



State Auditor  
Julie Blaha

# OFFICE OF THE STATE AUDITOR

## E-Update

February 26, 2021



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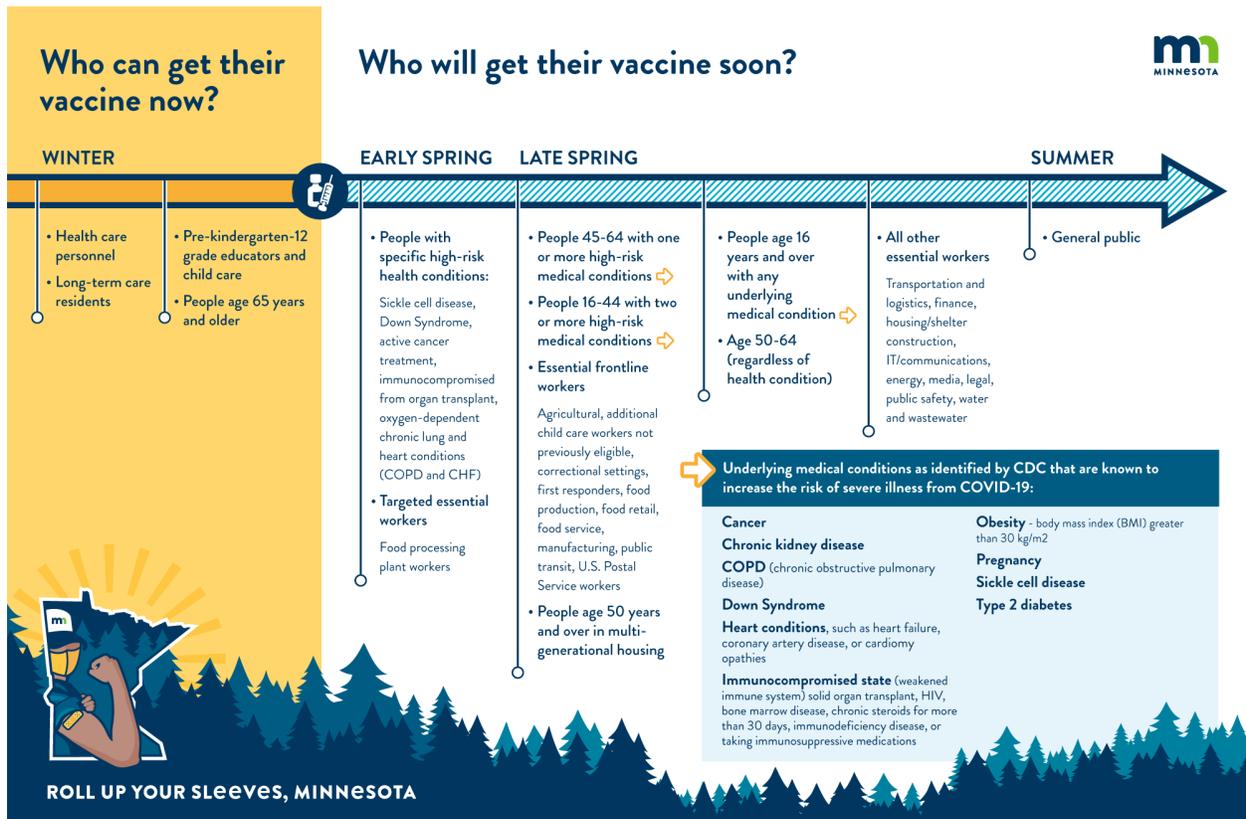
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### 1. Message from Auditor Blaha

You have likely been receiving many questions since last week's announcement about the Vaccine Connector program: <https://mn.gov/covid19/vaccine/connector/>. Please continue to encourage people in your community to get registered!

Yesterday Governor Walz shared the anticipated timing for who will get vaccinated and when. The link to the current plan may be found here: <https://mn.gov/covid19/vaccine/whos-getting-vaccinated/index.jsp>.

As a reminder, here is the link to helpful graphics that may be shared on your social media platforms and around your community: <https://mn.gov/covid19/share-our-message/index.jsp>.



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## 2. Join our team!

The Office of the State Auditor (OSA) is hiring! We have entry level local government auditor positions currently open in Saint Paul and Mankato. The positions are posted on the Minnesota Management and Budget (MMB) website here: <https://mn.gov/mmb/careers/>.

Please use the following job numbers to search for the open positions: Saint Paul (44027) and Mankato (44045).



**Join our team!**

Entry Level Positions for Local Government Auditors

Positions in Saint Paul: 44027  
Position in Mankato: 44045



OSA  
Office of the State Auditor

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## 3. TIF: Rental Property Income Requirements

Rental property in a TIF housing district must comply with income requirements for the duration of the district, which has implications for maintaining documentation. To learn more, please visit: <https://www.auditor.state.mn.us/default.aspx?page=RentPropIncReqs>.

If you have any questions, please contact us at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us).

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## 4. Released: Pension Newsletter

The February Pension Newsletter has been released. The Newsletter provides information about a change to how accrued liabilities are calculated for active members of relief associations with a defined-benefit lump-sum plan. The Newsletter also provides a reporting reminder and links to a reporting calendar and documents. Information regarding the management of relief association records is also provided.

The complete Newsletter can be accessed at:

[https://www.auditor.state.mn.us/other/PensionDocs/pensionNewsletter\\_2102.pdf](https://www.auditor.state.mn.us/other/PensionDocs/pensionNewsletter_2102.pdf)

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## 5. Available: 2020 Annual Financial Reporting Forms

The 2020 Annual Financial Reporting Form (Reporting Form) is now available through the State Auditors Form Entry System (SAFES) at:

<https://www.auditor.state.mn.us/SAFES/Default/Login>

Instructions on completing the Reporting Form can be found at:

<https://www.auditor.state.mn.us/default.aspx?page=20130724.003>

CTAS Users are now also able to submit the State Auditor Data File and Financial Statements right from CTAS. Instructions can be found at:

<https://www.auditor.state.mn.us/other/ctas/docs/YearEndReportingInstructions.pdf>

For cities and townships reporting on a cash basis of accounting, the Reporting Form (CTAS: State Auditor Data File) and Financial Statements or Audit are due by March 31, 2021. For entities reporting on a GAAP basis of accounting, the Reporting Form and Audit are due by June 30, 2021. For Special Districts, the Annual Financial Reporting Form and Financial Statements/Audit are due 180 days after the end of the District's fiscal year.

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## 6. Avoiding Pitfalls: Internal Control – More than the Annual Audit

To lessen the risk of fraud, public entities need more than an annual audit. They need to design and implement internal controls to prevent and detect fraud.

Every public employee plays a role in the internal control process. Discussions about internal controls should take place at all levels to emphasize the importance that the public entity places on fraud prevention, and to help employees understand their role in the process.

This Avoiding Pitfall is available on our website here:

<https://www.auditor.state.mn.us/default.aspx?page=20090724.072>

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If you are interested in signing up to receive an e-mail version of the E-Update regularly, send an e-mail with your contact information to [signup@osa.state.mn.us](mailto:signup@osa.state.mn.us).

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