

ESS

Electronic Services System – Finance Subcommittee Meeting

Agenda

Web Conference

August 5, 2021

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

- **Welcome**
- **July 8, 2021 – Summary of Subcommittee Action – Approval**
- **Financial Reports**
 - **Accounts Receivable Update**
 - **August Summary of ESS Payments – Approval**
 - **August Fund 255 Reimbursement Invoice – Approval**
 - **June, Quarterly and YTD 2021 Financial Reports – Approval**
- **CY 2020 Audit**
- **BOA Reserve Fund Allocations – Approval**
- **Policies and Procedures**
 - **Proposed Chapter 1 Amendments**
- **Legislative Updates – Discussion**
 - **Fee Use Reporting**
- **Other Project Updates – Discussion**
 - **28E Amendment**
 - **Information Shielding**
 - **Recording Service Cost Study**
 - **Software Development**
 - **Electronic Signatures and Notarial Acts**
- **July Metrics Review**

Next Meeting – September 7, 2021

ESS Finance Subcommittee
July 8, 2021

Members Present: Lisa Kent, Sheri Jones, Stacie Herridge, Amy Assink, Laura and McKeever

Other Participants: Phil Dunshee, Lisa Long, Leah Champion, and Gary Wilgenbusch.

Meeting Summary

The Subcommittee reviewed the June 3, 2021 meeting summary. Sheri Jones made a motion to approve the meeting summary. Lisa Kent seconded, and the motion was approved.

Accounts Receivable Report

The Subcommittee received an update regarding outstanding accounts receivable items.

Monthly Payments Report

The Project Manager presented the Subcommittee with the monthly payment reports for July. Stacie Herridge made a motion to approve the July monthly payments reports. Sheri Jones seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice for July. Bills included CSI, \$7,581.03, and Oasis, \$12,654.28 and \$12,654.28. Amy Assink made a motion to approve the July Fund 255 reimbursement invoice. Stacie Herridge seconded, and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the May 2021 Financial Reports. Jo Greiner made a motion to approve the May 2021 Financial Reports. Amy Assink seconded, and the motion was approved.

CY 2020 Audit, 990 Return Status

The Project Manager presented the combined financial statements prepared by Bergan KDV and provided an update on the status of the 2020 audit and 990 IRS return.

Recording Services Cost Study

The Subcommittee was informed that the ILR team continues to ask counties to participate in part three of the cost study, and they will follow up with individual counties as the report is written.

Development Services RFQ

The subcommittee was informed that contract negotiations with both selected vendors have been completed. Both vendors, We Write Code and Lean Techniques, have agreed to most of the standard terms presented with only minor changes.

Other Project Updates – Discussion

The Project Manager informed the Subcommittee that there have been discussions with ISAC and ISAC affiliates regarding how to proceed with the new peace officer name redaction legislation.

June Metrics Review

It was reported that June was a peak e-submission month in 2020, and that while this year is not seeing the same degree of growth, there doesn't seem to be a drop-off since pandemic restrictions have begun to ease.

The meeting was adjourned at 9:27 AM.

The next meeting of the Finance Subcommittee is a teleconference scheduled for August 5, 2021.

9:06 AM

08/03/21

Iowa County Recorders Association
A/R Aging Summary
As of July 31, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Buena Vista County Recorder	0.00	0.00	0.00	0.00	1,520.04	1,520.04
Clay County Recorder	0.00	0.00	0.00	0.00	1,406.86	1,406.86
Davis County Recorder	0.00	0.00	0.00	0.00	1,032.79	1,032.79
Johnson County Recorder	0.00	0.00	0.00	0.00	545.77	545.77
Lyon County Recorder	0.00	0.00	0.00	0.00	1,032.79	1,032.79
Osceola County Recorder	0.00	0.00	0.00	0.00	951.22	951.22
Scott County Recorder	0.00	0.00	-0.84	0.00	0.84	0.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>-0.84</u>	<u>0.00</u>	<u>6,490.31</u>	<u>6,489.47</u>

8:48 AM

Iowa County Recorders Association

08/03/21

Monthly AP Detail

Accrual Basis

As of July 31, 2021

Type	Date	Num	Name	Split	Credit
20000 · Accounts Payable					
Bill	07/15/2021		Ashten Wittrock	60700 · Ess Meetings	62.40
Bill	07/06/2021	INVB-026782	Avenu	65000 · Local Maint. Expense	2,812.76
Bill	07/16/2021	INVB-027329	Avenu	65000 · Local Maint. Expense	2,849.33
Bill	07/01/2021	1134471	BerganKDV, Ltd.	60300 · Bookkeeping-CPA-990	4,650.00
Bill	07/25/2021	356193	Brick Gentry P.C.	60510 · Legal	1,500.00
Dep...	07/29/2021		Chubb	10800 · BOA-Settlement	3,269.00
Bill	07/01/2021	141150	Cott	65000 · Local Maint. Expense	28,493.30
Bill	07/01/2021	25858	CSI	-SPLIT-	8,761.78
Bill	07/15/2021		Deb Winke	60700 · Ess Meetings	175.50
Bill	07/01/2021	0711.10966	DEVNET	65000 · Local Maint. Expense	2,849.33
Bill	07/01/2021	2764	Digital Business Solutions	65000 · Local Maint. Expense	1,019.54
Bill	07/06/2021	1440	Enterprise Iowa	-SPLIT-	4,350.00
Bill	07/06/2021	1439	Enterprise Iowa	-SPLIT-	29,331.25
Bill	07/01/2021		Fairfield Arts & Convention Center	61330 · Seminars & Workshops	100.00
Bill	07/21/2021	882591A-IN	Fidlar	65000 · Local Maint. Expense	11,397.32
Bill	07/01/2021		Harlan Public Library	61330 · Seminars & Workshops	50.00
Bill	07/01/2021		Ida Grove Public Library	61330 · Seminars & Workshops	20.00
Bill	07/07/2021	ITK-101116	ImageTek	65000 · Local Maint. Expense	3,356.58
Bill	07/15/2021		Janelle Schneider	60700 · Ess Meetings	45.24
Bill	07/15/2021		Joan McCalmant	60700 · Ess Meetings	100.62
Bill	07/15/2021		Jolynn Goodchild	60700 · Ess Meetings	175.50
Bill	07/01/2021	INV00055470	Lightedge Solutions, Inc	64240 · Data Center & Hosting Servi...	3,052.90
Bill	07/01/2021		Madson Cty Historical Complex	61330 · Seminars & Workshops	40.00
Bill	07/01/2021		Mary J Barnett Library	61330 · Seminars & Workshops	25.00
Bill	07/15/2021		MIndy Fitzgibbon	60700 · Ess Meetings	57.72
Bill	07/02/2021	070221	Oasis AHR, Inc.	-SPLIT-	12,654.27
Bill	07/16/2021	071621	Oasis AHR, Inc.	-SPLIT-	12,654.27
Bill	07/30/2021	073021	Oasis AHR, Inc.	-SPLIT-	13,757.14
Bill	07/06/2021	347374	Solutions	65000 · Local Maint. Expense	111,123.87
Bill	07/01/2021	1576	The Rafferty Group	60520 · Government Relations	2,000.00
Bill	07/01/2021		West Union Public Library	61330 · Seminars & Workshops	25.00
Total 20000 · Accounts Payable					260,759.62
TOTAL					260,759.62

8:49 AM

08/03/21

Accrual Basis

Iowa County Recorders Association

Monthly Credit Card Charges

As of July 31, 2021

Type	Date	Num	Name	Split	Credit
21000 · Corp-BOA Visa 2026					
Credit Card Charge	07/01/2021	200768084	Calltower	60850 · Teleconference	0.22
Credit Card Charge	07/02/2021	1126635311	Amazon	64500 · Computing & Equip (CAP)	125.63
Credit Card Charge	07/03/2021	1438782410	Adobe Systems	61370 · Software & Hosted Services	56.17
Credit Card Charge	07/03/2021	785324685	Amazon	64300 · Software License-Maintenance	1,060.95
Credit Card Charge	07/11/2021	1443945618	Adobe Systems	61370 · Software & Hosted Services	52.99
Credit Card Charge	07/12/2021	10683170101	Target	ESS Meeting Expenses	18.46
Credit Card Charge	07/14/2021	73987	Maytech	64300 · Software License-Maintenance	97.90
Credit Card Charge	07/14/2021	68918	Business Publications	60830 · Offical Publication Expense	14.90
Credit Card Charge	07/15/2021	340967	Palmer's Deli	60700 · Ess Meetings	159.53
Credit Card Charge	07/20/2021	42813679324	AIT	64250 · Domain Registration	29.76
Credit Card Charge	07/21/2021	P1-65445756	intuit	60200 · Accounting Software-Services	109.98
Credit Card Charge	07/22/2021	AT-14600639	Atlassian	64300 · Software License-Maintenance	34.78
Credit Card Charge	07/22/2021	29579	PRIA	61340 · Memberships	575.00
Credit Card Charge	07/23/2021	MCO7001539	Mailchimp	61370 · Software & Hosted Services	408.00
Credit Card Charge	07/23/2021	29590	PRIA	61350 · Conferences & Meetings	129.00
Credit Card Charge	07/25/2021	INV02320377	Right Networks	60200 · Accounting Software-Services	35.90
Total 21000 · Corp-BOA Visa 2026					2,909.17
TOTAL					2,909.17

Iowa County Records Association
Johnston, IA 50131
8711 Windsor Parkway

Invoice

Date	Invoice #
8/1/2021	08012021

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

[illegible]

Total	\$47,827.46
Payments/Credits	\$0.00
Balance Due	\$47,827.46



791 Piedmont Wekiwa Road Apopka, FL 32703

Invoice

DATE

INVOICE #

7/1/2021

25858

BILL TO

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

SHIP TO

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

PO NO.

TERMS

Net 30

DESCRIPTION

QTY

RATE

AMOUNT

MONTH OF JUNE 2021
Pages/Images Processed: 350,471
(78,967 Documents / Files / PRIA IDs)

350,471

0.025

8,761.78

The BFR Information:
Prior Total Documents Returned: 14,029,457
Prior Invoiced Total Images/Pages Returned: 44,316,707
End of Month New Total Documents Returned: 14,029,457
End of Month New Total Images/Pages Returned: 44,316,707
Invoice Difference: 0

0

0.025

0.00

CONTACT INFORMATION:
Accounting Department
Email: accounting@csissoft.com
Phone: (407) 598-1818

Subtotal

\$8,761.78



IOWA COUNTY RECORDERS ASSOCIATION (100104)

PD100104

Invoice Reprint - 03575283 Report

Report generated on 07/27/2021 at 8:35 AM

Invoice Number: 03575283 Batch Number: 202114

Invoice Date: 07/02/2021 Period Ending: 06/26/2021

DESCRIPTION	AMOUNT
GROSS WAGES	\$10,248.18
PAYROLL EXPENSE - SOCIAL SECURITY	\$635.39
PAYROLL EXPENSE - MEDICARE	\$148.60
PAYROLL EXPENSE - FEDERAL UNEMPLOYMENT	\$0.00
PAYROLL EXPENSE - STATE UNEMPLOYMENT	\$0.00
PAYROLL EXPENSE - WORKERS' COMPENSATION	\$33.81
SERVICE FEE	\$195.00
BENEFITS PROCUREMENT & CONTRIBUTIONS	\$1,391.64
POSTAGE FEE	\$1.65
SUB-TOTAL	\$12,654.27
TOTAL INVOICE	\$12,654.27
PAID - REFERENCE XXXXXXXXXXXXXXX374	\$12,654.27
DO NOT REMIT PAYMENT	
PAYMENT RECORD AS OF 07/27/2021 09:34AM	
REF 210629_BOA_01*0000018	



IOWA COUNTY RECORDERS ASSOCIATION (100104)

PD100104

Invoice Reprint - 03587576 Report

Report generated on 07/27/2021 at 8:35 AM

Invoice Number: 03587576 Batch Number: 202115

Invoice Date: 07/16/2021 Period Ending: 07/10/2021

DESCRIPTION	AMOUNT
GROSS WAGES	\$10,248.18
PAYROLL EXPENSE - SOCIAL SECURITY	\$635.39
PAYROLL EXPENSE - MEDICARE	\$148.60
PAYROLL EXPENSE - FEDERAL UNEMPLOYMENT	\$0.00
PAYROLL EXPENSE - STATE UNEMPLOYMENT	\$0.00
PAYROLL EXPENSE - WORKERS' COMPENSATION	\$33.81
SERVICE FEE	\$195.00
BENEFITS PROCUREMENT & CONTRIBUTIONS	\$1,391.64
POSTAGE FEE	\$1.65
SUB-TOTAL	\$12,654.27
TOTAL INVOICE	\$12,654.27
PAID - REFERENCE XXXXXXXXXXXXXXX374	\$12,654.27
DO NOT REMIT PAYMENT	
PAYMENT RECORD AS OF 07/27/2021 09:35AM	
REF 210714_BOA_01*0000016	



IOWA COUNTY RECORDERS ASSOCIATION (100104)

PD100104

Invoice Reprint - 03597426 Report

Report generated on 08/02/2021 at 3:08 PM

Invoice Number: 03597426 Batch Number: 202116

Invoice Date: 07/30/2021 Period Ending: 07/24/2021

DESCRIPTION	AMOUNT
GROSS WAGES	\$12,287.07
PAYROLL EXPENSE - SOCIAL SECURITY	\$761.80
PAYROLL EXPENSE - MEDICARE	\$178.16
PAYROLL EXPENSE - FEDERAL UNEMPLOYMENT	\$12.23
PAYROLL EXPENSE - STATE UNEMPLOYMENT	\$0.00
PAYROLL EXPENSE - WORKERS' COMPENSATION	\$40.54
SERVICE FEE	\$260.00
BENEFITS PROCUREMENT & CONTRIBUTIONS	\$215.14
POSTAGE FEE	\$2.20
SUB-TOTAL	\$13,757.14
TOTAL INVOICE	\$13,757.14
PAID - REFERENCE XXXXXXXXXXXXXXX374	\$13,757.14
DO NOT REMIT PAYMENT	
PAYMENT RECORD AS OF 08/02/2021 04:08PM	
REF 210727_BOA_03*0000014	



P.O. Box 15284
Wilmington, DE 19850

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

Your Full Analysis Business Checking Preferred Rewards for Bus Platinum Honors

for June 1, 2021 to June 30, 2021

Account number: [REDACTED]

IOWA COUNTY RECORDERS ASSOCIATION INC

Account summary

Beginning balance on June 1, 2021	\$1,509,680.23
Deposits and other credits	4,055,590.04
Withdrawals and other debits	-4,014,792.52
Checks	-31,155.32
Service fees	-932.81
Ending balance on June 30, 2021	\$1,518,389.62

of deposits/credits: 117

of withdrawals/debits: 175

of days in cycle: 30

Average ledger balance: \$1,425,626.60

Deposits and other credits

Date	Transaction description	Customer reference	Bank reference	Amount
06/01/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902552011781304	131,740.60
06/01/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902552011907176	15,676.14
06/01/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902552011204900	13,635.82
06/01/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902552012190422	9,698.60
06/01/21	Preencoded Deposit	0000000001	813008652706380	5,552.16
06/01/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902552019741183	1,753.13
06/01/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902552012203283	947.00
06/02/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902553009479579	107,603.80
06/02/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902552040781880	18,175.36
06/02/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902552042928925	682.40
06/02/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902552040781882	371.21

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/03/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902553032205407	119,136.60
06/03/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902553032205450	11,431.39
06/03/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902553032800383	4,139.82
06/03/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902553032800415	1,822.00
06/04/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902554021093032	142,783.20
06/04/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902554023955019	10,850.77
06/04/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902554024459213	7,801.72
06/04/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902554024557721	827.00
06/04/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902554023955021	389.90
06/07/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902555022760876	163,619.00
06/07/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902558007546120	34,039.96
06/07/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902558007797663	20,433.87
06/07/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902558014561254	7,597.54
06/07/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902558014312326	3,718.09
06/07/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902558007546122	1,468.02
06/07/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902558007845074	720.00

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/08/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902558033034719	170,694.20
06/08/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902558032745606	15,251.59
06/08/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902558033745075	1,735.00
06/08/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902558032745608	68.65
06/09/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902559022327768	188,698.60
06/09/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902559026075584	16,627.78
06/09/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902559025681858	9,629.03
06/09/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902559026134767	1,634.00
06/10/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902560025892759	160,489.40
06/10/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902560025691941	21,471.78
06/10/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902560026066043	3,748.04
06/10/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902560025691943	1,813.33
06/10/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902560026077902	1,000.00
06/11/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902561026120741	173,373.40
06/11/21	ST OF IA-E.F.T. DES:E.F.T. ID:00002115823 INDN:IOWA COUNTY RECORDERS CO ID:2426004574 PPD		902560023764120	35,406.45

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/11/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902561025865889	14,942.22
06/11/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902561026317014	6,057.88
06/11/21	Preencoded Deposit	0000000001	813008652295918	1,780.49
06/11/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902561026369176	1,732.00
06/11/21	Preencoded Deposit	0000000001	813008652295920	1,269.25
06/11/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902561025865891	61.03
06/14/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902562022142738	161,871.20
06/14/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902562022113109	25,202.89
06/14/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902565014908985	7,149.65
06/14/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902565008435212	5,764.52
06/14/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902565008480046	875.00
06/14/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902565014778551	611.18
06/14/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902562022113111	582.47
06/14/21	BANKCARD DES:BTOT ADJ ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902565008435214	20.26
06/14/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902565014908984	15.22
06/15/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902566009361310	113,258.60
06/15/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902565033781172	10,810.95

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/15/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902565034522681	1,244.80
06/15/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902565033781174	387.54
06/16/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902566027120455	115,947.60
06/16/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902566026846545	13,018.13
06/16/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902566027293011	6,838.44
06/16/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902566027369694	3,654.20
06/16/21	Preencoded Deposit	0000000001	813008752026309	3,076.97
06/16/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902566026846547	37.23
06/17/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902567024207727	171,396.80
06/17/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902567028400237	7,799.78
06/17/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902567028785632	4,408.99
06/17/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902567028809483	1,060.00
06/17/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902567028400239	30.13
06/18/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902568018039373	134,660.20
06/18/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902568017849718	17,414.14

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/18/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902568018273021	6,834.43
06/18/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902568018315089	2,009.20
06/21/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902572007221918	201,963.20
06/21/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902572007327872	21,018.03
06/21/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902572007513535	5,301.21
06/21/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902572013739718	4,024.69
06/21/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902572013576414	3,461.00
06/21/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902572007568476	1,327.00
06/21/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902572007327874	280.58
06/22/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902572030440643	122,147.00
06/22/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902572031900896	21,025.40
06/22/21	BANKCARD DES:BTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902572030484721	8,998.98
06/22/21	Preencoded Deposit	0000000001	813008752705156	4,936.47
06/23/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902573021475511	143,200.00
06/23/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902574005021094	17,791.24
06/23/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902573021936901	5,656.44

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/23/21	ST OF IA-E.F.T. DES:E.F.T. ID:00003013649 INDN:IOWA COUNTY RECORDERS CO ID:2426004574 PPD		902572029678375	2,547.00
06/23/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902573021892419	1,990.00
06/24/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902574021312559	225,524.20
06/24/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902574021678367	30,688.40
06/24/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902574021285813	14,285.91
06/24/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902574021646222	12,339.76
06/25/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902575019495478	145,371.40
06/25/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902575019495456	16,029.54
06/25/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902575019986781	4,627.47
06/25/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902575019999342	1,045.00
06/25/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902575019495457	113.19
06/28/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902579009441540	136,995.80
06/28/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902579009441533	23,176.95
06/28/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902579015114149	13,961.04
06/28/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902579009683691	2,336.48

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Deposits and other credits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/28/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902579015047423	1,437.37
06/28/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902579009733917	1,050.00
06/28/21	BANKCARD DES:MTOT DEP ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902579009441534	88.07
06/29/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902579037199196	219,949.20
06/29/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902579037163200	11,960.51
06/29/21	ST OF IA-E.F.T. DES:E.F.T. ID:00003013649 INDN:IOWA COUNTY RECORDERS CO ID:2426004574 PPD		902579008591374	10,000.00
06/29/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902579037413766	810.00
06/30/21	VCI Clear DES:Settlement ID:3428B0324 INDN:Electronic Services Sy CO ID:4013137ZST CCD		902580021652920	107,767.60
06/30/21	BANKCARD DES:MTOT DEP ID:528414019714906 INDN:IOWA COUNTY RECORDERS CO ID:1470535472 CCD		902580021382572	13,265.30
06/30/21	Preencoded Deposit	0000000001	813008652770810	9,026.36
06/30/21	BANKCARD DES:MTOT DEP ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902580021832131	7,074.51
06/30/21	CSC DES:CSC CREDIT ID:IOWA RF INDN:IOWA PORTAL RF CO ID:4870658285 PPD		902580021855151	918.00

Total deposits and other credits**\$4,055,590.04****Withdrawals and other debits**

Date	Transaction description	Customer reference	Bank reference	Amount
06/01/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21148003266 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902552024091764	-139,197.00
06/01/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21152005170 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902552035713974	-17,430.20
06/01/21	POS ESS DES:FUNDS DISB FL# 21148003265 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902552024091763	-13,309.62

