



**State Auditor  
Rebecca Otto**

## **OFFICE OF THE STATE AUDITOR**

# ***E-Update***

*The official online news  
publication of the Office  
of the State Auditor*

**January 27, 2017**

1. Deadline: City & County Summary Budget Forms
  2. Released: CTAS 2017
  3. Pension: Fire Equipment Certification Reminder
  4. Avoiding Pitfalls: Written Contracts
- 

### **1. Deadline: City & County Summary Budget Forms**

January 31st is the deadline for cities and counties to submit the Summary Budget Reporting Form. The forms can be accessed at:

<https://www.auditor.state.mn.us/safes/>.

---

### **2. Released: CTAS 2017**

The OSA has released CTAS 2017, the latest update to the Small City and Town Accounting System (CTAS). Cities and townships that have purchased CTAS Version 8 can download and install CTAS 2017 at:

<https://www.auditor.state.mn.us/safes/>.

Cities and townships that would like to order a copy of CTAS 2017 can find a link to the order form on the OSA website on the CTAS web page at:

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

---

### **3. Pension: Fire Equipment Certification Reminder**

The 2016 Fire Equipment Certification (FA-1) Form is due to the Minnesota Department of Revenue (DOR) by March 15, 2017. Submission of the form is required for communities to be eligible for 2017 fire state aid. The form must be signed by the fire chief and by the municipal

clerk or secretary of the independent nonprofit firefighting corporation, as applicable.

Five percent of a community's fire state aid is forfeited for each week or fraction of a week that the form is submitted past the March 15 due date. A copy of the form and a list of fire departments for which the form has been received are provided on the DOR's website at:

[http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/Pages/fsa.aspx](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/fsa.aspx).

---

#### **4. Avoiding Pitfalls: Written Contracts**

Public entities should have contracts whenever practicable. Even when the dollar amounts involved are small, contracts help both sides understand their obligations. The simple act of recording the contract provisions can help clarify what is expected and can minimize disputes down the road.

Your entity's attorney should be able to assist you in drafting contracts. General guidance on contracts and sample contracts are available from the League of Minnesota Cities on their website at <http://www.lmc.org/> and from the Minnesota Association of Townships on their website at <http://www.mntownships.org/>.

---

If you are interested in signing up to receive an e-mail version of the E-Update regularly, [click here](#).

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.  
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.  
Web: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).