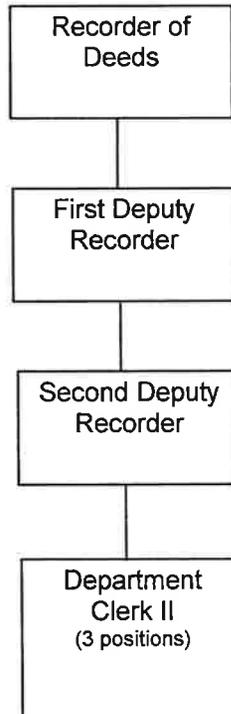


Recorder of Deeds



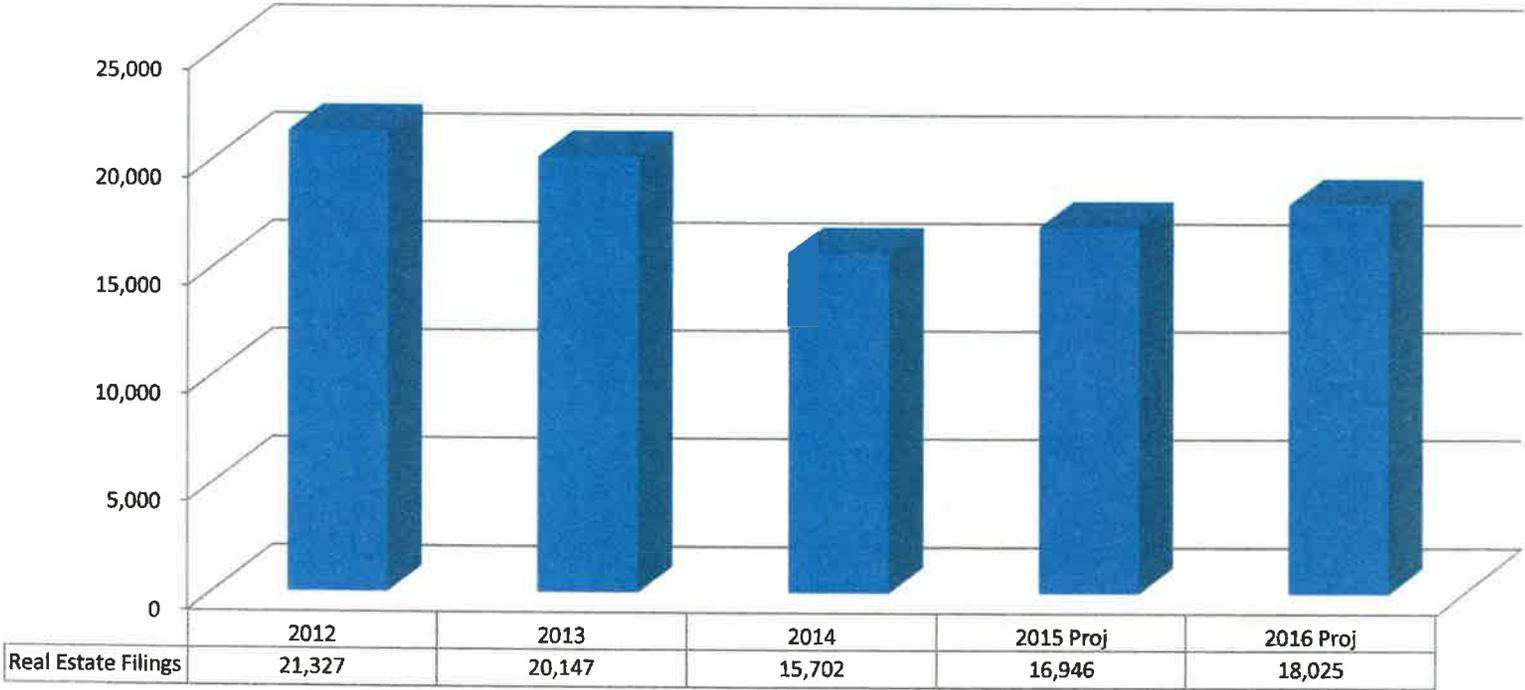
**CENTRE COUNTY GOVERNMENT
2016 BUDGET**

<p>Function: General Government - Administrative</p> <p>Fund Type: General Fund</p>	<p>Department: Recorder of Deeds</p>
<p>Description:</p> <p>The Recorder of Deeds Office is responsible for recording, preserving, protecting and reproducing records pertaining to real estate transactions in the County. The office is also the official collection agent for the PA Department of Revenue for Realty Transfer Tax. The Recorder of Deeds Office is self-supporting, as fees are charged for the recording of any instruments presented. This office provides facilities, equipment and technology for public use to search real estate records for Centre County. In addition to fees that are collected for the County, State Realty Transfer Tax, Local Realty Transfer Tax, State Writ Tax, Act-113 & 126 of 2014 and Act-49 Tax Bond Fees are also collected and distributed. A fee is also collected for the County and Recorder of Deeds Record Improvement Funds on all deeds and mortgages for the Affordable Housing First Time Home Buyers program, Act 127. The Assessment Office uses the Recorder of Deeds' records to update tax rolls for assessing property tax in the County. The Recorder of Deeds Office is also the official repository for PA Act-287 filings.</p>	<p>Highlights/Goals:</p> <ul style="list-style-type: none"> • Improve customer service administered by office. • Continue to enhance and improve web based Recorder of Deeds online records system and other automated office functions and processes. • Promote online system subscriptions for web based service. • Improve office operations by making daily processes more efficient and streamlined. • Review re-indexing programs completed and plan next stages of implementation. • Complete redacting personal information procedures for filings.

CENTRE COUNTY GOVERNMENT 2016 PROGRAM SUMMARY

	<u>STATUTORY AUTHORITY</u>	<u>COMMISSIONERS INITIATIVE</u>	<u>MANDATED PROGRAMS</u>
Recorder of Deeds PROGRAMS			
Access To Justice Fund Fees	Act 113 & 126 of 2014		X
County Records Improvement Fund Fees	Act 8		X
Different types of Documents			X
Military Service Discharges	County Code		X
Permanent Real Estate Records	County Code		X
Recording Fees	County Code		X
State & Local Real Estate Transfer Tax	County Code		X
State Bond Tax	County Code		X
State Writ Tax	County Code		X
Updated Information for Assessing Property Tax			X
Affordable Housing Fund	Act 137		X