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/01/21	ACH CARD PAYMENT DES:ACH Pymt ID:IOWA COUNT INDN:4807073210256180 00 CO ID:3001190310 WEB		902552039804217	-11,257.68
06/02/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21152005170 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902553013516992	-146,960.60
06/02/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21153004547 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902553025414856	-20,282.20
06/02/21	POS ESS DES:FUNDS DISB FL# 21152005171 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902553013516993	-15,219.43
06/02/21	BANKCARD DES:MTOT DISC ID:498895199155706 INDN:ELECTRONIC SERVICES SY CO ID:9421403654 CCD		902552036285737	-5,487.78
06/02/21	Vericheck INC DES:PURCHASE ID:74195018 INDN:3428 Electronic Serv CO ID:4013137ZST CCD		902553009479583	-2,522.59
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717701 INDN:LINN COUNTY RECORDER CO ID:1470535472 CCD		902552032946894	-368.55
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717164 INDN:BLACK HAWK COUNTY RECO CO ID:1470535472 CCD		902552032946846	-263.65
06/02/21	BANKCARD DES:MTOT DISC ID:528414019714898 INDN:STORY COUNTY RECORDERS CO ID:1470535472 CCD		902552032946838	-262.52
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717446 INDN:DUBUQUE COUNTY RECORDE CO ID:1470535472 CCD		902552032946874	-207.72
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717768 INDN:JOHNSON COUNTY RECORDE CO ID:1470535472 CCD		902552032946900	-185.51
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718055 INDN:SCOTT COUNTY RECORDER CO ID:1470535472 CCD		902552032946922	-182.30
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718048 INDN:POTTAWATTAMIE COUNTY R CO ID:1470535472 CCD		902552032946921	-174.52
06/02/21	BANKCARD DES:MTOT DISC ID:528414019714880 INDN:DALLAS COUNTY RECORDER CO ID:1470535472 CCD		902552032946837	-162.49
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717891 INDN:WARREN COUNTY RECORDER CO ID:1470535472 CCD		902552032946910	-152.13

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717206 INDN:CERRO GORDO COUNTY REC CO ID:1470535472 CCD		902552032946850	-133.84
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717628 INDN:MONROE COUNTY RECORDER CO ID:1470535472 CCD		902552032946886	-121.04
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717297 INDN:CLINTON COUNTY RECORDE CO ID:1470535472 CCD		902552032946859	-119.57
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717735 INDN:LEE COUNTY RECORDER CO ID:1470535472 CCD		902552032946897	-117.42
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717677 INDN:JASPER COUNTY RECORDER CO ID:1470535472 CCD		902552032946891	-114.02
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717586 INDN:MARSHALL COUNTY RECORD CO ID:1470535472 CCD		902552032946882	-108.83
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717214 INDN:CEDAR COUNTY RECORDER CO ID:1470535472 CCD		902552032946851	-104.00
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717156 INDN:BENTON COUNTY RECORDER CO ID:1470535472 CCD		902552032946845	-95.03
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717933 INDN:WAPELLO COUNTY RECORDE CO ID:1470535472 CCD		902552032946912	-93.54
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717883 INDN:WEBSTER COUNTY RECORDE CO ID:1470535472 CCD		902552032946909	-87.18
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717826 INDN:PLYMOUTH COUNTY RECORD CO ID:1470535472 CCD		902552032946904	-85.55
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717404 INDN:DES MOINES COUNTY RECO CO ID:1470535472 CCD		902552032946870	-81.38
06/02/21	BANKCARD DES:MTOT DISC ID:528414019725738 INDN:MARION COUNTY RECORDER CO ID:1470535472 CCD		902552032946926	-78.01
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717644 INDN:MAHAKSA COUNTY RECORDE CO ID:1470535472 CCD		902552032946888	-73.97
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717867 INDN:WOODBURY COUNTY RECORD CO ID:1470535472 CCD		902552032946907	-73.74
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717321 INDN:DELAWARE COUNTY RECORD CO ID:1470535472 CCD		902552032946862	-73.36

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717495 INDN:IOWA COUNTY RECORDER CO ID:1470535472 CCD		902552032946878	-73.28
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717693 INDN:JONES COUNTY RECORDER CO ID:1470535472 CCD		902552032946893	-66.62
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717420 INDN:FAYETTE COUNTY RECORDE CO ID:1470535472 CCD		902552032946872	-65.78
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717339 INDN:DICKINSON COUNTY RECOR CO ID:1470535472 CCD		902552032946863	-64.81
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717610 INDN:MUSCATINE COUNTY RECOR CO ID:1470535472 CCD		902552032946885	-58.12
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718014 INDN:SIOUX COUNTY RECORDER CO ID:1470535472 CCD		902552032946918	-55.14
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717172 INDN:BOONE COUNTY RECORDER CO ID:1470535472 CCD		902552032946847	-53.09
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717198 INDN:CHEROKEE COUNTY RECORD CO ID:1470535472 CCD		902552032946849	-52.57
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717511 INDN:HENRY COUNTY RECORDER CO ID:1470535472 CCD		902552032946880	-50.76
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717230 INDN:CARROLL COUNTY RECORDE CO ID:1470535472 CCD		902552032946853	-49.71
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717776 INDN:JACKSON COUNTY RECORDE CO ID:1470535472 CCD		902552032946901	-47.34
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717289 INDN:CLAYTON COUNTY RECORDE CO ID:1470535472 CCD		902552032946858	-46.77
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717818 INDN:PALO ALTO COUNTY RECOR CO ID:1470535472 CCD		902552032946903	-44.41
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717396 INDN:HAMILTON COUNTY RECORD CO ID:1470535472 CCD		902552032946869	-44.21
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717479 INDN:FLOYD COUNTY RECORDER CO ID:1470535472 CCD		902552032946877	-43.31

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717750 INDN:KOSSUTH COUNTY RECORDE CO ID:1470535472 CCD		902552032946899	-42.99
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717875 INDN:WINNEBAGO COUNTY RECOR CO ID:1470535472 CCD		902552032946908	-42.20
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717909 INDN:WASHINGTON COUNTY RECO CO ID:1470535472 CCD		902552032946911	-40.79
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717388 INDN:HANCOCK COUNTY RECORDE CO ID:1470535472 CCD		902552032946868	-39.25
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717719 INDN:LYON COUNTY RECORDER CO ID:1470535472 CCD		902552032946895	-35.70
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718972 INDN:WINNESHIEK COUNTY RECO CO ID:1470535472 CCD		902552032946924	-33.76
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718030 INDN:TAMA COUNTY RECORDER CO ID:1470535472 CCD		902552032946920	-33.73
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717131 INDN:ALLAMAKEE COUNTY RECOR CO ID:1470535472 CCD		902552032946843	-32.98
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718022 INDN:UNION COUNTY RECORDER CO ID:1470535472 CCD		902552032946919	-32.49
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717651 INDN:MADISON COUNTY RECORDE CO ID:1470535472 CCD		902552032946889	-32.26
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717743 INDN:LUCAS COUNTY RECORDER CO ID:1470535472 CCD		902552032946898	-32.08
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717974 INDN:POWESHIEK COUNTY RECOR CO ID:1470535472 CCD		902552032946916	-31.91
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717966 INDN:SAC COUNTY RECORDER CO ID:1470535472 CCD		902552032946915	-28.78
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717669 INDN:JEFFERSON COUNTY RECOR CO ID:1470535472 CCD		902552032946890	-28.40
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717180 INDN:CHICKASAW COUNTY RECOR CO ID:1470535472 CCD		902552032946848	-28.37
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717347 INDN:EMMET COUNTY RECORDER CO ID:1470535472 CCD		902552032946864	-28.31

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717461 INDN:FREMONT COUNTY RECORDE CO ID:1470535472 CCD		902552032946876	-27.92
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717271 INDN:CLAY COUNTY RECORDER CO ID:1470535472 CCD		902552032946857	-27.52
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717354 INDN:FRANKLIN COUNTY RECORD CO ID:1470535472 CCD		902552032946865	-27.46
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717362 INDN:GREENE COUNTY RECORDER CO ID:1470535472 CCD		902552032946866	-27.39
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717438 INDN:GRUNDY COUNTY RECORDER CO ID:1470535472 CCD		902552032946873	-26.63
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717727 INDN:LOUISA COUNTY RECORDER CO ID:1470535472 CCD		902552032946896	-25.93
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717453 INDN:HARDIN COUNTY RECORDER CO ID:1470535472 CCD		902552032946875	-25.34
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717123 INDN:BUENA VISTA COUNTY REC CO ID:1470535472 CCD		902552032946842	-24.83
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717248 INDN:CALHOUN COUNTY RECORDE CO ID:1470535472 CCD		902552032946854	-24.60
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717255 INDN:BUTLER COUNTY RECORDER CO ID:1470535472 CCD		902552032946855	-24.17
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717305 INDN:CRAWFORD COUNTY RECORD CO ID:1470535472 CCD		902552032946860	-24.00
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717412 INDN:HARRISON COUNTY RECORD CO ID:1470535472 CCD		902552032946871	-23.84
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717800 INDN:PAGE COUNTY RECORDER CO ID:1470535472 CCD		902552032946902	-23.80
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717602 INDN:MONTGOMERY COUNTY RECO CO ID:1470535472 CCD		902552032946884	-23.44
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718923 INDN:MONONA COUNTY RECORDER CO ID:1470535472 CCD		902552032946923	-22.83

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717958 INDN:RINGGOLD COUNTY RECORD CO ID:1470535472 CCD		902552032946914	-21.98
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717263 INDN:CLARKE COUNTY RECORDER CO ID:1470535472 CCD		902552032946856	-21.89
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717594 INDN:MILLS COUNTY RECORDER CO ID:1470535472 CCD		902552032946883	-21.89
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717313 INDN:DAVIS COUNTY RECORDER CO ID:1470535472 CCD		902552032946861	-21.68
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717149 INDN:AUDUBON COUNTY RECORDE CO ID:1470535472 CCD		902552032946844	-21.08
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717545 INDN:HUMBOLDT COUNTY RECORD CO ID:1470535472 CCD		902552032946881	-20.92
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717859 INDN:WORTH COUNTY RECORDER CO ID:1470535472 CCD		902552032946906	-20.56
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717842 INDN:WRIGHT COUNTY RECORDER CO ID:1470535472 CCD		902552032946905	-19.33
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717370 INDN:GUTHRIE COUNTY RECORDE CO ID:1470535472 CCD		902552032946867	-18.15
06/02/21	BANKCARD DES:MTOT DISC ID:528414019718006 INDN:SHELBY COUNTY RECORDER CO ID:1470535472 CCD		902552032946917	-17.16
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717941 INDN:WAYNE COUNTY RECORDER CO ID:1470535472 CCD		902552032946913	-16.50
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717685 INDN:KEOKUK COUNTY RECORDER CO ID:1470535472 CCD		902552032946892	-15.69
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717115 INDN:ADAMS COUNTY RECORDER CO ID:1470535472 CCD		902552032946841	-14.05
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717222 INDN:CASS COUNTY RECORDER CO ID:1470535472 CCD		902552032946852	-13.82
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717107 INDN:ADAIR COUNTY RECORDER CO ID:1470535472 CCD		902552032946840	-13.19
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717636 INDN:MITCHELL COUNTY RECORD CO ID:1470535472 CCD		902552032946887	-11.86

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/02/21	BANKCARD DES:MTOT DISC ID:528414019717503 INDN:IDA COUNTY RECORDER CO ID:1470535472 CCD		902552032946879	-10.54
06/02/21	BANKCARD DES:MTOT DISC ID:528414019716083 INDN:VAN BUREN COUNTY RECOR CO ID:1470535472 CCD		902552032946839	-9.33
06/03/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21153004547 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902554008556466	-154,083.40
06/03/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21154003939 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902554018660758	-60,683.20
06/03/21	POS ESS DES:FUNDS DISB FL# 21153004548 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902554008556467	-18,006.37
06/04/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21154003939 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902555010036712	-143,730.20
06/04/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21155003316 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902555020011267	-20,748.80
06/04/21	POS ESS DES:FUNDS DISB FL# 21154003940 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902555010036713	-12,800.37
06/04/21	OASISINVBATCH DES:INVOICE ID:100104H03555697 INDN:IOWA COUNTY RECORDERS CO ID:6650786772 CCD		902553024071641	-12,654.28
06/07/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21155003316 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902558016943162	-143,710.40
06/07/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21158003668 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902558028742096	-74,900.00
06/07/21	POS ESS DES:FUNDS DISB FL# 21155003317 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902558016943163	-10,913.23
06/08/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21158003668 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902559011131920	-110,761.40
06/08/21	POS ESS DES:FUNDS DISB FL# 21158003669 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902559011131921	-38,083.43
06/08/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21159003869 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902559021729407	-22,701.60

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/08/21	BerganKDV, Ltd. Bill Payment		943206080008116	-4,650.00
06/08/21	The Rafferty Group Bill Payment		943206080008119	-2,000.00
06/08/21	NORTH RISK PARTNERS Bill Payment		943206080008120	-1,835.00
06/08/21	Brick Gentry Bill Payment		943206080008117	-1,500.00
06/08/21	Aureon Bill Payment		943206080008115	-74.25
06/09/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21159003869 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902560011153754	-138,698.20
06/09/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21160004254 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902560020904451	-17,493.40
06/09/21	POS ESS DES:FUNDS DISB FL# 21159003870 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902560011153755	-14,873.94
06/10/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21160004254 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902561011588759	-98,503.80
06/10/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21161004039 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902561020888610	-15,724.60
06/10/21	POS ESS DES:FUNDS DISB FL# 21160004255 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902561011588760	-9,348.56
06/11/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21161004039 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902562011300923	-102,861.80
06/11/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21162003549 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902562021345225	-37,417.20
06/11/21	POS ESS DES:FUNDS DISB FL# 21161004040 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902562011300924	-22,606.82
06/14/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21162003549 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902565017116757	-137,291.80
06/14/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21165003779 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902565029449708	-15,436.80
06/14/21	POS ESS DES:FUNDS DISB FL# 21162003550 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902565017116758	-14,566.25
06/15/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21165003779 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902566012666734	-124,861.00
06/15/21	POS ESS DES:FUNDS DISB FL# 21165003780 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902566012666735	-25,627.61

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/15/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21166003752 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902566022884798	-20,154.40
06/15/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21165003778 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902566012666733	-12.00
06/16/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21166003752 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902567012698452	-181,930.20
06/16/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21167004109 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902567022631389	-13,726.80
06/16/21	POS ESS DES:FUNDS DISB FL# 21166003753 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902567012698453	-10,872.25
06/17/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21167004109 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902568004611304	-112,629.60
06/17/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21168003836 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902568013054680	-32,374.00
06/17/21	POS ESS DES:FUNDS DISB FL# 21167004110 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902568004611305	-12,675.07
06/18/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21168003836 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902569002860714	-112,498.20
06/18/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21169003269 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902569011439799	-19,777.20
06/18/21	POS ESS DES:FUNDS DISB FL# 21168003837 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902569002860715	-7,601.83
06/18/21	OASISINVBATCH DES:INVOICE ID:100104H03565154 INDN:IOWA COUNTY RECORDERS CO ID:6650786772 CCD		902566019585882	-12,654.28
06/21/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21169003269 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902572015828590	-225,935.40
06/21/21	POS ESS DES:FUNDS DISB FL# 21169003270 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902572015828591	-16,906.90
06/21/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21172003664 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902572026796163	-10,680.60

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/22/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21172003664 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902573008218982	-137,297.40
06/22/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21173003804 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902573018102805	-47,347.60
06/22/21	POS ESS DES:FUNDS DISB FL# 21172003665 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902573008218983	-24,038.31
06/22/21	CSI Bill Payment		943206220008122	-7,581.03
06/22/21	DENMAN & COMPANY Bill Payment		943206220008123	-4,000.00
06/22/21	BANKCARDUSA Bill Payment		943206220008121	-299.00
06/22/21	BANKCARD USA DES:8005898200 ID:M42749156109 INDN:IOWA COUNTY RECORDERS CO ID:1911718107 PPD		902572023286285	-21.00
06/23/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21173003804 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902574006818473	-128,171.00
06/23/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21174004155 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902574016921265	-11,976.00
06/23/21	POS ESS DES:FUNDS DISB FL# 21173003805 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902574006818474	-8,736.83
06/24/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21174004155 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902575006571272	-208,735.00
06/24/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21175003882 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902575014858331	-22,208.40
06/24/21	POS ESS DES:FUNDS DISB FL# 21174004154 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902575006571271	-17,273.00
06/25/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21175003882 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902576004161840	-84,447.00
06/25/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21176003392 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902576013306903	-31,025.40
06/25/21	POS ESS DES:FUNDS DISB FL# 21175003881 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902576004161839	-13,869.76
06/28/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21176003392 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902579017257568	-111,285.20

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Withdrawals and other debits - continued

Date	Transaction description	Customer reference	Bank reference	Amount
06/28/21	POS ESS DES:FUNDS DISB FL# 21179000453 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902579017257569	-15,707.54
06/28/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21179004128 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902579032735975	-14,541.40
06/29/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21179004128 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902580005173751	-122,607.20
06/29/21	POS ESS DES:FUNDS DISB FL# 21179004127 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902580005173750	-23,947.79
06/29/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21180003980 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902580017153352	-16,675.80
06/30/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21180003980 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902581006841095	-137,616.20
06/30/21	IOWA COUNTY RECO DES:FUNDS DISB FL# 21181004149 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902581017788645	-36,923.40
06/30/21	POS ESS DES:FUNDS DISB FL# 21180003979 INDN:SETT-BATCH 2421213325 CO ID:2421213325 CCD		902581006841094	-11,648.61

Total withdrawals and other debits **-\$4,014,792.52**

Checks

Date	Check #	Bank reference	Amount	Date	Check #	Bank reference	Amount
06/07	8118	813007752125892	-20,340.00	06/24	8125	813004792048943	-3,015.70
06/25	8124*	813008192811577	-3,052.90	06/30	8126	813008792509969	-4,746.72

Total checks **-\$31,155.32**
Total # of checks **4**

* There is a gap in sequential check numbers

Service fees

Date	Transaction description	Amount
06/15/21	05/21 ACCT ANALYSIS FEE	-932.81

Total service fees **-\$932.81**

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

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
06/01	1,507,489.18	06/11	1,484,838.99	06/22	1,365,573.73
06/02	1,438,280.24	06/14	1,519,636.53	06/23	1,387,874.58
06/03	1,342,037.08	06/15	1,473,750.60	06/24	1,419,480.75
06/04	1,314,756.02	06/16	1,409,793.92	06/25	1,454,272.29
06/07	1,296,488.87	06/17	1,436,810.95	06/28	1,491,783.86
06/08	1,302,632.63	06/18	1,445,197.41	06/29	1,571,272.78
06/09	1,348,156.50	06/21	1,429,050.22	06/30	1,518,389.62
06/10	1,413,102.09				

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07/27/21

Iowa County Recorders Association
Reconciliation Summary
24000 - DRAWDOWN, Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	79,597.20
Cleared Transactions	
Charges and Cash Advances - 1 item	-918.00
Payments and Credits - 122 items	<u>2,053.60</u>
Total Cleared Transactions	<u>1,135.60</u>
Cleared Balance	<u><u>78,461.60</u></u>
Uncleared Transactions	
Charges and Cash Advances - 2 items	-1,620.00
Payments and Credits - 1 item	<u>810.00</u>
Total Uncleared Transactions	<u>-810.00</u>
Register Balance as of 06/30/2021	<u><u>79,271.60</u></u>
New Transactions	
Charges and Cash Advances - 2 items	-1,727.00
Payments and Credits - 142 items	<u>9,217.20</u>
Total New Transactions	<u>7,490.20</u>
Ending Balance	<u><u>71,781.40</u></u>

Iowa County Recorders Association
Reconciliation Summary
10800 · BOA-Settlement, Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	1,387,874.58
Cleared Transactions	
Checks and Payments - 18 items	-879,327.02
Deposits and Credits - 2935 items	1,009,032.06
	<u>129,705.04</u>
Total Cleared Transactions	
Cleared Balance	<u><u>1,517,579.62</u></u>
Uncleared Transactions	
Checks and Payments - 6 items	-245,361.85
Deposits and Credits - 1275 items	703,595.60
	<u>458,233.75</u>
Total Uncleared Transactions	
Register Balance as of 06/30/2021	<u><u>1,975,813.37</u></u>
New Transactions	
Checks and Payments - 16 items	-307,329.12
Deposits and Credits - 700 items	362,678.57
	<u>55,349.45</u>
Total New Transactions	
Ending Balance	<u><u>2,031,162.82</u></u>

Iowa County Recorders Association

Profit & Loss

June 2021

	Jun 21
Income	
BudgetedIncome	
42000 · POSSERVICEFEE	10,758.59
43000 · SERVICEFEE	
43100 · ACH	104,310.00
43200 · CC	8,700.86
43300 · DRAWDOWN	7,251.00
Total 43000 · SERVICEFEE	120,261.86
47000 · Fund 255 Reimbursement	35,406.45
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-864.72
48200 · Local Serv. Prov. Maint. Acct. - Other	2,849.33
Total 48200 · Local Serv. Prov. Maint. Acct.	1,984.61
Total BudgetedIncome	168,411.51
49000 · RevolvingIncome	
49300 · ERECORDING	
49100 · AUDITORFEE	43,460.00
49200 · TRANSFERTAX	2,515,748.50
49300 · ERECORDING - Other	1,098,521.00
Total 49300 · ERECORDING	3,657,729.50
49600 · POSPAYMENT	358,574.70
Total 49000 · RevolvingIncome	4,016,304.20
Total Income	4,184,715.71
Gross Profit	4,184,715.71
Expense	
Budgeted Expenses	
Office Tech Support	0.00
60000 · Administration	
60200 · Accounting Software-Services	145.88
60300 · Bookkeeping-CPA-990	4,650.00
60400 · Project Manager	11,500.00
60500 · Professional Fees	
60510 · Legal	1,500.00
60520 · Government Relations	2,000.00
60530 · Human Resources-Oasis	390.00
Total 60500 · Professional Fees	3,890.00
60600 · Insurance Expense	32,396.39
60800 · Office Operations	
60810 · Office Space Lease	2,750.00
60830 · Official Publication Expense	34.49
60850 · Teleconference	172.17
60860 · Telephone/Internet	550.00
60870 · Office Tech Support	800.00
60880 · Printing and Copying (Color-BW)	250.00
Total 60800 · Office Operations	4,556.66
Total 60000 · Administration	57,138.93
61000 · Marketing-Communications	
61100 · Marketing Director	1,960.00
61200 · Administrative/Market Support	2,530.00

