



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Forfeiture Reporting
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3. Pension: Information on Benefit Levels
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1. Deadline: Forfeiture Reporting

June 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of May. To report final disposition of forfeitures, please go to:

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

2. Deadlines: City, Town, and Special District Financial Reporting Forms

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/>.

Information on the requirements for Audited Financial Statements can be found at:

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

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

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

Reporting information for towns is available at:

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

Special District Financial Reporting Form & Audited Financial Statements are due June 30 for districts whose fiscal year ended December 31, 2015. The financial reporting form can be found at:

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

3. Pension: Information on Benefit Levels

The OSA often receives questions from municipal officials who are considering whether to ratify a relief association's benefit level increase. Two Statements of Position provide helpful information regarding relief association benefit levels and benefit level changes.

The Statement entitled "Considerations When Making Benefit Changes" can be viewed at:

<http://www.auditor.state.mn.us/default.aspx?page=20120224.000>.

The Statement entitled "Required Municipal Contributions to Fire Relief Associations" can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20110527.009>.

4. Avoiding Pitfalls: Audits of Towns or Small Cities with Combined Clerk/Treasurers

A city with a population of 2,500 or less and a combined clerk/treasurer position must have an annual audit performed if its annual revenue for the year ended December 31, 2015 exceeded \$207,000.

Cities under 2,500 with the combined office of clerk and treasurer must have an Agreed-Upon Procedures engagement once in every five-year period if total revenues are equal to or less than \$207,000. Cities with populations under 2,500 and separate offices of clerk and treasurer generally are not required by Minnesota law to have an audit.

Towns with a combined clerk/treasurer position must have an annual audit if total revenues for the year ended December 31, 2015 exceeded \$207,000. Towns with the combined office of clerk and treasurer must have an Agreed-Upon Procedures engagement once in every five-year period if total revenues are equal to or less than \$207,000. Towns under 2,500 where there are separate offices of clerk and treasurer generally are not required by Minnesota law to have an audit.

For more information on Agreed-Upon Procedures engagements, please go to:

<http://www.auditor.state.mn.us/default.aspx?page=20111222.001>.

For further information on city and town audit requirements, please go to:

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

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