Real Estate Filings



RECORDER OF DEEDS

ACCT#	Account Title	2012 Actual	2013 Actual	2014 Actual	2015 Projected	2016 Budget
43110	FEES-SERVICE	\$513,586	\$470,565	\$359,343	\$392,500	\$393,750
43144	FEES-AFFORDABLE HOUSING	\$119,738	\$109,906	\$90,114	\$92,575	\$95,350
43160	FEES-CNTY RECORD IMP FUND	\$43,022	\$40,282	\$31,402	\$35,000	\$36,050
43161	FEES-RECORDR RECDS IMPRVE	\$64,533	\$60,423	\$47,103	\$52,500	\$54,075
43301	COMMISSIONS	\$176,172	\$199,858	\$200,511	\$175,500	\$179,500
44101	INTEREST INCOME	\$1,001	\$979	\$864	\$700	\$750
44861	USE OF FBR-RECRDR REC IMP	\$0	\$0	\$0	\$35,000	\$60,000
Total		\$918,051	\$882,013	\$729,337	\$783,775	\$819,475
65110	SALARIES AND WAGES-REG	\$194,241	\$202,093	\$209,655	\$212,285	\$218,497
65211	BENEFITS-FICA	\$14,109	\$15,238	\$15,542	\$15,676	\$16,715
65212	BENEFITS-RETIRMNT CONTRIB	\$19,868	\$21,895	\$19,951	\$15,549	\$20,429
65213	BENEFITS-GROUP INSURANCE	\$45,242	\$34,448	\$35,953	\$39,797	\$40,377
65214	BENEFITS-U/C INSURANCE	\$843	\$766	\$738	\$707	\$1,072
65215	BENEFITS-W/C INSURANCE	\$2,701	\$2,732	\$1,605	\$1,770	\$2,041
65320	CONTRACTED TECHNICAL SVCS	\$112,604	\$36,080	\$23,282	\$45,000	\$75,000
65330	CONTRACTED PROFESSIONAL	\$2,700	\$2,975	\$1,745	\$1,000	\$1,000
65410	PROFESSIONAL DUES	\$995	\$913	\$995	\$1,000	\$1,030
65430	COURSES AND SEMINARS	\$600	\$700	\$700	\$800	\$1,000
66220	TELEPHONE	\$718	\$620	\$642	\$650	\$650
66230	POSTAGE	\$1,179	\$1,197	\$1,503	\$1,800	\$2,000
66240	PRINTING	\$0	\$557	\$330	\$450	\$350
66250	PHOTOCOPY	\$241	\$277	\$191	\$300	\$320
66310	SUPPLIES-GENERAL OFFICE	\$3,820	\$4,538	\$4,013	\$3,500	\$4,000
66350	EQUIPMENT RENTAL	\$0	\$0	\$417	\$0	\$0
66410	STAFF TRAVEL	\$939	\$1,825	\$937	\$1,900	\$0
66411	STAFF MILEAGE REIMBURSMNT	\$0	\$0	\$0	\$0	\$500
66413	STAFF LODGING REIMBURSMNT	\$0	\$0	\$0	\$0	\$1,500
66414	STAFF AIRFARE/CAR RENTAL	\$0	\$0	\$0	\$0	\$900
66501	CONTRACTED SERVICES-ADMIN	\$5,017	\$5,200	\$3,647	\$4,000	\$4,500
66630	INSURANCE & BOND PREMIUM	\$1,457	\$1,219	\$967	\$1,262	\$1,649
68110	EQUIPMENT	\$1,174	\$0	\$11,666	\$2,500	\$0
79490	INCOME TO RES FND BAL-CO	\$0	\$0	\$0	\$35,000	\$36,050
79491	INCOME TO RES FND BAL-ROD	\$0	\$0	\$0	\$52,500	\$54,075
88604	INT CHARGE DP USAGE	\$14,400	\$14,400	\$14,400	\$14,400	\$14,400
88610	INT CHARGE FLOATERS	\$323	\$0	\$0	\$0	\$0
88681	INT CHARGE IT INFRASTRCTR	\$14,280	\$11,760	\$11,340	\$9,660	\$9,660
99989	TRANSFER TO AFFRD HOUSING	\$119,738	\$109,906	\$90,114	\$92,575	\$95,350
Total		\$557,187	\$469,338	\$450,332	\$554,081	\$603,064
Net Use General Fund		(\$360,864)	(\$412,675)	(\$279,005)	(\$229,694)	(\$216,411)

Dept Number 133	Department Name Recorder of Deeds		2016 Budget
Acct.No 43110	Account Name Fees-Service	Description Various filing fees to perform Recording services	393,750 TOTAL 393,750
43144	Affordable Housing	Fees assessed for use in affordable housing initiatives	95,350 TOTAL 95,350
43160	Fees - Records Improv	Per Act 8 - fees per filing - \$2/each to be used for County records improvements 18,025 est docs	36,050 TOTAL 36,050
43161	Fees - ROD Records Improv	Per Act 8 - fees per filing - \$3/each to be used for ROD records improvements	54,075 TOTAL 54,075
43301	Commissions	Commission received on escrow funds collected	179,500 TOTAL 179,500
44101	Interest Income	Interest earnings	750 TOTAL 750
44861	Use of ROD Rec Impv Reserve	Use of ROD Records Improvement Funds	60,000 TOTAL 60,000
65320	Contract-Tech	IQS Instrument Verification 133-004 @.47	8,500
		IQS Plat Map Filming & Imaging	6,500
	* = Use of ROD Records Improvement money	Data & Image Backup System and/or Equipment and Office Space Improvements *	60,000
		TOTAL	75,000
65330	Contract-Professional	Office Solicitor	1,000 TOTAL 1,000