Iowa County Recorders Association

Profit & Loss

June 2021

	Jun 21
61300 · Education and Outreach	
61350 · Conferences & Meetings	1,299.83
61360 · Campaigns	13.00
61370 · Software & Hosted Services	517.16
Total 61300 · Education and Outreach	1,829.99
Total 61000 · Marketing-Communications	6,319.99
62000 · Customer Support	
62100 · Account Manager	6,276.40
Total 62000 · Customer Support	6,276.40
64000 · ILR System Operations	
64100 · Development Team	
64110 · Technical Lead	11,137.76
64130 · Technical Support & Development	7,504.40
Total 64100 · Development Team	18,642.16
64200 · External Development & Services	
64210 · FF Redaction Services	7,581.03
64211 · BF Redaction Services	0.00
64220 · Software Development Services	9,821.15
64240 · Data Center & Hosting Services	3,052.90
Total 64200 · External Development & Services	20,455.08
64300 · Software License-Maintenance	12,404.39
Total 64000 · ILR System Operations	51,501.63
64400 · POS Credit Card Setup-Support	
64410 · Local Credit Card Equipment	299.00
Total 64400 · POS Credit Card Setup-Support	299.00
66000 · Payment Expenses	
66100 · Bank Account Analysis Fee	932.81
66300 · Gateway Transaction Fees	
66315 · ProfSolOnlineTransFees	5,487.78
66310 · VeriCheck OnlineTransactionFees	2,522.59
66320 · POSTransactionsFees	5,569.11
Total 66300 · Gateway Transaction Fees	13,579.48
Total 66000 · Payment Expenses	14,512.29
Total Budgeted Expenses	136,048.24
61500 · Depreciation Expense	15,400.94
70000 · RevolvingExpenses	
ESSPayments	
70100 · COUNTYDISTRIBUTION	3,657,729.80
70200 · POSDISTRIBUTION	358,214.26
Total ESSPayments	4,015,944.06
Total 70000 · RevolvingExpenses	4,015,944.06
Total Expense	4,167,393.24
Net Income	17,322.47

Iowa County Recorders Association
Profit & Loss
April through June 2021

	Apr - Jun 21
Income	
BudgetedIncome	
42000 · POSSERVICEFEE	26,777.16
43000 · SERVICEFEE	
43100 · ACH	292,137.00
43200 · CC	24,755.04
43300 · DRAWDOWN	20,469.00
Total 43000 · SERVICEFEE	337,361.04
47000 · Fund 255 Reimbursement	110,437.88
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-145,248.02
48200 · Local Serv. Prov. Maint. Acct. - Other	285,431.08
Total 48200 · Local Serv. Prov. Maint. Acct.	140,183.06
Total BudgetedIncome	614,759.14
49000 · RevolvingIncome	
49300 · ERECORDING	
49100 · AUDITORFEE	111,400.00
49200 · TRANSFERTAX	5,491,854.10
49300 · ERECORDING - Other	2,995,418.00
Total 49300 · ERECORDING	8,598,672.10
49600 · POSPAYMENT	889,985.27
Total 49000 · RevolvingIncome	9,488,657.37
Total Income	10,103,416.51
Gross Profit	10,103,416.51
Expense	
Budgeted Expenses	
Office Tech Support	0.00
60000 · Administration	
60100 · Annual Audit	3,975.00
60200 · Accounting Software-Services	437.64
60300 · Bookkeeping-CPA-990	13,950.00
60400 · Project Manager	34,500.00
60500 · Professional Fees	
60510 · Legal	4,500.00
60520 · Government Relations	6,000.00
60530 · Human Resources-Oasis	1,170.00
Total 60500 · Professional Fees	11,670.00
60600 · Insurance Expense	34,231.39
60800 · Office Operations	
60810 · Office Space Lease	8,250.00
60830 · Offical Publication Expense	65.95
60850 · Teleconference	716.28
60860 · Telephone/Internet	1,650.00
60870 · Office Tech Support	2,400.00
60880 · Printing and Copying (Color-BW)	750.00
Total 60800 · Office Operations	13,832.23
Total 60000 · Administration	112,596.26
61000 · Marketing-Communications	
61100 · Marketing Director	3,200.00
61200 · Administrative/Market Support	14,478.75

Iowa County Recorders Association

Profit & Loss

April through June 2021

	Apr - Jun 21
61300 · Education and Outreach	
61320 · Tradeshow/Exhibits/Sponsorship	215.00
61350 · Conferences & Meetings	1,299.83
61360 · Campaigns	13.00
61370 · Software & Hosted Services	1,551.48
Total 61300 · Education and Outreach	3,079.31
Total 61000 · Marketing-Communications	20,758.06
62000 · Customer Support	
62100 · Account Manager	18,829.20
Total 62000 · Customer Support	18,829.20
64000 · ILR System Operations	
64100 · Development Team	
64110 · Technical Lead	33,413.24
64120 · Senior Developer	5,705.24
64130 · Technical Support & Development	22,513.20
Total 64100 · Development Team	61,631.68
64200 · External Development & Services	
64210 · FF Redaction Services	24,263.66
64211 · BF Redaction Services	4,486.51
64220 · Software Development Services	9,821.15
64240 · Data Center & Hosting Services	9,158.70
Total 64200 · External Development & Services	47,730.02
64300 · Software License-Maintenance	26,222.51
64500 · Computing & Equip (CAP)	
64520 · System Equipment	319.30
Total 64500 · Computing & Equip (CAP)	319.30
Total 64000 · ILR System Operations	135,903.51
64400 · POS Credit Card Setup-Support	
64410 · Local Credit Card Equipment	598.00
Total 64400 · POS Credit Card Setup-Support	598.00
65000 · Local Maint. Expense	1,274.42
66000 · Payment Expenses	
66100 · Bank Account Analysis Fee	2,807.36
66300 · Gateway Transaction Fees	
66315 · ProfSolOnlineTransFees	14,311.29
66310 · VeriCheck OnlineTransactionFees	7,863.62
66320 · POSTransactionsFees	17,379.16
Total 66300 · Gateway Transaction Fees	39,554.07
Total 66000 · Payment Expenses	42,361.43
Total Budgeted Expenses	332,320.88
61500 · Depreciation Expense	46,202.82
61600 · Bad Debt Expense	71.25

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Accrual Basis

Iowa County Recorders Association

Profit & Loss

April through June 2021

	Apr - Jun 21
70000 · RevolvingExpenses	
ESSPayments	
70100 · COUNTYDISTRIBUTION	8,598,672.40
70200 · POSDISTRIBUTION	889,403.08
Total ESSPayments	9,488,075.48
Total 70000 · RevolvingExpenses	9,488,075.48
Total Expense	9,866,670.43
Net Income	236,746.08

Iowa County Recordors Association

Profit & Loss

January through June 2021

	Jan - Jun 21
Income	
BudgetedIncome	
42000 · POSSERVICEFEE	45,635.16
43000 · SERVICEFEE	
43100 · ACH	552,246.00
43200 · CC	47,885.14
43300 · DRAWDOWN	40,974.00
Total 43000 · SERVICEFEE	641,105.14
47000 · Fund 255 Reimbursement	290,533.27
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-145,248.02
48200 · Local Serv. Prov. Maint. Acct. - Other	285,431.08
Total 48200 · Local Serv. Prov. Maint. Acct.	140,183.06
Total BudgetedIncome	1,117,456.63
49000 · RevolvingIncome	
49300 · ERECORDING	
49100 · AUDITORFEE	197,395.00
49200 · TRANSFERTAX	9,161,533.30
49300 · ERECORDING - Other	5,660,386.00
Total 49300 · ERECORDING	15,019,314.30
49600 · POSPAYMENT	1,518,474.95
Total 49000 · RevolvingIncome	16,537,789.25
Total Income	17,655,245.88
Gross Profit	17,655,245.88
Expense	
Budgeted Expenses	
Office Tech Support	0.00
60000 · Administration	
60100 · Annual Audit	3,975.00
60200 · Accounting Software-Services	4,717.65
60300 · Bookkeeping-CPA-990	27,900.00
60400 · Project Manager	68,925.00
60500 · Professional Fees	
60510 · Legal	9,000.00
60520 · Government Relations	10,500.00
60530 · Human Resources-Oasis	2,405.00
Total 60500 · Professional Fees	21,905.00
60600 · Insurance Expense	34,231.39
60800 · Office Operations	
60810 · Office Space Lease	16,500.00
60830 · Offical Publication Expense	163.18
60850 · Teleconference	1,453.46
60860 · Telephone/Internet	3,300.00
60870 · Office Tech Support	4,800.00
60880 · Printing and Copying (Color-BW)	1,500.00
60890 · Miscellaneous	69.91
Total 60800 · Office Operations	27,786.55
Total 60000 · Administration	189,440.59
61000 · Marketing-Communications	
61100 · Marketing Director	24,520.00
61200 · Administrative/Market Support	30,318.75

Iowa County Recorders Association

Profit & Loss

January through June 2021

	Jan - Jun 21
61300 · Education and Outreach	
61320 · Tradeshows/Exhibits/Sponsorship	965.00
61340 · Memberships	775.00
61350 · Conferences & Meetings	1,726.83
61360 · Campaigns	13.00
61370 · Software & Hosted Services	3,450.96
Total 61300 · Education and Outreach	6,930.79
Total 61000 · Marketing-Communications	61,769.54
62000 · Customer Support	
62100 · Account Manager	37,700.41
Total 62000 · Customer Support	37,700.41
64000 · ILR System Operations	
64100 · Development Team	
64110 · Technical Lead	66,868.49
64120 · Senior Developer	7,616.34
64130 · Technical Support & Development	45,068.40
Total 64100 · Development Team	119,553.23
64200 · External Development & Services	
64210 · FF Redaction Services	47,175.72
64211 · BF Redaction Services	6,084.42
64220 · Software Development Services	9,821.15
64240 · Data Center & Hosting Services	18,317.40
64250 · Domain Registration	29.76
Total 64200 · External Development & Services	81,428.45
64300 · Software License-Maintenance	39,340.16
64500 · Computing & Equip (CAP)	
64520 · System Equipment	319.30
Total 64500 · Computing & Equip (CAP)	319.30
Total 64000 · ILR System Operations	240,641.14
64400 · POS Credit Card Setup-Support	
64410 · Local Credit Card Equipment	598.00
Total 64400 · POS Credit Card Setup-Support	598.00
65000 · Local Maint. Expense	1,529.30
66000 · Payment Expenses	
66100 · Bank Account Analysis Fee	5,404.25
66300 · Gateway Transaction Fees	
66315 · ProfSolOnlineTransFees	28,737.26
66310 · Vericheck OnlineTransactionFees	15,098.44
66320 · POSTransactionsFees	32,446.06
Total 66300 · Gateway Transaction Fees	76,281.76
Total 66000 · Payment Expenses	81,686.01
Total Budgeted Expenses	613,364.99
61500 · Depreciation Expense	89,931.54
61600 · Bad Debt Expense	71.25

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Accrual Basis

Iowa County Recorders Association

Profit & Loss

January through June 2021

	Jan - Jun 21
70000 · RevolvingExpenses	
ESSPayments	
70100 · COUNTYDISTRIBUTION	15,020,012.00
70200 · POSDISTRIBUTION	1,517,647.69
Total ESSPayments	16,537,659.69
Total 70000 · RevolvingExpenses	16,537,659.69
Total Expense	17,241,027.47
Net Income	414,218.41

Iowa County Recorders Association
Profit & Loss- Budgeted Only
June 2021

	Jun 21
Income	
BudgetedIncome	
42000 · POSSERVICEFEE	10,758.59
43000 · SERVICEFEE	
43100 · ACH	104,310.00
43200 · CC	8,700.86
43300 · DRAWDOWN	7,251.00
Total 43000 · SERVICEFEE	120,261.86
47000 · Fund 255 Reimbursement	35,406.45
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-864.72
48200 · Local Serv. Prov. Maint. Acct. - Other	2,849.33
Total 48200 · Local Serv. Prov. Maint. Acct.	1,984.61
Total BudgetedIncome	168,411.51
Total Income	168,411.51
Gross Profit	168,411.51
Expense	
Budgeted Expenses	
Office Tech Support	0.00
60000 · Administration	
60200 · Accounting Software-Services	145.88
60300 · Bookkeeping-CPA-990	4,650.00
60400 · Project Manager	11,500.00
60500 · Professional Fees	
60510 · Legal	1,500.00
60520 · Government Relations	2,000.00
60530 · Human Resources-Oasis	390.00
Total 60500 · Professional Fees	3,890.00
60600 · Insurance Expense	32,396.39
60800 · Office Operations	
60810 · Office Space Lease	2,750.00
60830 · Official Publication Expense	34.49
60850 · Teleconference	172.17
60860 · Telephone/Internet	550.00
60870 · Office Tech Support	800.00
60880 · Printing and Copying (Color-BW)	250.00
Total 60800 · Office Operations	4,556.66
Total 60000 · Administration	57,138.93
61000 · Marketing-Communications	
61100 · Marketing Director	1,960.00
61200 · Administrative/Market Support	2,530.00
61300 · Education and Outreach	
61350 · Conferences & Meetings	1,299.83
61360 · Campaigns	13.00
61370 · Software & Hosted Services	517.16
Total 61300 · Education and Outreach	1,829.99
Total 61000 · Marketing-Communications	6,319.99
62000 · Customer Support	
62100 · Account Manager	6,276.40
Total 62000 · Customer Support	6,276.40

Iowa County Recorders Association

Profit & Loss- Budgeted Only

June 2021

	Jun 21
64000 · ILR System Operations	
64100 · Development Team	
64110 · Technical Lead	11,137.76
64130 · Technical Support & Development	7,504.40
Total 64100 · Development Team	18,642.16
64200 · External Development & Services	
64210 · FF Redaction Services	7,581.03
64211 · BF Redaction Services	0.00
64220 · Software Development Services	9,821.15
64240 · Data Center & Hosting Services	3,052.90
Total 64200 · External Development & Services	20,455.08
64300 · Software License-Maintenance	12,404.39
Total 64000 · ILR System Operations	51,501.63
64400 · POS Credit Card Setup-Support	
64410 · Local Credit Card Equipment	299.00
Total 64400 · POS Credit Card Setup-Support	299.00
66000 · Payment Expenses	
66100 · Bank Account Analysis Fee	932.81
66300 · Gateway Transaction Fees	
66310 · Vericheck OnlineTransactionFees	2,522.59
66320 · POSTransactionsFees	5,569.11
Total 66300 · Gateway Transaction Fees	8,091.70
Total 66000 · Payment Expenses	9,024.51
Total Budgeted Expenses	130,560.46
Total Expense	130,560.46
Net Income	37,851.05

Iowa County Recorders Association
Profit & Loss- Budgeted Only
April through June 2021

	Apr - Jun 21
Income	
BudgetedIncome	
42000 · POSSERVICEFEE	26,777.16
43000 · SERVICEFEE	
43100 · ACH	292,137.00
43200 · CC	24,755.04
43300 · DRAWDOWN	20,469.00
Total 43000 · SERVICEFEE	337,361.04
47000 · Fund 255 Reimbursement	110,437.88
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-145,248.02
48200 · Local Serv. Prov. Maint. Acct. - Other	285,431.08
Total 48200 · Local Serv. Prov. Maint. Acct.	140,183.06
Total BudgetedIncome	614,759.14
Total Income	614,759.14
Gross Profit	614,759.14
Expense	
Budgeted Expenses	
Office Tech Support	0.00
60000 · Administration	
60100 · Annual Audit	3,975.00
60200 · Accounting Software-Services	437.64
60300 · Bookkeeping-CPA-990	13,950.00
60400 · Project Manager	34,500.00
60500 · Professional Fees	
60510 · Legal	4,500.00
60520 · Government Relations	6,000.00
60530 · Human Resources-Oasis	1,170.00
Total 60500 · Professional Fees	11,670.00
60600 · Insurance Expense	34,231.39
60800 · Office Operations	
60810 · Office Space Lease	8,250.00
60830 · Official Publication Expense	65.95
60850 · Teleconference	716.28
60860 · Telephone/Internet	1,650.00
60870 · Office Tech Support	2,400.00
60880 · Printing and Copying (Color-BW)	750.00
Total 60800 · Office Operations	13,832.23
Total 60000 · Administration	112,596.26
61000 · Marketing-Communications	
61100 · Marketing Director	3,200.00
61200 · Administrative/Market Support	14,478.75
61300 · Education and Outreach	
61320 · Tradeshows/Exhibits/Sponsorship	215.00
61350 · Conferences & Meetings	1,299.83
61360 · Campaigns	13.00
61370 · Software & Hosted Services	1,551.48
Total 61300 · Education and Outreach	3,079.31
Total 61000 · Marketing-Communications	20,758.06
62000 · Customer Support	
62100 · Account Manager	18,829.20
Total 62000 · Customer Support	18,829.20

Iowa County Recorders Association
Profit & Loss- Budgeted Only
April through June 2021

	Apr - Jun 21
64000 · ILR System Operations	
64100 · Development Team	
64110 · Technical Lead	33,413.24
64120 · Senior Developer	5,705.24
64130 · Technical Support & Development	22,513.20
Total 64100 · Development Team	61,631.68
64200 · External Development & Services	
64210 · FF Redaction Services	24,263.66
64211 · BF Redaction Services	4,486.51
64220 · Software Development Services	9,821.15
64240 · Data Center & Hosting Services	9,158.70
Total 64200 · External Development & Services	47,730.02
64300 · Software License-Maintenance	26,222.51
64500 · Computing & Equip (CAP)	
64520 · System Equipment	319.30
Total 64500 · Computing & Equip (CAP)	319.30
Total 64000 · ILR System Operations	135,903.51
64400 · POS Credit Card Setup-Support	
64410 · Local Credit Card Equipment	598.00
Total 64400 · POS Credit Card Setup-Support	598.00
65000 · Local Maint. Expense	1,274.42
66000 · Payment Expenses	
66100 · Bank Account Analysis Fee	2,807.36
66300 · Gateway Transaction Fees	
66310 · Vericheck OnlineTransactionFees	7,863.62
66320 · POSTransactionsFees	17,379.16
Total 66300 · Gateway Transaction Fees	25,242.78
Total 66000 · Payment Expenses	28,050.14
Total Budgeted Expenses	318,009.59
Total Expense	318,009.59
Net Income	296,749.55

Iowa County Recorders Association
Profit & Loss- Budgeted Only
January through June 2021

	Jan - Jun 21
Income	
BudgetedIncome	
42000 · POSSERVICEFEE	45,635.16
43000 · SERVICEFEE	
43100 · ACH	552,246.00
43200 · CC	47,885.14
43300 · DRAWDOWN	40,974.00
Total 43000 · SERVICEFEE	641,105.14
47000 · Fund 255 Reimbursement	290,533.27
48200 · Local Serv. Prov. Maint. Acct.	
48100 · Cost Sharing Credit	-145,248.02
48200 · Local Serv. Prov. Maint. Acct. - Other	285,431.08
Total 48200 · Local Serv. Prov. Maint. Acct.	140,183.06
Total BudgetedIncome	1,117,456.63
Total Income	1,117,456.63
Gross Profit	1,117,456.63
Expense	
Budgeted Expenses	
Office Tech Support	0.00
60000 · Administration	
60100 · Annual Audit	3,975.00
60200 · Accounting Software-Services	4,717.65
60300 · Bookkeeping-CPA-990	27,900.00
60400 · Project Manager	68,925.00
60500 · Professional Fees	
60510 · Legal	9,000.00
60520 · Government Relations	10,500.00
60530 · Human Resources-Oasis	2,405.00
Total 60500 · Professional Fees	21,905.00
60600 · Insurance Expense	34,231.39
60800 · Office Operations	
60810 · Office Space Lease	16,500.00
60830 · Official Publication Expense	163.18
60850 · Teleconference	1,453.46
60860 · Telephone/Internet	3,300.00
60870 · Office Tech Support	4,800.00
60880 · Printing and Copying (Color-BW)	1,500.00
60890 · Miscellaneous	69.91
Total 60800 · Office Operations	27,786.55
Total 60000 · Administration	189,440.59
61000 · Marketing-Communications	
61100 · Marketing Director	24,520.00
61200 · Administrative/Market Support	30,318.75
61300 · Education and Outreach	
61320 · Tradeshow/Exhibits/Sponsorship	965.00
61340 · Memberships	775.00
61350 · Conferences & Meetings	1,726.83
61360 · Campaigns	13.00
61370 · Software & Hosted Services	3,450.96
Total 61300 · Education and Outreach	6,930.79
Total 61000 · Marketing-Communications	61,769.54
62000 · Customer Support	
62100 · Account Manager	37,700.41
Total 62000 · Customer Support	37,700.41

Iowa County Recordors Association
Profit & Loss- Budgeted Only
 January through June 2021

	Jan - Jun 21
64000 · ILR System Operations	
64100 · Development Team	
64110 · Technical Lead	66,868.49
64120 · Senior Developer	7,616.34
64130 · Technical Support & Development	45,068.40
Total 64100 · Development Team	119,553.23
64200 · External Development & Services	
64210 · FF Redaction Services	47,175.72
64211 · BF Redaction Services	6,084.42
64220 · Software Development Services	9,821.15
64240 · Data Center & Hosting Services	18,317.40
Total 64200 · External Development & Services	81,398.69
64300 · Software License-Maintenance	39,340.16
64500 · Computing & Equip (CAP)	
64520 · System Equipment	319.30
Total 64500 · Computing & Equip (CAP)	319.30
Total 64000 · ILR System Operations	240,611.38
64400 · POS Credit Card Setup-Support	
64410 · Local Credit Card Equipment	598.00
Total 64400 · POS Credit Card Setup-Support	598.00
65000 · Local Maint. Expense	1,529.30
66000 · Payment Expenses	
66100 · Bank Account Analysis Fee	5,404.25
66300 · Gateway Transaction Fees	
66310 · Vericheck OnlineTransactionFees	15,098.44
66320 · POSTransactionsFees	32,446.06
Total 66300 · Gateway Transaction Fees	47,544.50
Total 66000 · Payment Expenses	52,948.75
Total Budgeted Expenses	584,597.97
Total Expense	584,597.97
Net Income	532,858.66

