



1. Fire Relief Association Working Group

The State Auditor's Fire Relief Association Working Group met on September 5 and 25. The group discussed whether to remove the statutory minimum retirement age for defined contribution plans, so that members could be paid retirement benefits as soon as practicable following separation from service. Working Group members also reviewed information regarding restrictions on member contributions or dues deposited into the special fund.

Both topics will be revisited during the final Working Group meeting of the year, on October 1. Recordings of Working Group meetings and links to meeting materials are posted on the [OSA website](#).

2. 2024 Fire State Aid and Reporting Status Dashboard

About two-thirds of relief associations met all requirements with the OSA to be certified as eligible for receipt of their 2024 fire and supplemental state aid in the first round of payments, which will occur on or about October 1. A list of the 2024 fire and supplemental state aid amounts from the Department of Revenue is posted on the [OSA website](#).

You can check out our new [reporting status dashboard](#) to see a relief association's status in meeting its requirements with the OSA to qualify for fire state, and to view the status of relief association report submissions and the OSA's review of the submitted reports.

3. Deposit of State Aid

State aid distributions will be made soon to many cities and towns. We want to remind you that the municipal treasurer is required to transmit fire state aid and supplemental state aid to the treasurer of the affiliated relief association within 30 days after receipt.

See additional information about state aid deposit requirements on the [OSA website](#).

TIPS FOR TRUSTEES

4. Multiple Signatures on Checks

Minnesota law requires special fund disbursements paid by check to be signed by the relief association treasurer and by at least one other trustee who is designated as a signer by the board of trustees.

In addition to being required by statute, multiple signatures are part of a relief association's system of internal controls. When more than one person signs a check, each person is verifying that the relief association's board of trustees has approved the check for payment.

Electronic or wire funds transfers are also permitted if internal control policies and procedures are established and approved by the board of trustees. The policies and procedures must provide for authentication of the electronic disbursements by the relief association treasurer and at least one other trustee.

5. Internal Controls

Internal controls are procedures designed to protect a relief association from loss or misuse of its assets. Sound internal controls help ensure that transactions are properly authorized and the information contained in the financial reports is reliable.

[Learn More](#)



October 1: Fire State Aid is paid to those relief associations certified as eligible for the first round of payments.

October 1: Fire Relief Association Working Group meeting from 2-3:30 p.m.

November 1: Second certification deadline for 2024 fire state aid. To be certified as eligible, all 2023 information must be submitted to the OSA, the OSA review must be completed, and any issues resolved.

November 15: Fire State Aid is paid to those relief associations certified as eligible for the second round of payments.

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