

## DISCLOSURE FORM REQUIREMENTS FOR FILING

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Indiana law requires a Sales Disclosure Form to be completed when a conveyance document is filed with the County Auditor. The County Auditor may not accept a conveyance if: 1) the sales disclosure form is missing; or 2) the sales disclosure form is incomplete.

*A person who knowingly and intentionally falsifies or omits ANY information required on this form commits a Class A infraction*

- The Disclosure Form **MUST** be complete before the Auditor's Office will accept it.
- Parcel Numbers **MUST** be included. The only exception is when the conveyance will result in a split of a current parcel/property. If the conveyance is to be a split, this **MUST** be identified on the form.
- Contract Date is the Conveyance date, i.e. Deed Date.
- **ALL** information requested on the form referencing the Buyer and Seller are required. This includes the signatures, date of signature and the phone numbers of each party.
- A Disclosure Form is required for every conveyance, to include those identified as Exempt

## FEES

FAXING (1 page and cover)	\$1.25
Transfers (per parcel or Tax ID #) Any conveyance that transfers ownership from one person to another. This includes, Quit Claim Deeds, Warranty Deeds Easements, etc This also includes, Sheriff Deeds, Judgments,	\$5.00
Disclosure Form (Non-Exempt) These include any conveyance where money changed hands	\$10.00
Contracts This transaction has only a disclosure form  <i>~ There is no disclosure form fee associated with those conveyances considered "Exempt" however there is a transfer fee as indicated above under transfers. ~</i>	\$10.00

## MAPPING

Photo Maps 24" x 24"	\$3.00
Photo Maps 24" x 36"	\$5.00
8.5 x 11 Color Parcel Map (up to 10)	\$0.00
Additional (over 10)(each) Incl. 1st 10	.10
GIS Data Files	CALL
<b>~Contract Required~</b>	

Platroom & GIS Phone: (765) 584-5510

RANDOLPH COUNTY AUDITOR

100 S. Main St.  
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Winchester, IN 47394-1898  
Phone: (765) 584-6700

## RANDOLPH COUNTY AUDITOR

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MARY ANN LENKENSDOFER  
AUDITOR

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## INFORMATIONAL GUIDE TO THE AUDITOR'S OFFICE



ALL PRICES ARE  
EFFECTIVE  
1 JULY 2009

# COUNTY AUDITOR DUTIES



The main overall goal in supporting you is to assist you in gaining access to and the reporting on fiscal affairs of the Randolph County Government.

To do this the Auditor

and Staff perform many behind the scene tasks from keeping minutes of the various Board meetings for which the Auditor serves as secretary, to the highly technical duties of financial statement preparation and compliance with federal tax guidelines and programs. The County Auditor's office has evolved dramatically from a bookkeeper and part-time secretary to a *financial manager with responsibilities which impact the financial well-being of the county government.*

The Auditor's duties basically fall into seven different categories;

1. Secretarial
2. Advertisement
3. Financial
4. Tax
5. Property Records
6. Personnel/Payrolls
7. Abstract/Settlement

Here are some of the duties within each category:

## **I. Secretarial**

Secretary to:

- County Commissioners, Council
- State Tax Adjustment Board, Secretary/Chairman to Data Board

Keeps all Official Records (i.e. correspondence, both Council & Commissioners, bids, letters of credit, etc)

Prepare/Distribute Agendas

Reassessment Notices and Schedules

## **II. Advertisement**

Notice of all meetings

Budget Rates

Tax Sale

Ordinances

## **III. Financial**

Budget Preparation for Council

Tax Sale Appeals

Initial Determination of Tax Rates for County

Transfer Fees

1099's

## **IV. Tax**

Audits Treasurer's Books

Budget Transfers and Additional

Transmit Budget Orders and Tax Rates for all units of County Government

Tax Sale-Publications & Records of Sale

Deductions—Homestead, Mortgage, Veteran & Age Disability

## **V. Property Records**

Certification of Maps

Transfer of all Real Property

Maintains Aerial Plat Book

Maintains Subdivisions, Street Names, Splits or Combinations

## **VI. Personnel/Payrolls**

Employee Files

- Service Record
- Wage Scale
- Job Classifications

### **Payroll**

- Prepares, Advertises
- W-2's, W-4's, Taxes
- Payment of Taxes to IRS, FICA, Dept. of Revenue
- Vacation & Sick Days

### **Employee Benefits**

- Health & Life Insurance
- Deferred Comp
- PERF
- Cobra
- Overtime

## **VII. Abstract/Settlement**

Distribution of Taxing Units Abstract

Quietusing of all Receipts