Iowa County Recordors Association

Balance Sheet

As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10800 · BOA-Settlement	
108100 · Unrestricted Reserve Account	38,399.40
108200 · Software Dev & Equip Maint Rsrv	550,319.68
108400 · Restricted Operating Reserve	100,000.00
10800 · BOA-Settlement - Other	1,287,094.29
Total 10800 · BOA-Settlement	1,975,813.37
Total Checking/Savings	1,975,813.37
Accounts Receivable	
12000 · Accounts Receivable	19,684.81
Total Accounts Receivable	19,684.81
Other Current Assets	
Ask Phil	93.44
13000 · Due from State	73,273.83
14000 · Prepaid Expenses	150,654.11
Total Other Current Assets	224,021.38
Total Current Assets	2,219,519.56
Fixed Assets	
17000 · Computer Equipment	1,099,025.95
17900 · Asset in Process	96,092.01
18000 · Accumulated Depreciation	-762,365.10
Total Fixed Assets	432,752.86
TOTAL ASSETS	2,652,272.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	40,747.54
Total Accounts Payable	40,747.54
Credit Cards	
21000 · Corp-BOA Visa 2026	3,988.34
Total Credit Cards	3,988.34
Other Current Liabilities	
22000 · Accrued Compensation	41,014.67
22500 · Deferred Revenues	138,500.42
24000 · DRAWDOWN	79,271.60
Total Other Current Liabilities	258,786.69
Total Current Liabilities	303,522.57
Total Liabilities	303,522.57
Equity	
30000 · Retained Earnings	1,934,531.44
Net Income	414,218.41
Total Equity	2,348,749.85
TOTAL LIABILITIES & EQUITY	2,652,272.42

Iowa County Recorders Association

Profit & Loss Budget vs. Actual

April through June 2021

	Apr - Jun 21	Budget	\$ Over Budget
Income			
BudgetedIncome			
42000 · POSSERVICEFEE	26,777.16	16,488.79	10,288.37
43000 · SERVICEFEE			
43100 · ACH	292,137.00	0.00	292,137.00
43200 · CC	24,755.04	0.00	24,755.04
43300 · DRAWDOWN	20,469.00	0.00	20,469.00
43000 · SERVICEFEE - Other	0.00	215,998.81	-215,998.81
Total 43000 · SERVICEFEE	337,361.04	215,998.81	121,362.23
47000 · Fund 255 Reimbursement	110,437.88	130,931.81	-20,493.93
48200 · Local Serv. Prov. Maint. Acct.			
48100 · Cost Sharing Credit	-145,248.02	-145,248.02	0.00
48200 · Local Serv. Prov. Maint. Acct. - Other	285,431.08	285,431.08	0.00
Total 48200 · Local Serv. Prov. Maint. Acct.	140,183.06	140,183.06	0.00
Total BudgetedIncome	614,759.14	503,602.47	111,156.67
Total Income	614,759.14	503,602.47	111,156.67
Gross Profit	614,759.14	503,602.47	111,156.67
Expense			
Budgeted Expenses			
60000 · Administration			
60100 · Annual Audit	3,975.00	4,975.00	-1,000.00
60200 · Accounting Software-Services	437.64	445.88	-8.24
60300 · Bookkeeping-CPA-990	13,950.00	13,950.00	0.00
60400 · Project Manager	34,500.00	34,500.00	0.00
60500 · Professional Fees			
60510 · Legal	4,500.00	4,500.00	0.00
60520 · Government Relations	6,000.00	6,000.00	0.00
60530 · Human Resources-Oasis	1,170.00	1,440.00	-270.00
Total 60500 · Professional Fees	11,670.00	11,940.00	-270.00
60600 · Insurance Expense	34,231.39	29,000.00	5,231.39
60700 · Ess Meetings	0.00	500.00	-500.00
60800 · Office Operations			
60810 · Office Space Lease	8,250.00	8,250.00	0.00
60820 · Office Supplies	0.00	50.00	-50.00
60830 · Official Publication Expense	65.95	135.00	-69.05
60850 · Teleconference	716.28	985.07	-268.79
60860 · Telephone/Internet	1,650.00	1,650.00	0.00
60870 · Office Tech Support	2,400.00	2,400.00	0.00
60880 · Printing and Copying (Color-BW)	750.00	750.00	0.00
Total 60800 · Office Operations	13,832.23	14,220.07	-387.84
Total 60000 · Administration	112,596.26	109,530.95	3,065.31
61000 · Marketing-Communications			
61100 · Marketing Director	3,200.00	8,990.00	-5,790.00
61200 · Administrative/Market Support	14,478.75	17,448.75	-2,970.00
61300 · Education and Outreach			
61320 · Tradeshows/Exhibits/Sponsorship	215.00	965.00	-750.00
61350 · Conferences & Meetings	1,299.83	0.00	1,299.83
61360 · Campaigns	13.00	0.00	13.00
61370 · Software & Hosted Services	1,551.48	1,757.16	-205.68
61380 · Marketing Supplies	0.00	75.00	-75.00
Total 61300 · Education and Outreach	3,079.31	2,797.16	282.15
Total 61000 · Marketing-Communications	20,758.06	29,235.91	-8,477.85

Iowa County Recorders Association

Profit & Loss Budget vs. Actual

April through June 2021

	Apr - Jun 21	Budget	\$ Over Budget
62000 · Customer Support			
62100 · Account Manager	18,829.20	19,326.40	-497.20
Total 62000 · Customer Support	18,829.20	19,326.40	-497.20
64000 · ILR System Operations			
64100 · Development Team			
64110 · Technical Lead	33,413.24	33,937.74	-524.50
64120 · Senior Developer	5,705.24	27,105.24	-21,400.00
64130 · Technical Support & Development	22,513.20	23,004.40	-491.20
Total 64100 · Development Team	61,631.68	84,047.38	-22,415.70
64200 · External Development & Services			
64210 · FF Redaction Services	24,263.66	25,682.63	-1,418.97
64211 · BF Redaction Services	4,486.51	4,486.51	0.00
64220 · Software Development Services	9,821.15		
64240 · Data Center & Hosting Services	9,158.70	9,252.90	-94.20
Total 64200 · External Development & Services	47,730.02	39,422.04	8,307.98
64300 · Software License-Maintenance	26,222.51	31,205.72	-4,983.21
64500 · Computing & Equip (CAP)			
64520 · System Equipment	319.30	10,000.00	-9,680.70
Total 64500 · Computing & Equip (CAP)	319.30	10,000.00	-9,680.70
Total 64000 · ILR System Operations	135,903.51	164,675.14	-28,771.63
64400 · POS Credit Card Setup-Support			
64410 · Local Credit Card Equipment	598.00	0.00	598.00
Total 64400 · POS Credit Card Setup-Support	598.00	0.00	598.00
65000 · Local Maint. Expense	1,274.42	1,444.34	-169.92
66000 · Payment Expenses			
66100 · Bank Account Analysis Fee	2,807.36	2,938.52	-131.16
66300 · Gateway Transaction Fees			
66315 · ProfSolOnlineTransFees	14,311.29	14,484.60	-173.31
66310 · Vericheck OnlineTransactionFees	7,863.62	7,706.02	157.60
66320 · POSTransactionsFees	17,379.16	17,675.24	-296.08
Total 66300 · Gateway Transaction Fees	39,554.07	39,865.86	-311.79
Total 66000 · Payment Expenses	42,361.43	42,804.38	-442.95
Total Budgeted Expenses	332,320.88	367,017.12	-34,696.24
Total Expense	332,320.88	367,017.12	-34,696.24
Net Income	282,438.26	136,585.35	145,852.91

IOWA COUNTY RECORDERS
 PHIL DUNSHEE
 XXXX-XXXX-XXXX-
 June 01, 2021 - June 30, 2021

Commercial Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 06/30/21 Payment Due Date 07/20/21 Days in Billing Cycle 30 Credit Limit \$25,000 Cash Limit \$5,000 Total Payment Due \$7,195.66	Previous Balance \$11,257.68 Payments -\$11,257.68 Credits \$0.00 Cash \$0.00 Purchases \$7,194.76 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.90 Finance Charge \$0.00 Current Balance \$7,195.66

Important Messages

Global Card Access - your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
DUNSHEE, PHIL XXXX-XXXX-XXXX- 8245 25,000	0.00	0.00	7,195.66	7,195.66

1125768 0719566 0719566

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: XXXX-XXXX-XXXX-
 June 01, 2021 - June 30, 2021

Total Payment Due \$7,195.66
Payment Due Date 07/20/21

Enter payment amount

\$

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

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): We accept calls made through relay services (dial 711).

Telephone monitoring: For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 660441, DALLAS, TX 75266-0441. Your letter must include the following information:

- . The company name, cardholder name and account number in question.
- . The dollar amount of the suspected error.
- . A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u>	<u>Outside the U.S.</u>
	1.888.449.2273	1.509.353.6656 (collect calls accepted)

Thank you for your business.

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
IOWA COUNTY RECORDERS						Total Activity
Account Number: XXXX-XXXX-XXXX-						-\$11,257.68
06/01	06/01	PAYMENT CENTER	1528620000000000011014	0008		11,257.68
DUNSHEE, PHIL						Total Activity
Account Number: XXXX-XXXX-XXXX-8245						7,195.66
06/01	05/31	REVIEW *CallTower 800-3475444 UT	24906411151122467993039	7399	9.77	
06/04	06/03	Amazon web services aws.amazon.coWA	24692161154100073687084	7399	1,158.13	
06/04	06/03	MAXMIND INC 617-500-4493 MA	24492151154852998642213	7372	305.28	
06/07	06/04	ADOBE CREATIVE CLOUD 408-536-6000 CA	24943001155700691910471	5734	56.17	
06/07	06/04	IEC*Conferencing Svc 877-2116858 NE	24906411155122812971959	5969	16.72	
06/07	06/04	IEC*Conferencing Svc 877-2116858 NE	24906411155122812963667	5969	100.72	
06/10	06/08	BUSINESS PUBLICATIONS 515-288-3336 IA	24656271160017037656828	5192	19.75	
06/11	06/09	SLEEP INN & SUITES 6412576700 IA	24431051161750241845608	3631	113.29	
Arrival: 06/08/21						
06/11	06/09	STONE CREEK INN SIOUX CISIOUX CITY IA	24000971161839305973446	7011	135.29	
Arrival: 06/09/21						
06/14	06/12	ADOBE PRODUCTS 408-536-6000 CA	24943001163700711833059	5734	52.99	
06/15	06/14	MAYTECH COMMUNICATIONS LTLONDON	74463661165511666368841	4816	90.00	
06/15	06/15	INTERNATIONAL TRANSACTION FEE	74463661165511666368841	0001	0.90	
06/18	06/16	CHB*CHUBB INS SCI 800-372-4822 NJ	24692161168100811420206	6300	3,269.00	
06/18	06/16	BUSINESS PUBLICATIONS 515-288-3336 IA	24656271168017039946450	5192	14.74	
06/22	06/21	Intuit *QuickBooks 833-830-9255 CA	24692161172100164087325	5734	109.98	
06/23	06/22	ATLASSIAN HTTPWWW.ATLACA	24011341173000026920351	5734	34.78	
06/23	06/22	PROPERTY REC IND ASSOC 919-383-0044 NC	24692161173100671645473	8398	395.00	
06/23	06/23	MailChimp 000-0000000 GA	24204291174000248887555	5818	408.00	
06/25	06/23	STONE CREEK INN SIOUX CISIOUX CITY IA	24000971175898006395493	7011	400.00	
Arrival: 06/23/21						
06/25	06/23	HEARST CENTER FOR THE 319-273-8641 IA	24988951175017038086305	8299	56.25	
06/25	06/24	USPS PO 1845090631 JOHNSTON IA	24137461176001367188063	9402	13.00	
06/28	06/24	SOUTHWESTERN COMMUNITY COCRESTON IA	24988951176030040488822	8220	200.00	
06/28	06/26	RIGHT NETWORKS 603-324-0400 NH	24055231177207677003116	4816	35.90	
06/30	06/29	SMARTYSTREETS.COM 877-216-8883 UT	24492151180713266620828	5045	200.00	

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	9.25% V	\$0.00	\$0.00
CASH	9.25% 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
21000 - Corp-BOA Visa 2026, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,257.68
Cleared Transactions						
Charges and Cash Advances - 23 items						
Credit Card Charge	05/31/2021	21004...	Intrado	X	-16.72	-16.72
Credit Card Charge	06/01/2021	20074...	Calltower	X	-9.77	-26.49
Credit Card Charge	06/03/2021	75271...	Amazon	X	-1,158.13	-1,184.62
Credit Card Charge	06/03/2021	14192...	Adobe Systems	X	-56.17	-1,240.79
Credit Card Charge	06/08/2021	67743	Business Publications	X	-19.75	-1,260.54
Credit Card Charge	06/11/2021	14243...	Adobe Systems	X	-52.99	-1,313.53
Credit Card Charge	06/14/2021	73829	Maytech	X	-90.90	-1,404.43
Credit Card Charge	06/20/2021	Stmt0...	Chubb	X	-3,269.00	-4,673.43
Credit Card Charge	06/21/2021	28982	PRIA	X	-395.00	-5,068.43
Credit Card Charge	06/21/2021	345213	Stoney Creek Inn	X	-135.29	-5,203.72
Credit Card Charge	06/21/2021	P1-64...	intuit	X	-109.98	-5,313.70
Credit Card Charge	06/21/2021	21004...	Intrado	X	-100.72	-5,414.42
Credit Card Charge	06/21/2021	64810	Business Publications	X	-14.74	-5,429.16
Credit Card Charge	06/22/2021	AT-14...	Atlassian	X	-34.78	-5,463.94
Credit Card Charge	06/23/2021	MCO6...	Mailchimp	X	-408.00	-5,871.94
Credit Card Charge	06/23/2021	13242	Stoney Creek Inn	X	-400.00	-6,271.94
Credit Card Charge	06/23/2021	272808	The Hearst	X	-56.25	-6,328.19
Credit Card Charge	06/24/2021	21578	Southwestern Comm...	X	-200.00	-6,528.19
Credit Card Charge	06/24/2021		Postmaster	X	-13.00	-6,541.19
Credit Card Charge	06/25/2021	rct #13...	MaxMind	X	-305.28	-6,846.47
Credit Card Charge	06/25/2021	25653...	Sleep Inn	X	-113.29	-6,959.76
Credit Card Charge	06/25/2021	INV02...	Right Networks	X	-35.90	-6,995.66
Credit Card Charge	06/29/2021	60157...	Smartystreets	X	-200.00	-7,195.66
Total Charges and Cash Advances					-7,195.66	-7,195.66
Payments and Credits - 1 item						
Check	06/01/2021	aw060...	Bank of America	X	11,257.68	11,257.68
Total Cleared Transactions					4,062.02	4,062.02
Cleared Balance					-4,062.02	7,195.66
Uncleared Transactions						
Charges and Cash Advances - 2 items						
Credit Card Charge	06/30/2021	21004...	Intrado		-53.54	-53.54
Credit Card Charge	06/30/2021	21004...	Intrado		-8.14	-61.68
Total Charges and Cash Advances					-61.68	-61.68
Payments and Credits - 1 item						
Credit Card Credit	06/29/2021	Stmt0...	Chubb		3,269.00	3,269.00
Total Uncleared Transactions					3,207.32	3,207.32
Register Balance as of 06/30/2021					-7,269.34	3,988.34
New Transactions						
Charges and Cash Advances - 14 items						
Credit Card Charge	07/01/2021	20076...	Calltower		-0.22	-0.22
Credit Card Charge	07/02/2021	11266...	Amazon		-125.63	-125.85
Credit Card Charge	07/03/2021	78532...	Amazon		-1,060.95	-1,186.80
Credit Card Charge	07/03/2021	14387...	Adobe Systems		-56.17	-1,242.97
Credit Card Charge	07/11/2021	14439...	Adobe Systems		-52.99	-1,295.96
Credit Card Charge	07/12/2021	10683...	Target		-18.46	-1,314.42
Credit Card Charge	07/14/2021	73987	Maytech		-97.90	-1,412.32
Credit Card Charge	07/14/2021	68918	Business Publications		-14.90	-1,427.22
Credit Card Charge	07/15/2021	340967	Palmers Deli		-159.53	-1,586.75
Credit Card Charge	07/20/2021	42813...	AIT		-29.76	-1,616.51
Credit Card Charge	07/21/2021	P1-65...	intuit		-109.98	-1,726.49
Credit Card Charge	07/22/2021	AT-14...	Atlassian		-34.78	-1,761.27
Credit Card Charge	07/23/2021	MCO7...	Mailchimp		-408.00	-2,169.27
Credit Card Charge	07/25/2021	INV02...	Right Networks		-35.90	-2,205.17
Total Charges and Cash Advances					-2,205.17	-2,205.17

10:31 AM

07/27/21

Iowa County Recorders Association
Reconciliation Detail
21000 · Corp-BOA Visa 2026, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Payments and Credits - 1 item						
Check	07/12/2021	AW07...	Bank of America		7,195.66	7,195.66
Total New Transactions					4,990.49	4,990.49
Ending Balance					-12,259.83	-1,002.15

Report ID: FR008B
Source: I/3 Finance
Date: 6/1/21 - 6/30/21
Fund: 0255
BS Account: 1101

STATE OF IOWA
OLLD BALANCE SHEET SUMMARY

Page: 1 of 1
Run Date: 07/07/2021
Run Time: 08:50:42 AM

Doc CD	Posting Code	Cycle Date	Debit Amount	Credit Amount	Balance
Beginning Balance					497,829.65
EFT	A001	6/8/21		35,406.45	462,423.20
CDR	A001	6/15/21	65,262.72		527,685.92
JV1	A001	6/22/21	31.23		527,717.15

5:19 PM

07/08/21

Iowa Land Records - Fund 255
Reconciliation Summary
State Treasurer, Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	497,829.65
Cleared Transactions	
Checks and Payments - 2 items	-35,406.45
Deposits and Credits - 1 item	65,293.95
	<u>29,887.50</u>
Total Cleared Transactions	
Cleared Balance	<u>527,717.15</u>
Register Balance as of 06/30/2021	527,717.15
Ending Balance	527,717.15

11:19 AM

07/27/21

Accrual Basis

Iowa Land Records - Fund 255

Profit & Loss

June 2021

	Jun 21
Ordinary Income/Expense	
Income	
E-Recording Fee	65,262.72
Interest	31.23
Total Income	65,293.95
Expense	
ESS Expense Reimbursement	35,406.45
Total Expense	35,406.45
Net Ordinary Income	29,887.50
Net Income	29,887.50

11:19 AM

07/27/21

Accrual Basis

Iowa Land Records - Fund 255

Profit & Loss

April through June 2021

	Apr - Jun 21
Ordinary Income/Expense	
Income	
E-Recording Fee	188,126.98
Interest	173.75
Total Income	188,300.73
Expense	
ESS Expense Reimbursement	110,423.27
Total Expense	110,423.27
Net Ordinary Income	77,877.46
Net Income	77,877.46

Iowa Land Records - Fund 255

Balance Sheet

As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer	
Unrestricted Operating Reserve	68,347.95
Equipment Replacement Fund	223,814.40
Restricted Operating Reserve	100,000.00
Redaction Reserve Account	20,259.02
State Treasurer - Other	115,295.78
Total State Treasurer	527,717.15
Total Checking/Savings	527,717.15
Total Current Assets	527,717.15
TOTAL ASSETS	527,717.15
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	433,569.23
Retained Earnings	930,181.75
Reserved Retained Earnings	-788,013.25
Net Income	-48,020.58
Total Equity	527,717.15
TOTAL LIABILITIES & EQUITY	527,717.15

August 10, 2021

To: ESS Coordinating Committee
ESS Finance Subcommittee

From: Phil Dunshee, ILR Project Manager

Re: Reserve Fund Allocation

The Electronic Services System has a checking (cash) account for the purpose of operations, cash flow management, and reserve funds for special purpose activities. The operating and reserve accounts are as follows.

- BOA – Settlement Account – operations including both revolving and budgeted transactions
- Software Development and Equipment Maintenance Reserve
- Redaction Reserve (currently unfunded)
- Restricted Operating Reserve
- Unrestricted Reserve

Anything not allocated to one of the reserve accounts is included in the BOA Settlement account (operating account). As of June 30, 2021, the Unrestricted Reserve had a balance of \$38,399.40, and the operating account had a reconciled balance of \$1,287,094.29. The Software Development and Equipment Maintenance Reserve had a balance of \$550,319.68, and the Restricted Operating Reserve had a balance of \$100,000.00. No funds have yet been allocated to the redaction reserve as some funds remain in the Fund 255 Redaction Reserve account.

Project budgeted income has continued to be positive. This is the result of sustained usage of the E-Submission service along with the utilization of resources in Fund 255 which is managed through the Office of the State Treasurer. Budgeted income from the E-Submission service fee and Fund 255 Reimbursement has exceeded projections in the most recent quarter by \$84,798.92.

It is recommended that these funds be allocated as follows.

- \$84,798.92 to the Software Development and Equipment Maintenance Reserve

The allocation of funds to the Software Development and Equipment Reserve will not hinder operating cashflow, nor will it cause any shortfall in the ordinary course of operations - in the event that E-Submission activity declines as the pandemic eases.

Action Requested: Authorize staff to allocate the recommended funds to the specified reserve accounts, effective June 30, 2021.

Chapter 1 County Land Record Information System Governance

ESS – 1.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

28E Agreement – An agreement between a public agency with one or more public or private agencies for joint or cooperative action pursuant to the provisions of Chapter 28E of the Iowa Code, including the creation of a separate entity to carry out the purpose of the agreement.

ACH – Automated Clearing House; an electronic banking network often used for direct deposit and electronic bill payment.

Bank Service Charges – Fees charged by a financial institution for the maintenance of an account or services associated with the account.

Batch Transfer - The delivery or transfer of an accumulation of electronic documents or records recorded or maintained by a County Recorder.

Browser User Interface Submitter – A Submitter which accesses the Iowa Land Records E-Submission service through a web browser interface.

CLRIS – See **county land record information system**.

County – A political subdivision of the State of Iowa as defined in Chapter 331 of the Iowa Code.

County Land Record Information System (CLRIS) – The activities and organization created to for the purpose 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 as provided in 2003 Iowa Acts, Chapter 178, Section 25, Subsection 4; and 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1.

County Official – An official defined in Section 331.101 of the Iowa Code including an Auditor, Board, Clerk, County Attorney, Recorder, Sheriff, Supervisor or Treasurer.

