal Fees
Government Relations
Human Resources-Oasis

Insurance
ESS Meetings
Office Operations

Office Space Lease
Office Supplies
Official Publication Expense
Postage
Teleconference
Telephone/Internet
Office Tech Support
Printing and Copying (Color-BW)
Miscellaneous Expenses

Total Administration

Marketing-Communications

Marketing Director
Administrative/Marketing Support
Education & Outreach

ILR Conferences
Tradeshows/Exhibits/Sponsorships
Seminars & Workshops
Memberships
Conferences and Meetings
Campaigns
Software and Hosted Services
Marketing Supplies
Promotional Expenses

Total Marketing-Communications

Customer Support

Account Manager
CRM & QA Assistant
Computing Equipment
Professional Development

Total Customer Support

Policy Coordination

Policy Coordinator
Computing Equipment
Professional Development

Total Policy Coordination

ILR System Operations

Development Team

Technical Lead
Senior Developer
Technical Support & Development
Developer
Professional Development

External Development & Services

FF Redaction Services
Software Development Services
Technical Consulting
Data Center & Hosting Services
Domain Registration

ESS Chart of Accounts Reformed

Software-License-Maintenance

JetBrains
Browser Stack
Accusoft-PRIZM
DB2
VMWare
Nessus
Certificates - Digicert
Duo-Security
GEO-IP
City-State-Zip
Alien Vault
Malaware
SUSE
FTP
JIRA
AWS
Server Support

Computing and Equipment (Cap.)

Developer Equipment

Total ILR System Operations

Local Maint. Expense

Payment Expenses

Bank Account Analysis Fee
Bank Service Charges
Gateway Transaction Fees

OnlineTransactionFees
POSTransactionsFees

Total Gateway Transaction Fees

Total Payment Expenses

Total Budgeted Expenses

Net Budgeted Income

Revolving Expenses

COUNTYDISTRIBUTION
POSDISTRIBUTION

Total Revolving Expenses

BUDGETED INCOME AND EXPENSES
CY 2020
PROPOSED

			2020												
			January	February	March	April	May	June	July	August	September	October	November	December	DRAFT Budget
Income	BudgetedIncome														
		Bad Payment Fee		30	30	30	30	30	30	30	30	30	30	30	360
		Event Income	ILR Conferences Registration	0	0	0	0	0	0	0	0	6700	0	0	6700
			Sponsorships	0	0	0	0	0	0	0	0	0	0	0	0
		POSSERVICEFEE		6800	6800	6800	6800	6800	6800	6800	6800	6800	6800	6800	81600
		ERECORDING SERVICEFEE													
			ACH												
			CC												
			DRAWDOWN												
		Total SERVICEFEE		62500	62500	62500	62500	62500	62500	62500	62500	62500	62500	62500	750000
		Expense Reimbursement - 255		49000	49000	49000	49000	49000	49000	49000	49000	49000	49000	49000	588000
		Local Service Provider Maint.	Cost Sharing Credit	0	0	0	0	-120000	0	0	0	0	0	0	-120000
			Local Maintenance Share	0	0	0	0	282787	0	0	0	0	0	0	282787
	Total BudgetedIncome			118330	118330	118330	118330	281117	118330	118330	118330	125030	118330	118330	1589447

BUDGETED INCOME AND EXPENSES
CY 2020
PROPOSED

2020														
														DRAFT
														Budget
Expense	January	February	March	April	May	June	July	August	September	October	November	December		
Budgeted Expenses														
Administration														
Annual Audits	0	0	0	0	0	3300	0	625	3300	0	0	0	7225	
Accounting Software-Services	3745	145	145	145	145	145	145	145	145	145	145	145	5340	
Bookkeeping-CPA-990	4650	4650	4650	4650	4650	4650	4650	4650	4650	4650	4650	4650	55800	
Project Manager	11000	11000	11000	11000	11000	11000	11000	11300	11300	11300	11300	11300	133500	
Professional Fees														

