



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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

**June 22, 2012**

1. Deadlines: City, Town, and Special District Financial Reporting Forms Due
2. Released: CTAS User Manual
3. Revised: Statement of Position on County Law Libraries
4. Avoiding Pitfalls: Computer Access - Passwords

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### **1. Deadlines: City, Town, and Special District Financial Reporting Forms Due**

**City Financial Reporting Form & Audited Financial Statements** for cities in accordance with GAAP are due June 30. The financial reporting form can be found at:

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

**Town Financial Reporting Form & Audited Financial Statements** for towns in accordance with GAAP are due June 30. The financial reporting form can be found at:

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

**Special District Financial Reporting Form & Audited Financial Statements** are due June 30 for districts whose fiscal year ended December 31, 2011. The financial reporting form can be found at:

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

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### **2. Released: CTAS User Manual**

A comprehensive user manual for the Small City and Town Accounting System (CTAS) Version 7 has been published by the Office of the State Auditor. The manual contains screenshots for user friendliness and step-by-step instructions. The manual can be downloaded from our website at any time. Paper copies and electronic copies on CD are also available.

The electronic version of the manual contains live links. For example, the Table of Contents and Index are linked to allow for easy navigation. To download the manual, please go to:

<http://www.auditor.state.mn.us/default.aspx?page=20120621.000>.

The paper copy, available for a modest cost, is in a three-ring binder with tabs dividing each chapter. The CD, available at no charge, includes both the manual and the current version of CTAS. To have a paper copy or CD of the manual shipped, please go to:

[http://www.auditor.state.mn.us/other/ctas/docs/CTAS\\_v7\\_Manual\\_Order\\_Form.pdf](http://www.auditor.state.mn.us/other/ctas/docs/CTAS_v7_Manual_Order_Form.pdf).

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### **3. Revised: Statement of Position on County Law Libraries**

The Statement of Position entitled County Law Libraries has been revised for clarity and to update citations. The revised Statement can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20110527.013>.

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### **4. Avoiding Pitfalls: Computer Access - Passwords**

Weak control over access to computer systems increases the risk that the systems may be accessed by unauthorized people. To strengthen these controls, employee passwords should be changed on a regular basis. Strong passwords, such as those using longer and more randomized characters, should be required. Employees should not share passwords or usernames.

Public entities should also consider computer system security issues when using volunteer staff.

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