Flexibility Legislation

28E legislation

Other

Back the Blue

County Project Assessments – An assessment or fee which is levied by the ESS Coordinating Committee to a County for expenses associated with the operation of the county land record information system.

Draw Down Account – A payment account which authorizes a customer to deposit funds into an ESS current liability account. The customer may draw funds from this account to pay for County recording fees and Electronic Recording Convenience Fees.

Electronic Document - A document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.

Electronic Recording Fee – A fee levied by ESS Coordinating Committee to a Submitter for the service of enabling the review and transfer of electronic documents submitted for official recording in a County, as authorized by Section 331.605B, subsection 2, Code of Iowa.

~~Electronic Recording Deposit Fee – A fee paid by a Submitter when depositing funds into a Draw Down Account.~~

Electronic Services System (ESS) – The entity established under Chapter 28E to provide Iowa counties with an electronic services system for land record information, electronic recording and other services as provided in 2021 Iowa Acts, Chapter 126, Section 2. See also: Section 331.604, subsection 3, paragraph f.

ESS Coordinating Committee (ESS Coordinating Committee) –The committee established under the Electronic Services System 28E Agreement to coordinate efforts to deliver services and information through ESS, ~~provide advice and technical assistance to the Association, and~~ to make policy regarding the operations of ESS, ~~and to perform other duties as delegated by the ICRA Executive Board.~~

Failed Payment – A payment transaction for a provided service which is not honored by a financial institution, credit card or debit card company or other payment service provider or organization, because there are insufficient funds, the debit or credit card has expired, the account is closed or frozen, or because of any other reason.

Flexibility Legislation

28E legislation

Other

Back the Blue

Failed Payment Occurrence – A Failed Payment associated with Recording Fees or service fees not received from a Submitter for ~~multiple~~ one or more recorded document documents at a specified time or on a specified day.

Failed Payment Service Fee – A fee paid by a Submitter when there is a Failed Payment to address ESS internal costs associated with the handling of a Failed Payment.

Hosting and Office Technology Costs – The costs associated with the hosting and operation of computing devices and systems and any related equipment or service including servers, software licenses, and technical support agreements.

ICRA Executive Board – The Executive Board of the Iowa County Recorders Association.

Insurance Costs – The costs associated with insurance maintained to mitigate the risks associated with Electronic Services System operations.

Iowa Counties Information Technology Affiliate – An affiliate of the Iowa State Association of Counties representing information technology professionals who work for a County.

Iowa County Recorders Association (ICRA) or (Association) – A private, nonprofit corporation established to represent elected County Recorders in the State of Iowa.

Iowa State Association of Counties (ISAC) – A private, nonprofit corporation established to promote effective and responsible county government for the people of Iowa.

Local Service Provider Maintenance Costs – The costs associated with services provided by local electronic indexing and imaging service providers to maintain and support the Recorder’s Association Transfer Module which is used to transfer information between a County and the Electronic Services System.

Merchant Service Charges - Fees charged by an organization to merchants for facilitating customer payment through credit, debit or charge cards.

Operational Costs – The costs associated with accounting, account management, auditing, business analysis, clerical, communications, marketing, customer support, project management and quality assurance functions necessary for the operation of the Electronic Service System.

Payment Gateway Fees – Fees charged by an e-commerce application service provider which facilitates the implementation of electronic payment systems. The service provider authorizes payments for e-businesses, online retailers, or traditional businesses. Payment gateways protect credit card details by encrypting sensitive information, such as credit card numbers, to ensure that information is passed securely between the customer and the merchant and also between a merchant and the payment processor.

Point of Sale Credit/Debit Payment System (POS) – The payment system established by ESS to facilitate credit, debit, mobile and digital wallet payments for services provided at authorized locations including but not limited to organizations which are members of the Electronic Services System (ESS)

Qualified County Recorder – A County Recorder from a County which is a member of the Electronic Services System 28E organization.

Real Estate Transfer Tax – The tax applied to the assignment, transfer or conveyance of lands, tenements or other realty as provided in Chapter 428A of the Iowa Code.

Recording Fees – The combined fees charged by a County for recording a document including the standard recording fee, the Auditor’s transfer fee, additional transaction fee, and the document management fee.

Redaction – The process of permanently removing all or a portion of text or other information from a document or an electronic document, including but not limited to personally identifiable information. See also: Section 6.1 of the Policies and Procedures.

Registered User – A person or organization which establishes an account at ~~<http://iowalandrecords.org/portal/>~~ <https://iowalandrecords.org/portal/> for the purpose of accessing information including images of recorded documents.

Revolving Fund Cash Flow Balance – The balance of funds maintained to ensure that sufficient funds are available to timely distribute recording fees and other funds to a County.

Software Development and Maintenance Costs – The costs associated with the process of conceiving, specifying, designing, programming, documenting, testing, and bug fixing involved in creating and maintaining applications, frameworks, or any software components developed and managed by the Electronic Services System.

Flexibility Legislation

28E legislation

Other

Back the Blue

Submitter – A person or organization which is authorized to submit electronic documents for recording through the county land record information system at <http://iowalandrecords.org/esubmission> <https://iowalandrecords.org/esubmission>.

Surcharge – The fee charged to a customer for the use of the POS system at an ESS location.

Technical Services Costs – The costs associated with services provided by ESS or ICRA employees, or third-party organizations who provide programming, system administration, database administration, web site administration, hosting and maintenance support, or other technical services to the Electronic Services System.

Treasury Management Service Charges - Fees charged by a financial institution for services associated with electronic funds transfers or other specialized services.

Unregistered User – A person or organization which accesses certain information or services at <https://iowalandrecords.org/portal/> or <https://iowalandrecords.org/esubmission>, when such access does not require the provision of a unique user identification or password. An unregistered user will not have authorization to access images of recorded documents, submit electronic documents for recording, or receive other information or services reserved only for registered users or Submitters.

Web Service Integration Portal User – An authorized organization which accesses the Iowa Land Records website and database through a web services API provided by the Electronic Services System and governed under an Integration Agreement.

Web Service Integration Submitter – A Submitter which accesses the Iowa Land Records E-Submission service through a web services API provided by the Electronic Services System and governed under an E-Submission Integration Agreement.

Web Site Promotion – Promotional or advertising services provided by the Electronic Services System on behalf of a person or organization. Services may include but are not limited to web site banner or pop up advertisements.

Section 1.1 revised 2.12.14.

Section 1.1 revised 8.12.15. Effective 9.1.15

Section 1.1 revised 10.7.15. Effective 12.1.16

Section 1.1 revised 8.7.18

ESS – 1.2 Authority and Purpose.

Flexibility Legislation

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Other

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(Iowa Code Section 331.604, Subsection 3(a); Section 331.604, Subsection 3(b); 2003 Iowa Acts, Chapter 178, Section 25, Subsection 4; 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1; and 2009 Iowa Acts, Chapter 159)

1.2(1) The county land record information system is governed by Electronic Services System, a public entity established under the authority of Chapter 28E of the Iowa Code. ~~As provided in the Electronic Services System 28E agreement, the Iowa County Recorders Association Executive Board is the governing board of the county land record information system.~~ The ESS Coordinating Committee shall carry out the duties specified in the Electronic Services System 28E agreement ~~and any duties delegated to the Committee by the ICRA Executive Board.~~

1.2(2) Each County and County Official shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system.

1.2(3) County representation in the governance of the county land record information system is contingent upon the execution of a 28E agreement between the board of supervisors of each county ~~and the Iowa County Recorders Association~~ for the implementation of the county land record information system as required by 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1 ~~and as provided in 2021 Iowa Acts, Chapter 126, Section 2.~~ See also: Section 331.604, subsection 3, paragraph f. Participation in the county land record information system, and compliance with the policies and procedures adopted by the governing board of the county land recording information is required notwithstanding the absence of a 28E agreement for participation in the Electronic Services System. ~~between with a County board of supervisors and the Iowa County Recorders Association.~~

1.2(4) The Electronic Services System has the responsibility to develop, implement, and maintain a statewide internet website for purposes of providing electronic access to records and information and to implement electronic recording and electronic transactions in each County. ~~The ICRA Executive Board and the ESS Coordinating Committee, subject to the duties delegated to it by the ICRA Executive Board, are therefore~~ is authorized to establish policies and procedures relating to or affecting the maintenance, transfer, storage, or utilization of land record information which may be incorporated with the Electronic Services System and the county land record information system.

1.2(5) Policies and procedures established by the Electronic Services System shall apply to all counties, County Officials and staff, any third-party service providers engaged in activities affecting the operations of the Electronic Services System and the county land record information system, and to Registered Users, Submitters and Unregistered Users.

1.2(6) Policies and procedures which may be addressed by Electronic Services System include but are not limited to the following.

- a. Requirements for maintaining and operating the statewide internet website and the county land record information system.
- b. Requirements relating to the use of the county land record information system and the associated web sites including but not limited to Terms of Use and Privacy policies.
- c. Standards for recording, processing, indexing and archiving electronic documents and records.
- d. Requirements for integrating, accessing, transferring and archiving information contained in documents and records from other sources with the county land record information system.
- e. Requirements for redacting personally identifiable information contained in electronic documents that are displayed for public access through an internet website or that are transferred to another person.
- f. Requirements for implementing electronic recording.
- g. Initiatives to increase access to public records and the delivery of public services electronically expand access to records by encouraging electronic indexing and scanning of documents and instruments recorded in prior years.

ESS – 1.3 Other Powers and Duties.

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

1.3(1) The ICRA Executive Board, and/or the ESS Coordinating Committee, shall have the following additional powers and duties.

- a. Provide Iowa counties with an electronic services system for land record information including but not limited to associated web sites, databases, search engines and electronic document management and submission services;
- b. Receive and disburse electronically into bank accounts designated by the ASSOCIATION and each County authorized fees for electronic recording and other services.
- c. Provide Iowa counties with an electronic services system for other services provided through the Office of the County Recorder.
- d. Provide Iowa counties with an electronic services system for other services subject to the approval of the appropriate parties.—
- e. Contract with any public or private entity to provide all necessary services.

- ~~f. Rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of the Electronic Services System.~~
 - ~~g. Establish a system of accounting and budgeting, and a system for receiving payments.~~
 - ~~h. Retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of the Electronic Services System.~~
 - ~~i. Exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of the Electronic Services System.~~
 - ~~j. Take other routine or ministerial action as needed to provide for the successful operation of the Electronic Services System and the county land record information system.~~
 - ~~k. Establish Bylaws to provide for the operation of the ESS Coordinating Committee.~~
 - ~~l. Establish subcommittees as needed to carry out the duties and responsibilities.~~
-
- a. Provide Iowa counties with an electronic services system for land record information including but not limited to associated web sites, databases, search engines and electronic document management and submission services;
 - b. Receive and disburse electronically into bank accounts designated by the Electronic Services System and each County Recorder authorized fees for electronic recording and other services.
 - c. Provide Iowa counties with an electronic services system for other services provided through the Office of the County Recorder;
 - d. Provide an electronic services system for other public agencies or private organizations.
 - e. Contract with any public or private entity to provide all necessary services.
 - f. To rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of this Agreement;
 - g. Establish a system of accounting and budgeting, and a system for receiving payments;
 - h. Retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of this Agreement; and
 - i. Exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of this Agreement.
 - j. Take other routine or ministerial action as needed to provide for the successful operation of the Electronic Services System and/or the county land record information system.

- k. Establish Policies and Procedures to provide for the governance and operation of the Electronic Services System and a governing board or committee.
- l. Establish committees and subcommittees as needed to carry out the duties and responsibilities established by the ESS Coordinating Committee.
- m. To sue, or be sued, acquire and own real or personal property necessary for its corporate purpose.
- n. Adopt a corporate seal and alter the seal at its pleasure.
- o. To issue debt as it deems necessary to fulfill its purposes.
- p. Execute all powers conferred in chapter 28E of the Iowa Code (2021) and as subsequently amended from time to time.

ESS – 1.4 Limitation of Liability.

(Iowa Code Section 331.606A, Subsection ~~6~~ **7**)

1.4(1) The Electronic Services System and the county land record information system is a unit of local government for purposes of chapter 670, relating to tort liability of governmental subdivisions.

ESS – 1.5 Funding.

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

1.5(1) Funding for the operation of the Electronic Services System and the county land record information system shall be provided through the county land record information system fee as provided in Section 331.604, Subsection 3 of the Iowa Code, the Electronic Recording Fee as provided in Section Section 331.605B, Subsection 2 of the Iowa Code, any other transaction service or user fees, and other sources specified herein.

1.5(2) Electronic Recording Fee Surcharge. The Electronic Services System and the county land record information system is authorized to collect an additional service charge or surcharge for credit or debit card payments. ~~service fees for the electronic submission of documents and instruments, and actual third-party fees associated with accepting and processing statutorily authorized fees, including but not limited to credit card fees, treasury management fees, and other transaction fees required to enable electronic payment.~~

1.5(2-1) Electronic Recording Fee Schedule.

The Electronic Recording Fee shall be as follows.

For ACH Payments the base service fee is \$3.00 per recorded document.

For Credit/Debit Card Payments the Electronic Recording Fee shall be \$3.00 per recorded document plus the product of .01865 times the transaction amount.

~~For Draw Down Account deposits, there is an Electronic Recording Deposit Fee which shall be as follows.~~

- ~~a. For a deposit into a Draw Down account, if payment is made by a credit or debit card, then an Electronic Recording Deposit Fee of \$25.00 plus the product of .01865 times the deposit amount shall apply for each deposit.~~
- ~~b. For a deposit into a Draw Down account, if payment is made by check or through ACH, then an Electronic Recording Deposit Fee of \$25.00 shall apply for each deposit.~~

Each Draw Down Account Submitter shall maintain a minimum balance of \$500.00 in the account. Any Draw Down Account Submitter which fails to maintain the required minimum balance shall be designated as “inactive” until sufficient funds are deposited into the account to maintain the balance and to cover any pending transactions.

For the payment of recording fees from a Draw Down Account, the Electronic Recording Fee is \$3.00 per recorded document.

Notwithstanding the Electronic Recording Fee specified in this Section, designated administrative personnel for the Electronic Services System and the county land record information system may authorize temporary promotional discounts for Browser User Interface Submitters, and otherwise negotiate alternative fee structures with Web Service Integration Submitters, subject to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.5(2-2) Electronic Recording Fee Uses.

Income derived from the Electronic Recording Fee or the Electronic Recording Fee Surcharge may be used for the purposes specified in Section 331.604, subsection 3, and Section 331.605B, subsection 2.

The following are authorized uses for revenue or income generated from the Electronic Recording Fee.

~~These uses and expenses are authorized, because they are third-party fees associated with accepting and processing recording fees or required to enable electronic payment, or because they are required to operate, maintain and develop systems for facilitating the recording of Electronic Documents. Authorized uses~~

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for revenue or income generated from the Electronic Recording Fee include but are not limited to the following:

- a. Payment Gateway Fees
- b. Bank Service Charges
- c. Treasury Management Service Charges
- d. Merchant Service Charges
- e. Revolving Fund Cash Flow Balance
- f. Hosting and Office Technology Costs
- g. Insurance Costs
- h. Technical Services Costs
- i. Local Service Provider Maintenance Costs
- j. Operational Costs
- k. Redaction
- l. Software Development and Maintenance Costs

1.5(3) Credit/Debit Card Fee. The Electronic Services System has established a point of sale (POS) credit/debit card payment system for customers of County Recorders or other County offices. A surcharge is established to provide for the operation of the POS system. For Credit/Debit Card Payments the surcharge shall be the product of .03 times the transaction amount.

Net income derived from the point of sale (POS) credit/debit card payment system may be used to assist counties with the replacement of equipment required for participation in the system such as card swipe readers and receipt printers. The method of assistance, if any, shall be determined by the ESS Coordinating Committee. Net income may also be used for other purposes as determined by the ESS Coordinating Committee. Net income is defined to be the gross Credit/Debit Card Surcharge income for a calendar year less expenses for third-party service provider transaction and merchant account fees.

1.5(4) Online Access Fees Prohibited. The Electronic Services System and the county land record information system shall not collect a fee for viewing, accessing, or printing documents in the county land record information system.

1.5(5) Batch Transfer Fees Prohibited. The Electronic Services System and the county land record information system shall not enter into an agreement or collect a fee for providing access to electronic documents or records on a batch basis. Access to accumulated documents shall be limited to the user and web service interfaces provided through the county land record information system web site and online search functions.

1.5(6) Interest Income. Income from interest associated with the deposit of funds managed by the Electronic Services System and the county land record

information system may be used for ~~operational~~ the purposes specified in Section 1.5(2-2).

1.5(7) Web Site Promotion Fees. The Electronic Services System and the county land record information system may provide promotional or advertising services through the county land record information system web site. Income from any web site promotional fees may be used for ~~operational~~ the purposes specified in Section 1.5(2-2) ~~operational~~ the purposes specified in Section 1.5(2-2). Web site promotional fees are subject to the approval of the ~~ICRA Executive Board, or the~~ ESS Coordinating Committee ~~if such authority is delegated to it.~~

1.5(8) County Project Assessments. As necessary the Electronic Services System and the county land record information system may assess an amount from each County to secure necessary funds for the maintenance and operation of the county land record information system. The amount of an assessment may be based on the proportionate share of land records in each County, on an equal basis, or any other basis, subject to the approval of the ~~ICRA Executive Board, or the~~ ESS Coordinating Committee ~~if such authority is delegated to it.~~

1.5(9) Other Funding Sources. The Electronic Services System and the county land record information system may seek funding from other sources including but not limited to grants and charitable contributions, subject to the approval of the ~~ICRA Executive Board, or the~~ ESS Coordinating Committee ~~if such authority is delegated to it.~~

1.5(10) Failed Payment Service Fee. The Electronic Services System and the county land record information system is authorized to collect a service fee for the handling of any Failed Payment. The amount of the Failed Payment Service Fee shall be \$30.00 per Failed Payment Occurrence.

Any Submitter which submits a document(s) for recording which subsequently results in a Failed Payment shall have their submission privileges disabled until payment of the associated Recording Fees and the Failed Payment Service Fee is fully resolved.

Notwithstanding the Failed Payment Service Fee specified in this Section, designated administrative personnel for the Electronic Services System and the county land record information system may waive the Failed Payment Service Fee if the Submitter has had no prior Failed Payment Transactions or Failed Payment Occurrences.

1.5(11) Point of Sale Credit/Debit Payment System (POS). The Electronic Services System has established a Point of Sale Credit/Debit Payment System to facilitate credit, debit, mobile and digital wallet payments for services provided at

authorized locations including but not limited to organizations which are members of the Electronic Services System (ESS). Participation in the POS system is subject to the following standards and guidelines.

- a. An authorized location shall agree to the Terms and Conditions and other business requirements established by the Electronic Services System and the designated merchant payment service provider.
- b. An authorized location shall agree to the application of a Surcharge to each transaction amount, as specified in Section 1.5(3). The authorized location shall display information about the Surcharge at the point of sale to inform customers about the amount of the Surcharge and its purpose. ESS shall provide text or standard information about the Surcharge to each authorized location.
- c. An authorized location shall accept all forms of POS payments and shall follow the operational instructions provided by ESS and the designated merchant payment service provider.
- d. An authorized location may void a transaction which occurs during a business day, but not later than 5:30 PM Central Time.
- e. An authorized location shall not issue a refund through the POS system. Refunds shall only be made to customers through payment methods available to the location such as a check or cash. A refund made by a location shall exclude the Surcharge amount. In the event that an authorized location issues a refund through the POS system, the location shall reimburse ESS for the amount of the refund. ESS shall monthly issue an invoice to a location for the reimbursement amount. There shall be a \$25.00 handling fee for each monthly invoice submitted to a location.
- f. An authorized location shall ensure that the credit/debit card surcharge is applied to every point of sale transaction, including but not limited to the procedures for bypassing the entry of a personal identification number (PIN) for debit cards. In the event that an authorized location fails to apply the credit/debit card surcharge to a transaction, the location shall reimburse ESS for the amount of the credit/debit card surcharge. ESS shall issue an invoice to the location for the reimbursement amount. There shall be a \$25.00 handling fee for each monthly invoice submitted to a location.
- g. A location may accept payment through a charge card, gift card, or other card which does not permit the application of a surcharge for any

reason. However, when a location accepts payment through a charge card, gift card, or other card which does not permit the application of a surcharge, the amount of the surcharge shall be manually added to the transaction amount by the location. When necessary, a location shall either back out of the transaction, or if completed, void a transaction, and then manually re-enter the total transaction amount including the surcharge.

If a location accepts payment through a charge card, gift card, or other card which does not permit the application of a surcharge, and the location fails to manually add the surcharge to the transaction amount, then the surcharge amount shall be deducted from the transaction amount when funds for the transaction are distributed to the location. A location shall not be reimbursed for the balance of a transaction by ESS.

- h. Certain point of sale devices may require the installation of supplemental software or an “add-in” application. If such software or application is required for a device, ESS shall issue an invoice to the location for the actual cost of the software or application. The frequency of invoices shall be determined by the mutual agreement of ESS and the location, but the frequency shall be no more than monthly.

Section 1.5(2-2) revised 2.12.14.
Section 1.5(2-2) revised 6.11.14.
Section 1.5 (2 and 3) revised 8.12.15. Effective 9.1.15
Section 1.5 (2-1) and (2-2) revised 10.7.15. Effective 12.1.16
New Section 1.5 (10) adopted 10.7.15. Effective 12.1.16
Section 1.5 (2-2) revised 8.7.18
Section 1.5 revised 9.25.18
Section 1.5 (11) adopted 9.25.18
Section 1.5 (11) revised 11.8.18
Section 1.5 (11) revised 2.7.19
Section 1.5 (3) revised 6.26.19
Section 1.5 (11) revised 8.8.19 – Effective 9.1.19

ESS – 1.6 ESS Coordinating Committee.

(Iowa Code Section 331.604, Subsection 3(a); 2005 Iowa Acts, Chapter 179, Division VII, Section 101, Subsection 1; Section 28E, Subsection 6, paragraph 3)

1.6(1) Committee Established. An ESS Coordinating Committee is established to coordinate efforts to deliver services and information through the Electronic Services System and the county land record information system, ~~and to carry out the duties delegated to it by the ICRA Executive Board.~~ The Committee shall

consist of no more than 15 members, and the number of members may be adjusted as circumstances require.