BUDGETED INCOME AND EXPENSES
CY 2020
PROPOSED

		2020														
		January	February	March	April	May	June	July	August	September	October	November	December	DRAFT Budget		
ILR System Operations	Development Team	Technical Lead	16000	11100	11100	11100	11100	11100	16000	11100	11100	11100	11100	11100	143000	
		Senior Developer	15000	10300	10300	10300	10300	10300	15000	10300	10300	10300	10300	10300	133000	
		Technical Support & Development Developer	11100	7400	7400	7400	7400	7400	11100	7400	7400	7400	7400	7400	96200	
		Professional Development	0	0	0	0	0	0	0	3300	0	0	0	0	3300	
	External Development & Services	FF Redaction Services	6500	6500	6500	6500	6500	6500	6500	6500	6500	6500	6500	6500	78000	
		Software Development Services	0	0	0	0	0	0	0	0	0	0	0	0	0	
		Technical Consulting	0	0	0	0	0	0	0	0	0	0	0	0	0	
		Data Center & Hosting Services	3100	3100	3100	3100	3100	3100	3100	3100	3100	3100	3100	3100	37200	
	Software-License-Maintenance	Domain Registration	0	0	50	0	0	0	50	0	0	0	0	0	100	
		JetBrains	0	0	0	2300	0	0	0	0	0	0	0	0	2300	
		Browser Stack	0	0	0	0	0	0	0	150	0	0	0	0	150	
		Accusoft-PRIZM	0	0	10500	0	0	0	0	0	0	0	0	0	10500	
		DB2	0	0	0	0	7100	0	0	0	0	0	0	0	7100	
		VMWare	0	0	0	0	0	0	0	0	0	0	0	0	0	
		Nessus	0	0	0	0	0	0	0	0	2500	0	0	0	2500	
		Certificates - Digicert	0	0	0	0	0	0	0	0	0	0	5000	0	5000	
		Duo-Security	500	0	0	0	0	0	0	0	0	0	0	0	500	
		GEO-IP	0	0	0	0	0	0	300	0	0	0	0	0	300	
		City-State-Zip	0	0	0	0	0	0	250	0	0	0	0	0	250	
		Alien Vault	0	0	0	7000	0	0	0	0	0	0	0	0	7000	
		Malaware	0	0	0	0	0	12000	0	0	0	0	0	0	12000	
		SUSE	0	0	0	0	0	0	0	0	0	0	0	0	0	
		FTP	95	95	95	95	95	95	95	95	95	95	95	95	1140	
		JIRA	35	35	35	35	35	35	35	35	35	35	35	35	420	
		AWS	500	500	500	500	500	500	500	500	500	500	500	500	6000	
		Server Support	0	0	0	0	0	0	0	0	0	0	0	0	3250	
		Computing and Equipment (Cap.)	Developer Equipment	0	0	0	0	0	0	17000	0	0	0	0	0	17000
		Total ILR System Operations														
		Local Maint. Expense		0	0	0	0	0	0	282787	0	0	0	0	0	282787
		Payment Expenses														
		Bank Account Analysis Fee	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000	
		Bank Service Charges	25	25	25	25	25	25	25	25	25	25	25	25	300	
		Gateway Transaction Fees														
OnlineTransactionFees		8800	8800	8800	8800	8800	8800	8800	8800	8800	8800	8800	8800	105600		
Total Gateway Transaction Fees	POSTransactionsFees	2200	2200	2200	2200	2200	2200	2200	2200	2200	2200	2200	2200	26400		
Total Payment Expenses																
		117770	93370	103960	100115	97710	135335	409307	98250	107655	102235	104420	97035	1567162		
		560	24960	14370	18215	183407	-17005	-290977	20080	17375	16095	13910	21295	22285		

REVOLVING INCOME AND EXPENSES
CY 2020
PROPOSED

2020

			January	February	March	April	May	June	July	August	September	October	November	December	DRAFT Budget
Income															
RevolvingIncome															
	ERECORDING	Revolving Income AUDITORFEE TRANSFERTAX ERECORDING - Other													
	Total ERECORDING		1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	18000000
	Misc. Revolving Income POSPAYMENT		250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	3000000
Total RevolvingIncome			1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	21000000
Expense															
Revolving Expenses															
	COUNTYDISTRIBUTION		1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	1500000	18000000
	POSDISTRIBUTION		250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	3000000
Total Revolving Expenses			1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	1750000	21000000

2020 ESS Calendar

ESS Coordinating Committee (Quarterly)

*February 6th @ 10:00 AM

*May 7th @ 10:00 AM

*August 6th @ 10:00 AM

*November 5th @ 10:00 AM

ESS Finance Subcommittee (Monthly)

January 3rd @ 8:30 AM

February 4th @ 8:30 AM

March 5th @ 8:30 AM

*April 3rd @ 8:30 AM

May 5th @ 8:30 AM

June 4th @ 8:30 AM

July 3rd @ 8:30 AM

August 4th @ 8:30 AM

September 3rd @ 8:30 AM

October 6th @ 8:30 AM

November 3rd @ 8:30 AM

December 3rd @ 8:30 AM

January 5th @ 8:30 AM

ESS Standards Subcommittee (Quarterly)

January 14th

*April 14th

July 14th

October 13th

***In person meeting**

2020 ESS Calendar

ESS Marketing/Communications Subcommittee

January 23th @ 10:00 AM

March 12th @ 10:00 AM

September 17th @ 10 AM

November 19th @ 10 AM

Local Service Provider Calls (Quarterly)

January 23 @ 2:00 PM (previous week is MISMO)

April 14 @ 2:00 PM

July 16 @ 2:00 PM

October 13 @ 2:00 PM

ILR Conference

October, 2020 Date To Be Determined (May be in conjunction with ICRA conference)

ILR Deputies Conference - Proposed

September, 2020 Date To Be Determined

ICRA District Meetings

Dates and Locations reported by District Officers

ISAC

Spring Conference – March 12-13

Annual Conference – August 25-27

PRIA

Winter Symposium (Austin, TX) – February 24-27

Annual Conference (Milwaukee, WI) – August 17-20

***In person meeting**