



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: Tax Increment Financing County Guide
2. Released: Pension Legislative Update and Revised Bylaw Guides
3. Avoiding Pitfalls: Segregation of Billing Duties

1. Released: Tax Increment Financing County Guide

An updated and expanded Tax Increment Financing (TIF) County Guide has been released. The Guide was developed to help county officials and their staff identify and administer their TIF responsibilities with the goal of increased legal compliance. The updated Guide includes an expanded checklist that may serve as a valuable reference.

The complete Guide can be viewed at:

<http://www.auditor.state.mn.us/default.aspx?page=20080813.000>.

2. Released: Pension Legislative Update and Revised Bylaw Guides

The 2014 Pension Legislative Update has been released. The Update provides detailed information about several law changes that affect volunteer fire relief associations. Some changes may require a relief association to amend its bylaws. The Update can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=pensionDocs>.

Revised Bylaw Guides that incorporate the recent legislative changes are now available. The revised guides are available in both MS Word and Adobe PDF versions, and can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20120208.000>.

3. Avoiding Pitfalls: Segregation of Billing Duties

Local government units bill or invoice for a variety of services such as utilities, fees, and rents or leases. Whenever possible, the public employee who prepares or revises the bill/invoice should not be the person who handles the cash or checks collected from the bill/invoice. Funds have been embezzled when employees responsible for taking in the receipts were able to hide their thefts by manipulating the related bills/invoices.

Any reductions in the billed amount should be approved by someone other than the person taking in the related receipts. On a regular basis, reconciliations between the billed, collected, and outstanding amounts should be performed.

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