1.6(2) Qualification of Members. Members of the ESS Coordinating Committee shall consist of eight County Recorders who shall be representative of the Electronic Services System membership as follows:

- a. One County Recorder shall be appointed from each of the six geographic districts established by the Iowa County Recorders Association.
- b. One County Recorder shall be appointed from one of five counties with the highest population based on the most recent official U.S. census.
- c. One County Recorder who is a member of the Iowa County Recorders Association Executive Board.

To the extent practicable, the County Recorders should be representative of the various indexing and imaging systems utilized throughout Iowa. Deputy Recorders shall be eligible to serve on the ESS Coordinating Committee.

Members of the Coordinating Committee may include representatives of stakeholders and professionals who develop, originate or process official real estate documents. ~~These members shall be qualified as follows:~~ Stakeholder representatives shall comprise no more than six positions on the Coordinating Committee. These members shall be qualified from one of the following groups:

- ~~a. One representative of Iowa financial institutions including banks, credit unions or mortgage companies.~~
 - ~~b. One member who is representative of professionals active in the practice of real estate law.~~
 - ~~c. One member who is representative of professional realtors or brokers.~~
 - ~~d. One member who is representative of professionals in abstracting and land title management.~~
- a. A person who is a representative of Iowa financial institutions including banks, credit unions or mortgage companies.
 - b. A person who is a representative of professionals active in the practice of real estate law.
 - c. A person who is a representative of professionals in abstracting and land title management.
 - d. A person who is a representative of information technology professionals who serve Iowa counties.
 - e. A person who is representative of professional realtors or brokers.
 - f. A person who is representative of professional and licensed land surveyors.

- g. Any person who is representative of another profession engaged in the Iowa real estate industry.

~~Members of the Coordinating Committee may include representatives of affiliates of the Iowa State Association of Counties which are actively cooperating in efforts to include land record and real estate information under their control in the statewide Electronic Services System. These members shall be qualified as follows: One representative of the Iowa Counties Information Technology affiliate.~~

1.6(3) Nominations and Elections. Nominations shall be submitted to the Executive Board of the Iowa County Recorders Association not less than sixty (60) days prior to the expiration of the term of office for each position on the ESS Coordination Committee.

Nominations for each position shall be made as follows.

The County Recorders from each district may nominate up to two Qualified County Recorders from the district.

The County Recorders representing the five largest counties may nominate up to two qualified County Recorders.

Individuals representative of stakeholders and professionals who develop, originate or process official real estate documents may be nominated by an organization or association representing the profession, or they may be self-nominated.

~~Individuals representative of designated affiliates of the Iowa State Association of Counties shall be nominated by the Executive Board or governing board of the affiliate organization.~~

The Executive Board of the Iowa County Recorders Association shall designate its representative to the ESS Coordinating Committee. The Executive Board shall appoint the members of the ESS Coordinating Committee from the qualified nominations submitted.

1.6(4) Term of Office. The term of office for each position shall be two (2) years. ESS Coordinating Committee members will begin serving their terms on January 1st of the year following their election to the ESS Committee. The term of office for County Recorders representing even-numbered Districts will begin in even-numbered years. The term of office for County Recorders representing odd-numbered Districts will begin in odd-numbered years. The term of office for the

County Recorder representing the highest population counties begins in odd-numbered years. The representative of the Executive Board shall serve at the discretion of the Executive Board.

The term of office for representatives of stakeholders, professionals and affiliates shall be initially established by the Executive Board to ensure that expiration of terms is balanced among the Committee members.

ESS Coordinating Committee members shall be eligible for nomination and appointment to additional terms of office.

1.6(5) Time and Place of Meetings. The ESS Coordinating Committee shall meet ~~monthly~~ quarterly at a time specified by the chair. The Committee may meet in person or by electronic means. Additionally, the ESS Coordinating Committee shall meet as necessary in joint session with Iowa County Recorders' Association Executive Board at a place determined by the Executive Board. Other meetings may be called by the Chair or Vice Chair of the Committee, or by the President of the Iowa County Recorders Association.

Meetings shall be conducted in accordance with the requirements of Chapter 21 of the Iowa Code. Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Welcome and Introductions
- Approval of Meeting Summary
- Financial Reports
- Action and Discussion Items
- Informal Discussion and Public Comment

By general consent of the Committee, items may be considered out of order.

1.6(6) Quorum and Voting. All members of the ESS Coordinating Committee shall have equal voting privileges. The members present at any properly announced meeting shall constitute a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

The Committee shall proceed by motion. Any member, including the chair, may make a motion. A second is required to proceed with action on a motion.

1.6(7) Officers. There shall be three officers of the ESS Coordinating Committee, consisting of a chair, vice-chair and secretary/treasurer.

The ESS Coordinating Committee shall nominate and elect a chair, vice-chair and secretary/treasurer from the ESS membership. The term of Office for the Chair, Vice Chair & Secretary/Treasurer shall be one year. However, an Officer may serve successive terms with no limit to the number of terms.

The Chair shall convene and preside over all meetings, or shall arrange for other members of the Coordinating Committee to preside at each meeting in the following order: Vice Chair, Secretary/Treasurer. The Chair shall also appoint members of any subcommittees established by the Coordinating Committee.

The Secretary/Treasurer shall be responsible for keeping records of ESS Committee actions, including overseeing the preparation of meeting summaries and financial reports, and ensuring that corporate records are maintained.

1.6(8) Vacancy. In the event of a vacancy prior to the expiration of a term of office, the Iowa County Recorders Association Executive Board shall accept nominations and make appointments as necessary.

1.6(9) Termination of Appointment. The Executive Board of the Iowa County Recorders Association may terminate the appointment of a member of the ESS Coordinating Committee if the member is habitually absent, fails to participate constructively in the deliberations of the ESS Committee or for other reasons.

1.6(10) Compensation of Members. The members of the ESS Coordinating Committee shall not receive compensation. However, ESS Coordinating Committee members, County Recorders or Deputy Recorders, or ICRA/ESS staff may be reimbursed for travel expenses subject to the following parameters.

- a. ESS Coordinating Committee members or ~~ICRA/ESS~~ staff for participation in face-to-face meetings of the Committee.
- b. A representative of the ESS Finance Subcommittee designated by the ICRA Executive Board for participation in face-to-face meetings of the ESS Coordinating Committee.
- c. ESS Subcommittee Members or ~~ICRA/ESS~~ staff for participation in face-to-face meetings of the Subcommittee, subject to the prior approval of the ESS Coordinating Committee Chair.
- d. County Recorders, Deputy Recorders, or ~~ICRA/ESS~~ staff who participate in scheduled meetings with legislators, legislative staff, and state administrative agencies, subject to the prior approval of the ESS Coordinating Committee Chair.
- e. ESS Coordinating Committee members, County Recorders, Deputy Recorders, or ~~ICRA/ESS~~ staff who participate in and assist with trade shows on behalf of ESS, subject to the prior approval of the ESS Coordinating Committee Chair.

- f. ESS Coordinating Committee members, County Recorders, Deputy Recorders, or ICRA/ESS staff for participation in other special meetings or events subject to the approval of the ESS Coordinating Committee Chair.

Reimbursement rates for ESS Coordinating Committee members, County Recorders, Deputy Recorders or ICRA/ESS staff shall be based on the current State of Iowa Summary of Travel Reimbursement Guidelines. See: <https://das.iowa.gov/state-accounting/travel-relocation>.

Persons requesting reimbursement must disclose to ESS other purposes of the travel and whether reimbursement for the travel may be available from other sources. Reimbursement may be limited in the discretion the Chair or the ESS Coordinating Committee, as the case may be, when reimbursement is available from other sources regardless of the actual amount of reimbursement. The Chair or ESS Coordinating Committee shall consider the primary purpose of the travel and cooperate with other sources to provide appropriate allocation of reimbursement.

In all cases reimbursement for lodging expenses is subject to the prior approval of the Chair of the ESS Coordinating Committee.

1.6(11) Meeting Notices. Public notice of meetings of the ESS Coordinating Committee are posted at <https://iowalandrecords.org/portal/> in the “About ILR” section under the link “Agendas” <https://iowalandrecords.org/accountability-in-reporting/>, and at the offices of the Iowa State Association of Counties, 5500 Westown Pkwy #190, West Des Moines, IA 50266.

1.6(12) Meeting Summaries. A summary of the proceedings of each regular, adjourned, or special meeting of the ESS Coordinating Committee, including a schedule of bills allowed, shall be published after adjournment of the meeting in one newspaper of general circulation within the geographic area served by the joint board of the entity created in the agreement. The summary of the proceedings shall include the date, time, and place the meeting was held, the members present, and the actions taken at the meeting. A summary of the proceedings of the ESS Coordinating Committee are also posted at <https://iowalandrecords.org/portal/> in the “About ILR” section under the link “Meeting Summaries” <https://iowalandrecords.org/accountability-in-reporting/>.

1.6(13) Other Project Information. Operational information such as the project budget, financial reports, audits, project status reports and other information shall be posted at <https://iowalandrecords.org/portal/> <https://iowalandrecords.org/accountability-in-reporting/>.

1.6(14) Administrative Offices. The administrative offices of the Electronic Services System and the county land record information system are located at 8711 Windsor Parkway, Suite 2, Johnston, IA 50131.

1.6(15) Teleconference Expense Reimbursement. The ICRA Executive Board or an officer of the Iowa County Recorders Association may utilize the teleconference service established to facilitate teleconference communications for ESS and CLRIS. However, when the purpose of any communication is not directly related to the activities of ESS or CLRIS, the ICRA Executive Board or the Iowa County Recorders Association shall reimburse ESS and CLRIS for the actual cost of teleconference service usage.

Section 1.6(10) revised 2.8.12. Retroactive to 1.1.12
New Section 1.6(15) adopted 2.8.12. Retroactive to 1.1.12
Section 1.6(5) revised 8.12.15. Effective 9.1.15
Section 1.6(11-13) revised 8.12.15. Effective 9.1.15
Section 1.6(10) revised 5.9.19

ESS – 1.7 Financial Procedures.

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

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

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

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

1.7(3) Review and Approval of Financial Reports. Financial reports shall be reviewed by the ESS Finance Subcommittee monthly prior to each meeting of the ESS Coordinating Committee. The Subcommittee shall advise the ESS Coordinating Committee of issues and activities which require formal action.

Financial reports shall be reviewed and approved by the ~~ICRA Executive Board,~~
~~or the~~ ESS Coordinating Committee quarterly ~~if such authority is delegated to it.~~

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

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

1.7(6) Allocation and Expenditure of Reserve Funds. The following reserve funds are established.

- ~~a. Fund 255 — Software Development and Equipment Maintenance Reserve. The purpose of the reserve is to provide resources for necessary equipment replacement or maintenance and for the development of software to improve or maintain services provided through the Electronic Services System~~
- ~~b. Fund 255 — Redaction Reserve. The purpose of the reserve is to provide resources for the redaction of personally identifiable information which may be included in images of Back File documents as defined in Section 4.1~~
- ~~c. Fund 255 — Restricted Operating Reserve. The purpose of the reserve is to provide resources which may be necessary to sustain the operation of the Electronic Services System due to an unforeseen event or emergency~~
- ~~d. Fund 255 — Unrestricted Operating Reserve. The purpose of the reserve is to provide resources for planned operating expenses when income varies from budget projections~~
- e. Treasury Management Software Development and Equipment Maintenance Reserve. The purpose of the reserve is to provide resources for authorized software development, technical assistance, equipment replacement or maintenance, and human resource management activities
- f. Treasury Management Redaction Reserve. The purpose of the reserve is to provide resources for the redaction of personally identifiable information which may be included in images of Back File documents as defined in Section 4.1
- g. Treasury Management Restricted Operating Reserve. The purpose of the reserve is to provide resources which may be necessary to sustain the operation of the Electronic Services System due to an unforeseen event or emergency.

- h. Treasury Management Unrestricted Reserve. The purpose of the reserve is to provide resources for planned operating expenses when income varies from budget projections

Any reserve funds shall be reviewed at least annually by the ESS Coordinating Committee and the ESS Finance Subcommittee. The expenditure of Restricted Operating Reserve funds shall be subject to the approval of the ~~ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.~~ The Administrator/Project Manager shall inform the ESS Coordinating Committee and ESS Finance Subcommittee of the expenditure of any other reserve funds. As needed the reserve funds may be adjusted or rebalanced by the ~~ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.~~

Funds not allocated to a reserve fund ~~in either Fund 255 or in the Treasury Management account~~ shall be available for general operating expenses and to maintain the necessary liquidity for daily operations including the distribution of funds to participating public agencies, budgeted operating expenses, and payments to vendors.

Section 1.7 (6) revised 5.9.19

Section 1.7 (6) revised 2.6.20

Section 1.7 (6) revised 11.5.20

ESS – 1.8 Administration.

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

1.8(1) Designation of Administrator/Project Manager. An administrator or Project Manager shall be designated by the ESS Coordinating Committee to oversee and manage the operations of the Electronic Services System and the county land record information system.

1.8(2) Duties of the Administrator/Project Manager. The administrator or Project Manager designated by the ESS Coordinating Committee shall perform the following duties.

- a. Oversee the operation and maintenance of the Iowa Land Records system.
- b. Manage and direct the work of all service providers and ensure the appropriate administration of contracts, deliverables and project plans.
- c. Manage and direct the work of all employees assigned to the Electronic Services System and the county land record information system.
- d. Work with the ESS Coordinating Committee and Subcommittees to address ongoing financial, management and standards issues.
- e. Handle all financial aspects of the ILR, including accounts receivable and accounts payable and work with the financial service providers and the

Association Treasurer as required. Provide for the monthly reconciliation of bank accounts and preparation of monthly financial statements.

- f. Oversee customer service support systems.
- g. Serve as the ILR primary administrative point of contact, and act to direct inquiries to ESS Officers and Association leaders as appropriate.
- h. Act as the administrative agent on behalf of the ~~ICRA Executive Board~~ and the ESS Coordinating Committee concerning matters relating to compliance with policies and procedures adopted by the Electronic Services System. The Project Manager is authorized and directed to take appropriate progressive action, subject to consultation with the President of the Iowa County Records Association and the Chairperson of the ESS Coordinating Committee, to secure compliance by a County or County Official concerning ESS policies and procedures.
- i. Perform other administrative or project management duties as assigned by the ~~ICRA Executive Board or the~~ ESS Coordinating Committee

ESS – 1.9 Development of Policies and Procedures.

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

1.9(1) ESS Standards Subcommittee. An ESS Standards Subcommittee is established to assist with the review and development of policies and procedures for county indexing, imaging and archiving systems and standards for the Electronic Service System and the county land record information system. The Subcommittee shall perform the following duties.

- a. Assist with the review and development of policies and procedures for the following:
 - i. Operating policies for the county land record information system
 - ii. Policies relating to the transfer of information from county systems to the county land record information system
 - iii. Policies relating to indexing systems
 - iv. Policies relating to document images
 - v. Policies relating to local indexing and imaging systems
- b. Assist with the review or development of other policies and procedures as requested by the ESS Coordinating Committee

ESS – 1.10 ESS Executive Committee.

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

1.10(1) ESS Executive Committee. An ESS Executive Committee is established to assist with contractual, personnel, management and strategic issues including but not limited to the following.

- a. Assist with the review of contracts, amendments, contract extensions and work authorizations as necessary.

- b. Assist with the review of personnel policies and procedures relating to the staff for the Electronic Services System and the county land record information system.
- c. Assist with the oversight and management of Electronic Services System.
- d. Assist with development of strategy for sustaining and strengthening the Electronic Services System.

1.10(2) ESS Executive Committee Members. The ESS Executive Committee shall be comprised of the individuals serving in the following roles.

- a. President of the Iowa County Recorders Association
- b. Chair of the ESS Coordinating Committee
- c. Vice Chair of the ESS Coordinating Committee
- d. Secretary/Treasurer of the ESS Coordinating Committee
- e. Vice President of the Iowa County Recorders Association
- f. Treasurer of the Iowa County Recorders Association
- g. Secretary of the Iowa County Recorders Association

Section 1.10 revised - Executive Committee created 8.7.18

ESS – 1.11 Communications Subcommittee.

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

1.11(1) ESS Communications Subcommittee. An ESS Communications Subcommittee is established to assist with education, communications and outreach activities. The Subcommittee shall perform the following duties.

- a. Assist with the development of an annual ESS education, outreach, communications and marketing plan.
- b. Assist with marketing and promoting E-Submission services including activities such as the distribution of flyers and promotional materials, attendance at trade show exhibits, and participation in webinars and seminars.
- c. Assist with the maintenance of county information posted on the Iowa Land Records web site including the following sections and pages: Iowa County Recorders, Search Tips, and ICRA Members.
- d. Assist with monitoring performance reports and information and developing strategies for improving performance and quality.
- e. Assist with the development of information and articles suitable for ESS and Iowa Land Records newsletters.
- f. Assist with activities of the Iowa County Recorders Association which are related to or associated with ESS goals and objectives.

New Section 1.11 adopted 6.11.14.

ESS – 1.12 Document Retention and Destruction.

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

The purpose of this policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by the Electronic Services System or are of no value are discarded at the proper time. This policy applies to all physical records generated in the course of Electronic Services System's operation, including both original documents and reproductions. It also applies to electronic documents including but not limited to email and documents processed through the Iowa Land Records E-Submission service.

1.12(1) A record retention schedule is specified in Subsection 1.12(3) concerning the maintenance, retention and disposal schedule for physical records and electronic documents of the Electronic Services System. An administrator shall be designated by the ESS Coordinating Committee to ensure that the record retention schedule is followed. The administrator is authorized to monitor local, state and federal laws affecting record retention, annually review record retention and destruction policies and processes, and monitor compliance with this policy.

1.12(2) In the event the Electronic Services System is served with any subpoena or request for documents, or if the administrator becomes aware of a governmental investigation or audit concerning the Electronic Services System or the commencement of any litigation against or concerning the Electronic Services System, the administrator shall temporarily suspend processes for destroying documents, subject to the review and guidance of legal counsel.

1.12(3) The Record Retention Schedule is as follows:

Record Type	Retention Limit
Electronic financial records maintained within the Right Networks File Manager including Bank of America Files: Audit Files, BankCardUSA reports, USAePay reports, VeriCheck reports, NCMIC Reports, BOA Financial Reports, Budget Reports, Committee Packets, Deposits, Payment Gateway Reports, IIF Files, Monthly Statements, NACHA Files, Reconciliation Reports, Bills-Receipts; Fund 255 Files: Committee Packets, Fund 255 Financial Reports, Budget Reports, State Treasurer Statements, Reconciliation Reports; Fund 823 Files: Fund 823 Financial Reports	7 years
Depreciation schedules	3 Years After Full Depreciation

Flexibility Legislation

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Other

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Record Type	Retention Limit
Insurance Policies (current)	2 Years
Insurance Claims History	7 Years
Tax Returns	10 Years
Official Audit Reports	Permanently
Contracts, Integration Agreements and Other Written Agreements	7 Years After Expiration or Termination
Contracts including license and maintenance agreements (still in effect)	3 Years Following End of Contract Period
Correspondence (general)	1 Year
Correspondence (litigation and other formal legal matters)	Permanently
Correspondence (with customers and vendors)	2 Years
Personnel Records Including Insurance and 401K Information maintained by the Human Resources service vendor (Aureon/Paychex)	In Conformance with Aureon/Paychex policy
Employee Time Sheet Records	3 Years
Meeting Summaries, 28E Agreement	Permanently
Policies and Procedures	Permanently
Email correspondence (clris.com and iowalandrecords.org)	See Correspondence Type Above; email to be temporarily archived after 60 days
System-Generated and DoNotReply email messages	Archived each day and purged after 30 Days
ESS Application Log Files	7 Years
Documents submitted for electronic recording: see also Section 7.5 of the ESS Policies and Procedures	30 Days
Department of Revenue or IRS Tax Liens or Lien Releases	1 Day or as soon as possible
Marketing, Training and Other Communications Materials	2 Years Following Publication
Real Estate Agreements (if applicable)	7 Years After Expiration or Termination

New Section 1.12 adopted 6.26.19.

ESS – 1.13 Software Asset Determination.

(Iowa Code Section 331.604, Subsection 3)

The purpose of this policy is to establish a method for valuing the software developed by the Electronic Services System and to account for the value of the software as an asset in the ESS financial reporting system. The asset is to be included in the ESS balance sheet and would be subject to depreciation. Software developed by ESS is not sold or licensed as a commercial product, and it has no market value in the traditional sense. The valuation method is to be primarily based on the value of the human resources dedicated to the creation of the software.

1.13(1) The value of ESS software is to be calculated based on the human resources expenditures associated with members of the ESS software development team and other personnel engaged in support activities associated with the development of the software including testing and initial implementation. The following methodology shall be used to calculate the value of the software.

- a. The ESS Project Manager shall define the software assets to be developed, and the software development activities which contribute to the creation of the software asset. The ESS Project Manager shall also determine and document the points in time when development of the asset begins and when development is complete. Activities such as preliminary planning and post-production implementation shall not be included in the software development activities used to calculate the value of the asset.
- b. ESS personnel, and any external software development professionals engaged to assist with ESS software development, shall track and report time dedicated software development activities which may include planning, development, testing and initial implementation of the software.
- c. An hourly cost shall be determined for ESS personnel and any external software development professionals engaged to assist with ESS software development. For ESS personnel, the hourly cost shall include wages or salaries including all associated payroll taxes paid by the employer, plus the cost of benefits and any human resources administrative fees. For external software development professionals, the hourly cost shall be the hourly rate charged by the vendor or independent contractor.
- d. For each member of the software development team and other designated personnel, the product of the hours allocated to the software development activities determined in subsection b., times the hourly costs determined shall be calculated.
- e. The sum of the values determined in subsection d shall represent the value of the asset.

Flexibility Legislation

28E legislation

Other

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- f. The value of the software assets shall be determined annually by calendar year.

New Section 1.13 adopted 5.9.19.

Sec. 3. COUNTY LAND RECORD INFORMATION SYSTEM BUDGET AND
RECORDING SERVICES COSTS — REPORTS.