Dept Number	Department Name		2016 Budget
133	Recorder of Deeds		
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>	
65410	Professional Dues	Penna. Recorder of Deeds Assn.	600
		National Assn of Recorders & County Officers	200
		Property Records Industry Assn.	230
		TOTAL	1,030
65430	Courses & Seminars	JLD, RBB, PRODA Conf Reg. @ 350 & other training	} 1,000
		JLD, RBB, NACRC Winter Conf Reg. @ 350	
		Other staff training	
		TOTAL	1,000
66220	Phone	Phone Service	650
		TOTAL	650
66230	Postage	Regular Postage & UPS	2,000
		TOTAL	2,000
66240	Printing	Printing Services	350
		TOTAL	350
66250	Copies	Copies	320
		TOTAL	320
66310	Supplies	General Office Supplies	4,000
		TOTAL	4,000
66411	Staff Milage Reimbursement	Local Bank Travel and Conference Travel	500
		TOTAL	500
66413	Staff Lodging Reimbursement	Conference and Training Lodging	1,500
		TOTAL	1,500
66414	Staff Air/Rental Reimbursement	NACRC Conference (Feb)	900
		TOTAL	900

Dept Number	<u>Department Name</u>			2016 Budget
133	Recorder of Deeds			
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>		
66415	Staff Other Travel Reimburse	Parking, Fees, Tolls etc...		<u>0</u>
			TOTAL	0
66501	Microfilming	IQS Microfilm Images @ \$.035/each page		<u>4,500</u>
			TOTAL	4,500
66630	Insurance	Insurance Costs - County		<u>1,649</u>
			TOTAL	1,649
68110	Equipment	Replace ROD's office Printer		<u>0</u>
			TOTAL	0
79490	Ending Fund Balance	County Records Improvement Fee set up as designated fund balance		<u>36,050</u>
			TOTAL	36,050
79491	Ending Fund Balance	Recorder of Deeds Records Improvement Fee set up as designated fund balance		<u>54,075</u>
			TOTAL	54,075

RUN DATE: 11-20-15
 RUN TIME: 16:25:28
 RUN USER: lskerns

CENTRE COUNTY GOVERNMENT
 BUDGET REPORT
 DEPARTMENT: 133 RECORDER OF DEEDS

PAGE NUMBER: 1
 RPT ID: CM_BUDGETRPT

LABEL	CONTRACT TYPE / REQUEST TYPE	PROVIDER / REQUESTOR	BOC / AUTO RENEW	BEGIN / END
133-2026	SERVICE - NONPROVIDER OR TECHNICAL RENEWAL OF CONTRACT	INFO QUICK SOLUTIONS INC JOE DAVIDSON	07/08/2014 NO	07/01/2014 12/31/2015
	FEDERAL: 0 STATE: 0	COUNTY: 0 MATCH: 0	TOTAL: 0	
	NOTES: DOCUMENT INDEX VERIFICATION SERVICES. COST NOT TO EXCEED \$.47 PER DOCUMENT VERIFIED. INVOICE SUBMITTED MONTHLY AND PAYABLE WITHIN 60 DAYS OF RECEIPT. CONTRACT MAY BE EXTENDED FOR ANY ADDITIONAL PERIODS BY MUTUAL WRITTEN AGREEMENT. THE PREVIOUS CONTRACT RENEWAL (1/1/12-12/31/12) AND PRIOR RENEWALS BEGINNING 1/1/09 ARE FILED WITH THIS CONTRACT.			
133-1046-2518	REVENUE - PLEASE ADD INFO IN NOTES ADDENDUM TO CONTRACT	REDVISION SYSTEMS INC JOE DAVIDSON	08/11/2015 NO	07/10/2015 07/10/2018
	FEDERAL: 0 STATE: 0	COUNTY: 0 MATCH: 0	TOTAL: 0	
	NOTES: AMENDMENT TO DATA PURCHASE AGREEMENT DATED 7/10/12 THAT EXPIRED 7/10/15. AGREEMENT EXTENDS PERIOD FOR 3 YEARS. REDVISION WILL CONTINUE TO PAY THE COUNTY \$.02 PER INDEXED RECORD OR \$50, WHICHEVER AMOUNT IS GREATER, IN EXCHANGE FOR A DAILY DOWNLOAD OF DATA.			

2 - NUMBER OF OPEN CONTRACTS FOR RECORDER OF DEEDS