By January 17, 2022, the governing board of the county land record information system shall submit to the chairperson and the ranking member of the senate committee on local government, the chairperson and the ranking member of the house committee on local government, the legislative services agency, and each caucus or research staff director of the general assembly a report that includes all of the following:

1. Financial information concerning revolving moneys and budgeted income and expenses for calendar years 2020 and 2021 as described in section 331.604, subsection 3, paragraph "b", as amended in this Act, and section 331.605B, subsection 2, as amended in this Act.
2. Information about reserve funds and expenditures from those reserves.
3. A review of electronic recording fees charged by public and commercial organizations in recording jurisdictions outside of Iowa.
4. Information about current and future resource and policy needs to provide for the sustainability of the county land record information system.
5. A review of customer and stakeholder perceptions about the county land record information system including user feedback on the fees charged for electronic recording.

AMENDED AND SUBSTITUTED COUNTY ELECTRONIC SERVICES SYSTEM 28E AGREEMENT

WHEREAS, the Iowa County Recorders Association (hereinafter referred to as “Association”) and the following Counties to wit: Adair, Adams, Allamakee, Appanoose, Audubon, Benton, Black Hawk, Boone, Bremer, Buchanan, Buena Vista, Butler, Calhoun, Carroll, Cass, Cedar, Cerro Gordo, Cherokee, Chickasaw, Clarke, Clay, Clayton, Clinton, Crawford, Dallas, Davis, Decatur, Delaware, Des Moines, Dickinson, Dubuque, Emmet, Fayette, Floyd, Franklin, Fremont, Greene, Grundy, Guthrie, Hancock, Hardin, Harrison, Henry, Howard, Humboldt, Ida, Iowa, Jackson, Jasper, Jefferson, Johnson, Jones, Keokuk, Kossuth, Lee, Linn, Louisa, Lucas, Lyon, Madison, Mahaska, Marion, Marshall, Mills, Mitchell, Monona, Monroe, Montgomery, Muscatine, O'Brien, Osceola, Page, Palo Alto, Plymouth, Pocahontas, Polk, Pottawattamie, Poweshiek, Ringgold, Sac, Scott, Shelby, Sioux, Story, Tama, Taylor, Union, Van Buren, Wapello, Warren, Washington, Wayne, Webster, Winnebago, Winneshiek, Woodbury, Worth, Wright [See Also Attachment A] entered into the above described County Electronic Services System 28E Agreement; and

WHEREAS, the Electronic Services System was created in 2005 and has implemented electronic recording and electronic transactions in each county and has developed a model statewide land record information system and website to provide electronic access to records and information in the State; and

WHEREAS, the Association and each participating county have been instrumental in creating and expanding the public’s access to public records while at the same time assuring the creation and development of a system that redacts and protects personally identifiable information efficiently and accurately; and

WHEREAS, the Electronic Services System has efficiently and successfully performed the duties specified in Section 331.604 of the Code of Iowa; and

WHEREAS, the Electronic Services System has successfully fulfilled its fiduciary responsibilities to Iowa citizens and counties by transmitting fees paid by customers to Iowa counties for the public services rendered by the System and by conducting an annual financial audit assuring the integrity and efficiency of the Electronic Services System created and developed by the participating Counties and the Association; and

WHEREAS, 2005 Iowa Acts, chapter 179, section 101 has been amended by the Iowa General Assembly (House Fill 527, 2021 Iowa Acts) to allow the Electronic Services System to amend the agreement to provide for the ongoing implementation of the county land record information; and

WHEREAS, in accordance with the recent amendments by the Iowa legislature, the parties seek to amend and Substitute the County Electronic Services System 28E Agreement and in the process allow the system to contract directly for services thereby eliminating the financial liability of the Iowa County Recorders Association for the direct contractual actions of the Electronic Services System while at the same time allowing for a representative governance system assuring continued leadership by elected County Recorders across the State; and

NOW THEREFORE, the undersigned counties and the Association hereby Amend and Substitute the aforementioned County Electronic Services System 28E Agreement entirely with this **AMENDED AND SUBSTITUTED COUNTY ELECTRONIC SERVICES SYSTEM 28E AGREEMENT** as follows:

1. **PURPOSE.** This Agreement is an Amended and Substituted Intergovernmental Agreement creating and continuing the Electronic Services System administering the county land records information system, a/k/a Iowa Land Records, and other services. The purpose of the Electronic Services System was to establish a system and the necessary associated infrastructure to enable the recordation of various land records by interested parties in all areas of the State, and to provide reasonable public access to the public to land record information, while assuring that personally identifiable information was redacted in accordance with Iowa Law prior to public access to such records through the system.
2. **STATUS AS LEGAL ENTITY.** The Electronic Services System shall hereafter be constituted as a separate and distinct legal entity formed and established pursuant to chapter 28E of the Iowa Code (2021) governed by the governing board as set forth herein. As so constituted, it shall have the following powers:
 - a. To receive and disburse electronically into bank accounts designated by the Electronic Services System and each County Recorder authorized fees for electronic recording and other services.
 - b. To provide Iowa counties with an electronic services system for other services provided through the Office of the County Recorder;
 - c. To provide an electronic services system for other public agencies or private organizations.
 - d. To contract with any public or private entity to provide all necessary services.
 - e. To rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of this Agreement;
 - f. To establish a system of accounting and budgeting, and a system for receiving payments;
 - g. To retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of this Agreement; and
 - h. To exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of this Agreement.
 - i. Take other routine or ministerial action as needed to provide for the successful operation of the Electronic Services System and/or the county land record information system.
 - j. Establish Policies and Procedures to provide for the governance and operation of the Electronic Services System and a governing board or committee.
 - k. Establish committees and subcommittees as needed to carry out the duties and responsibilities established by the ESS Coordinating Committee.
 - l. To sue, or be sued, acquire and own real or personal property necessary for its corporate purpose.
 - m. Adopt a corporate seal and alter the seal at its pleasure.

- n. To issue debt as it deems necessary to fulfill its purposes.
 - o. Execute all powers conferred in chapter 28E of the Iowa Code (2021) and as subsequently amended from time to time.
3. **DURATION.** This Agreement shall become effective at such time as the undersigned counties have executed this Agreement in the manner hereinafter provided, and this Agreement is filed and recorded as required by Iowa Code section 28E.8 (2021). Copies of the filed and recorded Agreement shall be provided to the member counties. The operations of ESS shall be perpetual unless terminated in accordance with this Agreement.
4. **GOVERNING BOARD.** The Electronic Services System shall be governed by the Committee known as the ESS Coordinating Committee.
- a. **Composition of Committee.** Initially the Committee shall consist of 10 members, and the number of members may be adjusted in the manner provided pursuant to paragraph 4(d). The members of the Committee shall be appointed by the Iowa County Records Association Executive Board.
 - b. Members of the ESS Coordinating Committee shall consist of eight County Recorders who shall be representative of the Electronic Services System membership as follows:
 - i. One County Recorder shall be appointed from each of the six geographic districts established by the Iowa County Records Association.
 - ii. One County Recorder shall be appointed from one of five counties with the highest population based on the most recent official U.S. census.
 - iii. One County Recorder who is a member of the Iowa County Records Association Executive Board. To the extent practicable, the County Recorders should be representative of the various indexing and imaging systems utilized throughout Iowa. Deputy Recorders shall be eligible to serve on the ESS Coordinating Committee.
 - c. Members of the Coordinating Committee may also include representatives of stakeholders and professionals who develop, originate or process official real estate documents. Stakeholder representatives shall comprise no more than six positions on the Coordinating Committee. These members shall be qualified from one of the following groups:
 - i. A person who is a representative of Iowa financial institutions including banks, credit unions or mortgage companies.
 - ii. A person who is a representative of professionals active in the practice of real estate law.
 - iii. A person who is a representative of professionals in abstracting and land title management.
 - iv. A person who is a representative of information technology professionals who serve Iowa counties.
 - v. A person who is representative of professional realtors or brokers.
 - vi. A person who is representative of professional and licensed land surveyors.
 - vii. Any person who is representative of another profession engaged in the Iowa real estate industry.

A stakeholder representative must actively support and contribute to the success of the Electronic Services System.

- d. Adjustments may be made to the composition of the Committee by resolution approved by at least 75% of the Committee and effective upon ratification by the Iowa County Recorders Association Executive Board. In the event the Iowa County Recorders Association Executive Board does not ratify the change in composition of the Committee within 90 days of adoption of the resolution by the Committee, any such change shall be considered defeated.
- e. **Vacancy.** In the event that a vacancy occurs on the ESS Coordinating Committee as a result of a resignation or for any other reason, the Iowa County Recorders Association Executive Board shall appoint a replacement from the applicable group described in paragraphs 4(b) and 4(c).

5. VOTING

- a. In the conduct of the Committee's business, each member of the Committee will have one vote, and the majority vote of those members present and voting shall decide such matters.
- b. Committee members may participate and vote via electronic means including teleconference, web conference, or other electronic mediums, subject to the requirements of Chapter 21 of the Iowa Code.
- c. The Chair, or in the Chair's absence, the Vice Chair of the Committee, may vote and participate in discussion, but shall not make or second a motion.

6. OFFICERS

- a. The officers of the Committee shall be the Chair, the Vice Chair and the Secretary/Treasurer, each of whom shall be elected by vote of the Committee at the annual meeting of the Committee.
- b. The Chair shall preside at all meetings of the Committee. The Chair or the Vice Chair in the absence of the Chair shall sign any instruments which the Committee has authorized to be executed, except in cases where the signing of instruments shall be required by law or protocol to be otherwise signed or executed, or where the resolution of the Committee authorizes the signing of such instrument by another person.
- c. In the absence of the Chair, or in the event of the death, inability to act or refusal to act by the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon that office.
- d. The Secretary shall have responsibility for (i) the taking and preservation of minutes of the proceedings of the Committee, (ii) the giving of all notices in accordance with this Agreement or any Policies and Procedures, or as otherwise directed by the Committee or required by law, (iii) acting as custodian of the records of the ESS and (iv) keeping a current registry of the names and addresses

of the members of the governing body of each Participating Community, and of each Participating Community's principal officers and of the Committee representatives and alternates.

- e. The officers of the Committee shall be elected annually by and from the members of the Committee present at the annual meeting of the Committee. Nominations shall also be accepted from the representatives present at the annual meeting. All nominees, including those offered by the Nominating Committee, must receive a second in order to be considered a candidate and voted on for office.
- f. Each officer shall hold office until his or her successor has been duly elected. Alternates shall not be eligible to serve as officers. Each of the officers shall be from different participating counties. A vacancy in the office of Chair, Vice-Chair or Secretary shall be filled by the Committee for the unexpired portion of the term.

7. MEETINGS.

- a. Regular meetings shall be held at least quarterly at the place, day and hour set forth in a schedule of regular meetings for the following year that is approved by the Committee by no later than the last meeting in last quarter of each calendar year. A copy of the agenda and all materials to be considered at the meeting shall be mailed or delivered to the members of the Committee, at least two (2) business days prior to the meeting, or as may otherwise be set forth in the Policies and Procedures.
- b. Special meetings of the Committee, for any purpose or purposes not inconsistent with this Agreement, may be called by the Chair, or shall be called by the Chair at the request of any six participating counties. The notice requirements of subsection (a) shall apply to all special meetings.
- c. All meetings of the Committee shall be conducted in compliance with Chapter 21 of the Code or any successor laws, as the same may be amended or supplemented in the future, and in general accordance with Robert's Rules of Order.
- d. The members present at any properly announced meeting shall constitute a quorum. A quorum is required to be present to convene a meeting of the Committee and for the conduct of its business. The Chair shall determine whether a quorum exists, shall cause the names of all members present to be entered into the meeting minutes, and shall call the meeting to order if a quorum exists.

8. **POLICIES AND PROCEDURES.** The Committee may adopt Policies and Procedures relating to the notice and conduct of its meetings and those of any committees or subcommittees it shall establish. Such Policies and Procedures may be adopted, and may be amended or repealed, by a majority vote of the members of the Committee present and voting taken at any regularly scheduled or specially called meeting as described in Section 7, hereof, provided that notice of the

impending vote thereon is contained in the meeting notice and agenda of the meeting at which such vote is to be taken.

9. DUTIES. The Electronic Services System shall have the following duties.

- a. To execute contracts necessary for implementation of the county land record information system as required by law.
- b. To adopt Policies and Procedures for the county land record information system and other public services.
- c. To maintain the county land records information system and website(s)
- d. To integrate land record information managed by county recorders with land record information from other sources ~~other information systems~~, as practicable
- e. To implement and maintain processes for redacting personally identifiable information contained in electronic documents ~~which~~ that are displayed for public access or transferred to another person
- f. To establish standards for recording, processing and archiving electronic documents and records

10. BUDGET AND ANNUAL REPORT. The ESS Coordinating Committee shall, prior to January 1 of each year, prepare and adopt a budget for the operation of ESS for the next calendar year. The ESS Coordinating Committee shall make a copy of the ESS budget available to each member county. The ESS Coordinating Committee may amend the ESS budget during the fiscal year.

The accounts of ESS shall be audited and verified by a certified public accountant within two hundred seventy (270) days of each calendar year and a copy thereof provided to the Board of Supervisors and County Recorder of each member of the Agreement, the Auditor of the State of Iowa and, upon request, to any other elected official in a county that is a party to this Agreement.

Not later than July 1 of each year, an annual report concerning the operations of ESS and related county activities shall be provided to the Board of Supervisors of each member of the Agreement.

11. FUNDING. ESS shall provide the services referred to in this Agreement to each member county. Funding for the operation of ESS shall be provided through any electronic recording service fee established for these purposes as specified or authorized in the Iowa Code, any payment surcharge or service fee, any service or user fees for other services, and other sources deemed appropriate by the Electronic Services System and its members to be charged for other services or data.

12. ADDITIONAL MEMBERSHIP. After June 30, 2021, any Iowa county may become party to this Agreement and gain membership in ESS by adoption of this Agreement, as it may have been amended, by motion of its board of supervisors. Membership shall be effective upon filing and recording of the Agreement as required by Iowa Code section 28E.8 (2021), with a copy of the filed and recorded Agreement to be provided to Electronic Services System Coordinating Committee and the new member county.

13. WITHDRAWAL. Any county, by motion of its board of supervisors, if specifically authorized by a session law, signed by the governor, may withdraw from ESS by giving written notice to the

Electronic Services System Coordinating Committee no later than June 15 preceding the calendar year of withdrawal. Any such withdrawal will become effective no earlier than January 1 following the date notice is given, or the date specified in the notice, whichever is later. Services of ESS shall continue to be provided to the withdrawing county until the date of withdrawal.

14. **STANDARDS.** Members shall comply with all standards, policies and requirements for the delivery of electronic services adopted by the Electronic Services System Coordinating Committee.
15. **AMENDMENTS.** This Agreement may be amended by motion of the Electronic Services System Coordinating Committee which must be approved by at least 75% of the Committee. The passed amendment shall then be submitted to the individual member counties. A separate explanation of the reasons for the amendment shall be included in the transmission of the proposed amendment to the individual member counties. Each county desiring to vote upon the amendment shall do so by motion and return to Electronic Services System Coordinating Committee a certified copy of the motion indicating the county's vote on any such amendment within sixty (60) days of the date that the county receives a copy of the proposed amendment. Any county not voting upon the amendment within this time shall be considered to have approved the amendment. If the amendment receives a majority of the votes of all County members, it shall become effective ten (10) days following the date the vote is tabulated. Amendments shall be filed and recorded as required by Iowa Code section 28E.8 (2021).
16. **NON-LIABILITY.** ESS is a public agency. The Electronic Services System Coordinating Committee and individual counties shall not be liable for any acts, deeds, resolutions or other actions of ESS. Each individual county, and its assets and taxing authority may not be reached, attached or executed upon by any creditor or claimant of ESS. The Electronic Services System Coordinating Committee and its assets may not be reached, attached or executed upon by any creditor or claimant of ESS.
17. **THIRD PARTY BENEFIT.** Neither the provisions of this Agreement nor the provisions of any agreement that ESS may have with any public or private agency shall inure to the benefit of any other third party or any individual resident or taxpayer of any county and neither this Agreement nor any agreement that ESS may have with any public or private agency may be the basis of a claim or cause of action on behalf of any other third party or any individual resident or taxpayer of any county.
18. **TERMINATION.** If specifically authorized by a session law, signed by the governor, this Agreement may be terminated by motion of the Electronic Services System Coordinating Committee which must be approved by at least 75% of the Committee which shall then be submitted for consideration by the individual member counties. A separate explanation of the reasons for the termination shall be included in the transmission of the proposal to the individual member counties. Each county desiring to vote upon the termination shall do so by motion and return to Electronic Services System Coordinating Committee a certified copy of the motion indicating the county's vote on any such amendment within sixty (60) days of the date that the county receives a copy of the proposed termination. Any county not voting upon the termination within this time shall be considered to have approved the termination. If the termination receives a majority of the votes of all County members, it shall become effective one hundred and eighty

(180) days following the date the vote is tabulated. The termination shall be filed and recorded as required by Iowa Code Chapter 28E (2021).

19. **DISPOSITION OF ASSETS.** The assets of ESS have been supported by annual payments made by each county for the maintenance of integrations with individual county land records management systems. In the event this Agreement is terminated and ESS is abolished, all property of ESS shall be liquidated and distributed equally among the participating counties, or as otherwise directed by applicable Iowa Law, after payment of all just debts, obligations and liabilities of ESS.
20. **SEVERABILITY.** If any portion of this Agreement or the application of this Agreement to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provisions or applications, and to this end, the provisions of this Agreement are declared to be severable.

Attachment A – ESS Membership

County	Date	Book	Page	Reference No.
Adair	9/15/05	535	14	2005-1670
Adams	8/30/05	101	704	2005 658
Allamakee	9/7/05			2005 2290
Appanoose	10/3/05	2005	2258	2005 2258
Audubon	9/6/05			05-0112
Benton	1/20/06			06-0348
Black Hawk	9/1/05			200600005959
Boone	9/6/05	2005	5309	55039
Bremer	8/31/05	2005	4097	20054097
Buchanan	12/5/05			2005R004417
Buena Vista	9/7/05			53001
Butler	10/20/05			2005-4484
Calhoun	9/7/05			2005-1545
Carroll	10/7/05	2005	3416	
Cass	8/31/05	2005	1987	2005 1987
Cedar	8/29/05	749	64	2005 3601
Cerro Gordo	9/7/05			2005-8138
Cherokee	9/7/05	2005	1803	2005 1803
Chickasaw	9/16/05			2005-2036
Clarke	12/21/05	96	442	52320
Clay	9/30/05	2005	3349	2005 3349
Clayton	8/31/05	1	256	
Clinton	9/12/05			7742-05
Crawford	9/6/05			2005-2368
Dallas	9/15/05	2005	15390	
Davis	9/12/05	124	46	2005-1246
Decatur	8/30/05	2005	1475	
Delaware	9/7/05	2005	3194	
Des Moines	9/8/05			2005-005549
Dickinson	9/21/05			05-06610
Dubuque	9/14/05			2005-00014977
Emmet	9/6/05	2005	1770	2005-01770
Fayette	9/6/05	2005	2904	2005 2904
Floyd	10/11/05	2005	2623	2005-2623
Franklin	9/12/05			20052181
Fremont	8/30/05	2005	1403	20051403
Greene	9/12/05	25	903	2005-1816

Grundy	9/8/05	2005	2461	
Guthrie	9/14/05	2005	2761	
Hancock	9/7/05			05 1942
Hardin	8/31/05	2005	3056	3056
Harrison	9/8/05	2005	2970	2970
Henry	9/1/05	2005	2514	2514
Howard	9/6/05	23	173	2005-4007
Humboldt	8/30/05			51923
Ida	9/1/05	5A	85	05 1167
Iowa	9/23/05	755	91	2005 1145
Jackson	9/7/05	2005	3622	05 3622
Jasper	9/22/05			05-07860
Jefferson	9/6/05			2005-2195
Johnson	9/15/05	3940	316	
Jones	8/30/05			2005 3077
Keokuk	8/30/05			2005 1650
Kossuth	9/23/05	2005	3426	2005 3426
Lee	9/6/05	05N	2658	2005 2658
Linn	9/29/05	6133	379	
Louisa	9/13/05	644	175	459
Lucas	9/14/05	A14	965	50443
Lyon	9/16/05	2005	2354	2005 2354
Madison	1/4/06	2006	54	2006 54
Mahaska	9/14/05			2005-3533
Marion	10/3/05	2005	6122	05 6122
Marshall	9/6/05			2005-00006378
Mills	9/7/05	353	569	3431
Mitchell	9/6/05			2005 001665
Monona	8/30/05	41	200	05-1558
Monroe	9/8/05	2005	1491	1491
Montgomery	9/29/05	288	676	
Muscatine	8/31/05			2005-06612
O'Brien	9/12/05			2005-2266
Osceola	9/15/05	2005	1382	20051382
Page	9/6/05			20052264
Palo Alto	8/30/05			2005 1784
Plymouth	9/13/05	2005	4417	2005 4417
Pocahontas	8/30/05	159	173	2005 1173
Polk	4/5/06	11595	65	2006-00093755
Pottawattamie	9/21/05	106	5949	
Poweshiek	10/3/05	721	426	3628

Ringgold	8/30/05	310	443	1204
Sac	9/13/05			52048
Scott	9/9/05			200500030241
Shelby	9/6/05			2413-05
Sioux	8/30/05	2005	4913	4913
Story	9/8/05			2005-00011251
Tama	9/6/05	41	60	871
Taylor	10/6/05	97	621	450
Union	9/28/05	831	39	2487
Van Buren	10/3/05	38	837	2005 1300
Wapello	9/16/05	2005	5163	2005 5163
Warren	9/7/05	2005	9880	
Washington	8/31/05	2005	3808	05 3808
Wayne	9/8/05	26	262	05-1802
Webster	8/30/05			2005-5280
Winnebago	8/30/05			51598
Winneshiek	9/29/05	2005	4058	2005 4058
Woodbury	10/20/05	679	7101	6637
Worth	8/29/05			20052060
Wright	9/13/05			05 2318

THE EXECUTION OF THIS AGREEMENT BY EACH UNDERSIGNED COUNTY SHALL CONSTITUTE ADOPTION OF THIS AGREEMENT. FOR EACH UNDERSIGNED COUNTY, SUCH EXECUTION SHALL BE PURSUANT TO AUTHORITY GRANTED BY MOTION OF THE BOARD OF SUPERVISORS.

28E AGREEMENT
ELECTRONIC SERVICES SYSTEM

Deb Kupka
Chair, Electronic Services System

Date _____

STATE OF IOWA)
) ss
COUNTY OF POLK)

I, Deb Kupka, being first duly sworn on oath depose and state that I am the Chair of the ESS Coordinating Committee, and that I executed the foregoing instrument as the Chair of the ESS Coordinating Committee and that the statements contained therein are true.

Deb Kupka, Chair, ESS Coordinating Committee

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public in the State of Iowa
Name of Notary _____

(SEAL)

28E AGREEMENT
ELECTRONIC SERVICES SYSTEM

_____ County, Iowa

By: _____

Date _____

Chairperson _____ County Board of Supervisors

(SEAL)

ATTEST:

County Auditor

STATE OF IOWA)
) ss
COUNTY OF _____)

On this _____ day of _____, 2021, before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____ and _____, to me personally known, who, being by me duly sworn, did say that they are the Chairperson of the Board of Supervisors and Auditor, respectively, of _____ County, Iowa; that this instrument was signed and sealed on behalf of said county by authority of its Board of Supervisors; and that the said _____ and _____ as such officers acknowledged the execution of the said instrument to be the voluntary act and deed of _____ County by it and by them voluntarily executed.

Notary Public in and for the State of Iowa
Name of Notary _____

(SEAL)

Peace Officer and Law Enforcement Electronic Document Redaction Request Form



Updated - 07/27/2021

Section 331.604 subsection 3(f) provides for the redaction of certain names from electronic documents displayed for public access through an internet site for the protection of current and former law enforcement professionals. This form is required for the processing of any redaction request under this section.

331.604(3)(f)(1) - "Upon request by a peace officer, as defined in section 801.4, civilian employee of a law enforcement agency, or state or federal judicial officer or state or federal prosecutor, the county assessor or the county assessor's staff, or the county recorder or the county recorder's staff, shall redact the requestor's name contained in electronic documents that are displayed for public access through an internet site."

331.604(3)(f)(2) - "Upon request by a former peace officer, as defined in section 801.4, or a former civilian employee of a law enforcement agency, the county assessor or the county assessor's staff, or the county recorder or the county recorder's staff, may redact, upon the presentation of evidence that a compelling safety interest is served by doing so, the requestor's name contained in electronic documents that are displayed for public access through an internet site."

PART 1 - Requestor Information

Full Legal Name _____ Phone Number _____

Email Address _____ ***Notifications will be sent via e-mail

Please complete section 2a if you are currently employed in a position that qualifies for redaction pursuant to 331.604(3)(f)(1).

PART 2A- Employment Verification

Employer _____ Employer Phone Number _____

Name of Supervisor or HR Manager

Title

☐ I certify that the requestor listed above is a current employee with the above organization.

Supervisor or HR Manager Signature

Date

Please complete section 2b if you are a former peace officer or a former civilian employee of a law enforcement agency pursuant to 331.604(3)(f)(2), and summarize the nature of the compelling safety interest.

PART 2B - Former Law Enforcement- Employment Verification

Most Recent Law Enforcement Position/Title _____

Law Enforcement Organization Name _____

Employer Phone Number _____

Statement or Explanation of Compelling Safety Interest for Requestor

- ☐ I certify that the requestor listed above is a former peace officer or civilian employee of a law enforcement agency with the organization listed above and that I am their former supervisor or another law enforcement official familiar with the safety interest.
- ☐ I certify that the statement above accurately and fairly describes the requestor’s compelling safety interest.

Certifying Authority Name _____

Certifying Authority Title/Position _____

Certifying Authority Signature

Date

PART 3 - Documents to be Redacted

County _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

(Please use page 4 to specify additional documents for redaction.)

- ☐ I certify that I am either: 1) currently employed in a capacity that qualifies for redaction pursuant to Iowa Code 331.604(3)(f)(1); or 2) I was formerly employed as a peace officer or a civilian employee of a law enforcement agency pursuant to Iowa Code 331.604(3)(f)(2).
- ☐ I understand that the submission of this application does not guarantee the permanent redaction of my name from the public record, but it will be used to review the redaction request.
- ☐ I acknowledge that only the requestor name listed on this application will be redacted from electronic document(s)
- ☐ I am aware that it is not the responsibility of the county recorder to identify new real estate documents in which my name may appear as a party. A new request must be submitted for any additional electronic documents which may need to be redacted.
- ☐ I acknowledge that the removal of information from the public record could affect future real estate or lending transactions. I have been advised to consult with legal counsel or my lending institution before requesting that electronic documents be redacted.
- ☐ I do not currently hold an elected office, and/or I am not a candidate for public office.
- ☐ I acknowledge that this redaction request is valid for four years from the date specified below, unless I otherwise become disqualified during this time. If I wish to continue to have my information redacted after four years, I understand I must submit a new request to the County.

Requestor's Signature

Date

PART 4 - County Recorder Verification

County _____

County Recorder Name _____

☐ I attest that to the best of my knowledge the Requestor is a party named in the documents specified in this redaction request. I request that Iowa Land Records to redact the specified electronic documents.

☐ I decline the request above for the redaction of public documents

Reason for Decline _____

County Recorder Signature

Date

PART 3 - Document Redaction List (Continued)

County _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

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Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Reference Number _____ Date of Recording _____

Instructions

Peace Officer and Law Enforcement

Electronic Document Redaction Request Form

Updated - 07/27/2021

Section 331.604 subsection 3(f) provides for the redaction of certain names from electronic documents displayed for public access through an Internet site for the protection of current and former law enforcement professionals. This form is required for the processing of any redaction request under this section.

331.604(3)(f)(1) - "Upon request by a peace officer, as defined in section 801.4, civilian employee of a law enforcement agency, or state or federal judicial officer or state or federal prosecutor, the county assessor or the county assessor's staff, or the county recorder or the county recorder's staff, shall redact the requestor's name contained in electronic documents that are displayed for public access through an internet site."

331.604(3)(f)(2) - "Upon request by a former peace officer, as defined in section 801.4, or a former civilian employee of a law enforcement agency, the county assessor or the county assessor's staff, or the county recorder or the county recorder's staff, may redact, upon the presentation of evidence that a compelling safety interest is served by doing so, the requestor's name contained in electronic documents that are displayed for public access through an internet site."

Instructions for Requestors (qualified peace officers, or former peace officers or civilian law enforcement personnel, as defined by Section 331.604(3)(f), Code of Iowa).

Part 1 – Page 1

Full Legal Name, Phone Number and Email Address. This information concerns the person requesting the redaction. The name specified here will be the name that is redacted on the documents referenced elsewhere in this form. Variations on this name, if present, will be redacted from the specified documents. A phone number and email address are required if the requestor needs to be contacted for any reason.

Part 2

Eligibility for the redaction of a name from an electronic document displayed for public access through an internet site is based on the employment status of the requestor. The requirements for current and former peace officers or law enforcement personnel are different.

Part 2A – Page 1 – Complete this section if you are currently employed in a position that qualifies for redaction pursuant to 331.604(3)(f)(1) (see the reference above).

Employer, Employer Phone Number. This information concerns the identification of the law enforcement organization which employs the requestor (the person who is requesting that their name be redacted). Verification of employment as an eligible law enforcement employee is required before a redaction request can be fulfilled. Specify the name of the employer organization, and the phone number of a supervisor or HR Manager who can verify employment or answer questions about the role and status of the requestor.

Name of Supervisor or HR Manager, and Title. This information concerns the identity and employment title of the supervisor or human resources manager (or equivalent position) who can verify the current employment of the requestor with the employing law enforcement organization. Enter the name of the supervisor or HR manager, and their employment title.

Certification of Employment Checkbox, Signature and Date. The signature of the supervisor or HR manager, the date of the signature, and a marked or checked box representing the certification that the requestor is currently employed in an eligible position are required. A redaction request will not be accepted without this certification by the supervisor or HR manager.

Part 2B – Page 2 – Complete this section if you were formerly employed in a position that qualifies for redaction pursuant to 331.604(3)(f)(2) (see the reference above).

Most Recent Law Enforcement Position/Title. Enter the previous employment position name or title held by the person requesting the redaction.

Law Enforcement Organization Name and Employer Phone Number. This information concerns the identification of the law enforcement organization which formerly employed the requestor (the person who is requesting that their name be redacted). Verification of previous employment as an eligible law enforcement employee is required before a redaction request can be fulfilled. Specify the name of the former employer organization, and the phone number of a supervisor or HR Manager who can verify employment or answer questions about the role and status of the requestor.

Statement or explanation of compelling safety interest for requestor. Section 331.604(3)(f)(2) specifies that a redaction may be implemented when there is evidence that a compelling safety interest is served by doing so. It is not possible for a county recorder to make a determination about a compelling safety interest. Therefore, it is required that an appropriate person representing the former employer – or another knowledgeable law enforcement official – certify that there is a compelling safety interest concerning the requestor.

Using the space provided on the form, provide a summary statement or explanation of the compelling safety interest of the requestor.

Certification of Former Employment and Certification of Compelling Safety Interest. Statements certifying that the requestor was previously employed as an eligible law enforcement employee AND that there is a compelling safety interest concerning the requestor are provided in the form. Both statements must be marked or checked by a certifying authority

who may be a former supervisor of the requestor or another active law enforcement official who is knowledgeable about the compelling safety interest.

Certifying Authority Name, Title/Position, Signature and Date. This information concerns the identity and employment title of the person (certifying authority) who can verify the previous employment of the requestor and who can attest to the compelling safety interest of the requestor. Enter the name of the person acting as the certifying authority, their employment title. The person acting as the certifying authority must sign and date Part 2B at the bottom of page 2.

Part 3 – Page 3

Documents to be Redacted. It is the responsibility of the requestor to specify which electronic documents are to be redacted. The requestor must be a named party in an electronic document, and a requestor should be familiar with the electronic documents with which they are associated. Every recorded document is assigned a unique document reference number (or a book and page reference number) and a date of recording by the county recorder. This information is included in the recording stamp on the first page of any recorded document.

Enter the following information in the spaces provided.

1. Name of the county in which the document(s) are recorded
2. Reference Number (or book & page) assigned and displayed in the recording stamp
3. Date of recording displayed in the recording stamp

Space for additional references to recorded documents is provided in the form on page 4.

Acknowledgements. Part 3 includes several statements which the requestor must read and review. Each and every statement must be marked or checked by requestor to acknowledge that they have read and understand it. The following is an explanation for each statement type.

Statement: I certify that I am either: 1) currently employed in a capacity that qualifies for redaction pursuant to Iowa Code 331.604(3)(f)(1); or 2) I was formerly employed as a peace officer or a civilian employee of a law enforcement agency pursuant to Iowa Code 331.604(3)(f)(2).

Explanation. Iowa law provides that the redaction service is only available to individuals who qualify as current or former law enforcement personnel as defined in these Sections: Iowa Code 331.604(3)(f)(1) or Iowa Code 331.604(3)(f)(2). This service is not available to any other person.

Statement: I understand that the submission of this application does not guarantee the permanent redaction of my name from the public record, but it will be used to review the redaction request.

Explanation. The general policy of the State of Iowa is to include the identities of all parties to legal transactions in the public record and to make public information available online. These provisions are an exception. Circumstances change over time. It is

presumed that when a person no longer serves in a position referenced in Iowa Code 331.604(3)(f)(1), or when a compelling safety interest is no longer present, that the original unaltered versions of the public documents should again be made accessible.

Statement: I acknowledge that only the requestor name listed on this application will be redacted from electronic document(s)

Explanation. Sections 331.604(3)(f)(1) and 331.604(3)(f)(2) only specify that a requestor's name shall or may be redacted. No other party is referenced in the legislation.

Statement: I am aware that it is not the responsibility of the county recorder to identify new real estate documents in which my name may appear as a party. A new request must be submitted for any additional electronic documents which may need to be redacted.

Explanation. The public record of recorded documents includes millions of documents, and many people have the same names. It is not practical or cost effective for public officials to conduct research to identify the public records for any individual. Individuals should be aware of and responsible for knowing of the legal documents to which they are a party. Further, it is not practical for public officials to track or monitor any new transactions or newly recorded documents to which the requestor may be a party. Therefore it is responsibility of the requestor to explicitly inform the county about which documents may require redaction, or any new documents which may require redaction after an initial redaction request is fulfilled.

Statement: I acknowledge that the removal of information from the public record could affect future real estate or lending transactions. I have been advised to consult with legal counsel or my lending institution before requesting that electronic documents be redacted.

Explanation. Real estate professionals including attorneys, financial institutions, title companies and many others rely upon the public land registry for information used in their business processes including underwriting, lending and title searches. The redaction of information from the public record can inhibit or interfere with these business processes. Requestors are encouraged to carefully evaluate the comparative risks and benefits of redaction.

Statement: I do not currently hold an elected office, and/or I am not a candidate for public office.

Explanation. Sections 331.604(3)(f)(3) explicitly states that the redaction service may not be provided to a person holding or seeking public office.

Statement: I acknowledge that this redaction request is valid for four years from the date specified below, unless I otherwise become disqualified during this time. If I wish to continue to have my information redacted after four years, I understand I must submit a new request to the County.

Explanation. As referenced previously, the general policy of the State of Iowa is to include the identities of all parties to legal transactions in the public record and to make public information available online. In order to ensure that public information is made available in the public record after a change in circumstances, such as when a person

no longer serves in a position referenced in Iowa Code 331.604(3)(f)(1), or when a compelling safety interest is no longer present, a reasonable time limit is set for the application of any redaction applied under this service. Redaction request may be renewed by submitting a redaction request renewal form.

Requestor Signature. – Bottom of Page 3 The requestor is required to sign and date the request form in the space provided.

The completed form should be submitted to the appropriate county recorder. If a requestor requires the redaction of electronic documents in multiple counties, a separate Electronic Document Redaction Request Form must be submitted to each applicable county. Questions about this form and the Redaction Request process should be directed to the appropriate county recorder.

Instructions for Version 2 – 07/22/2021

Instructions for County Recorders. Electronic Document Redaction Request Forms must be reviewed by designated staff in the office of the county recorder. The following is a checklist of items to be reviewed.

1. Is part 1 of the form complete, including the requestor's name, phone number, email address and mailing address? An address may be a street address or a post office box number.
2. Is Part 2 (either 2A or 2B) complete? [It is not necessary for the requestor to complete both Part 2A and 2B.]
 - a. **If 2A**, is an Employer (company or organization name) Employer Phone Number, supervisor or HR Name and Title provided?
 - b. Is the checkbox marked or checked?
 - c. Is there a signature for the Supervisor or HR manager and is it dated?

It is not the responsibility of the county recorder or staff to authenticate this information.

- a. **If 2B**, is the Recent Law Enforcement Position/Title, Law Enforcement Organization Name, Employer (organization) Phone Number provided?
- b. Is there a statement of explanation of compelling safety interest provided and is it legible?
- c. Are both checkboxes marked or checked?
- d. Is the name and title of the person certifying the past employment and the compelling safety interest provided?
- e. Is there a signature for the person certifying the past employment and the compelling safety interest and is it dated?

It is not the responsibility of the county recorder or staff to authenticate this information.

3. Is Part 3 complete, including additional documents listed on page 4 or other additional pages, and is the name of the County, and a Reference Number and Date of Recording provided for each electronic document?
 - a. Each electronic document listed should be reviewed by designated staff in the office of the county recorder.
 - i. Does the electronic document exist?
 - ii. Does the requestor name appear in the document as a party to the transaction?
 - b. Are ALL checkboxes marked or checked?
 - c. Is there a signature for the requestor (the name provided in Part 1), and is it dated?

4. Is Part 4 complete, including the name of the County and the name of the County Recorder?

Mark or check one but NOT both of the check boxes.

- a. If the information is in order and is verified by either the requestor's employer (2A) or by a Certifying Authority (2B), and the electronic document information is correct, mark or check the first check box.

Sign and date the approved request in the space provided at the bottom of page 3, and then email a scanned image of the Redaction Request Form to Iowa Land Records at support@clris.com with the subject line "Electronic Document Redaction Request".

- b. If the information is not in order and is NOT verified by either the requestor's employer (2A), or by a Certifying Authority (2B), OR the electronic document information is incorrect, mark or check the second check box.

Sign and date the declined request. Keep a copy for future reference. Do NOT forward a declined request to Iowa Land Records. Return the declined form to the requestor. When possible, inform the requestor of any steps necessary to correct errors or otherwise provide any missing information.

Requestors will be notified via email when a redaction request has been fulfilled. Typically, allow for up to one week for the completion of a redaction request.

Chapter 5

County and CLIRIS Operational Requirements – Electronic Recording

ESS – 5.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

Business Day - A business day generally represents a period of time which includes eight or more consecutive business hours. For example, a business with office hours from 8:00 A.M. to 5:00 P.M. is considered one business day. Alternatively, a business day could be considered as the consecutive business hours within one twenty-four hour period. For example, one business day could be represented as the office hours between 2:00 P.M. on day 1, and 2:00 P.M. on day 2. In either representation, a business day is intended to help define a minimum time frame in which a service should be reasonably performed.

Condensed – The process of scaling or shrinking an image to fit a smaller area, such as scaling a legal-sized document for printing on letter-sized paper.

Cover Page - A page submitted with a document for recording which includes required information and which conforms to requirements for recording such as the appropriate top margin on the first page. A cover page facilitates the recording of a non-standard or non-conforming document.

Electronic Document - A document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.

Electronic Recording Stamp – A stamp or other indicia applied to an electronic document submitted through the ILR E-Submission service which indicates or confirms that the document has been officially recorded in a County.

Electronic Signature – an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. “Electronic signature” includes a signature that is secured through distributed ledger technology. See Section 554D.103, subsection 8 of the Iowa Code.

External Submitter – A Submitter authorized to submit documents through the county land record information system web service. Typically, an External Submitter has more advanced information technology capabilities, and handles a larger volume of documents.

ILR E-Submission Service – A component of the county land record information system which facilitates the submission of electronic documents for recording in a County.

Irregular or Nonconforming Document – A document which does not conform to the specifications described in Section 3.3.

PDF - Portable Document Format; an open standard for document exchange created by Adobe Systems.

Remote Notarial Act – A notarial act performed with respect to a Traditional Paper Document or an Electronic Document which conforms to the requirements of Section 9B.14A of the Code of Iowa.

Smart Contract – an event-driven program or computerized transaction protocol that runs on a distributed, decentralized, shared, and replicated ledger that executes the terms of a contract. For purposes of this subsection, “executes the terms of a contract” includes taking custody over and instructing the transfer of assets. See Section 554D.103, subsection 14A of the Code of Iowa.

Submitter - A person or organization which is authorized to submit electronic documents for recording through the county land record information system.

Text Area - A text box, text field or text entry box used when building a graphical user interface (GUI). A text box's purpose is to allow the user to input text information to be used by a program. For example, a PDF document which is formatted as a fillable form.

TIF - Tagged Image File Format; a file format for storing images, popular among graphic artists, now under the control of Adobe Systems.

Traditional Paper Document - A real estate or other document presented for recording in a letter or legal sized paper format which may include ink signatures, embossed seals, stamps or other features associated with the processing of paper instruments.

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5.4(2) – Smart Contracts. Smart Contracts are governed by Section 554D.103, subsection 14A of the Code of Iowa. While Smart Contracts may not take the form of a Traditional Paper Document or an Electronic Document (often in the form of a TIF or PDF image which resembles a paper document), it may be necessary to memorialize a Smart Contract transaction in the public record registry.

An Electronic Document which includes the necessary and required information to record a transaction, and which conforms to document formatting requirements in the same manner as is required of a scanned Traditional Paper Document or as a rendered Electronic Document, may be submitted for recording as a representation of a Smart Contract. An Electronic Document which represents a Smart Contract and conforms to the requirements of Iowa law shall be accepted for recording.

As provided in Section 331.601A, subsection 3 which provides a definition for an Electronic Document, “Persons who submit electronic documents for recording are responsible for ensuring that the electronic documents comply with all requirements for recording.” This responsibility includes the assurance that any Electronic Document which is representative of a Smart Contract is legally and properly executed.

5.4(3) – Electronically Signed Documents. Electronic signatures are governed by Section 554D.103, subsection 8 of the Iowa Code. Electronic signatures, including digital signatures, make take many forms ranging from simple text to the use of cryptographic methods to authenticate the signatories, and these forms include various representations of a signature by a party to a transaction including holographic, cursive font or standard font.

Electronic Documents submitted for recording through the Electronic Services system which are signed using any electronic signature authorized by and conforming to Iowa law shall be accepted for recording.

As provided in Section 331.601A, subsection 3 which provides a definition for an Electronic Document, “Persons who submit electronic documents for recording are responsible for ensuring that the electronic documents comply with all requirements for recording.” This responsibility includes the assurance that an Electronic Document is legally and properly signed.

5.4(4) – Remote Notarial Act – Standards for notarial acts are governed by Chapter 9B of the Iowa Code and the associated administrative rules adopted by the Iowa Secretary of State. Iowa law and administrative rules specify the requirements for the notarization of Traditional Paper Documents and Electronic Documents. Additionally, Iowa law and rules authorize Remote Notarial Acts which use approved communication technology.

As provided in Section 9B.14A, subsection 4, the certificate of notarial act required by section 9B.15 and the short-form certificate provided in section 9B.16 “must indicate that the notarial act was performed using communication technology”.

Electronic Documents submitted for recording through the Electronic Services system which are notarized using any notarization process authorized by and conforming to Iowa law shall be accepted for recording.

As provided in Section 331.601A, subsection 3 which provides a definition for an Electronic Document, “Persons who submit electronic documents for recording are responsible for ensuring that the electronic documents comply with all requirements for recording.” This responsibility includes the assurance that an Electronic Document is legally and properly notarized.

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