



**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

September 29, 2017

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1. Released: Fire and Police State Aid Amounts

The 2017 fire and police state aid amounts have been released by the Minnesota Department of Revenue and posted to the OSA website at:

<http://www.auditor.state.mn.us/default.aspx?page=20120214.000>.

2. Available: Registration for OSA Annual Training

Registration for the OSA Annual Training is now open. The training will be held on Wednesday, November 15th at the Mermaid Event Center in Mounds View. Topics will include new OPEB requirements and actuarial valuations, legal compliance, a GASB update, cyber security, and ethics.

For details and a link to the online registration, please go to:

<http://www.auditor.state.mn.us/default.aspx?page=2017OSATraining>.

3. Released: Pension Newsletter & TIF Newsletter

Pension Newsletter

The September **Pension Newsletter** has been released. The Newsletter provides information about the 2017 fire state aid disbursements. The Newsletter also contains information about the volunteer fire relief associations' investment authority. A reminder for relief association trustees to file investment transfer verifier information and information resolving special fund deposit errors are also included.

The complete Newsletter can be accessed at:

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

TIF Newsletter

The September **TIF Newsletter** has been released. The Newsletter contains information on correction of TIF errors and an excess increment deadline reminder. To view the complete Newsletter, go to:

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

4. Avoiding Pitfalls: Town Disbursement Process

Adequate support for payments is a fundamental requirement of a sound accounting system. We recommend that all invoices clearly show dates and initials indicating approval for payment. We also suggest that invoices contain the general ledger coding for posting transactions to the Town ledger.

Prior to Town Board meetings, supervisors should fully review each claim for appropriateness and accuracy. The minutes should identify the claims approved. Towns can accomplish this by attaching a list of claims, signed by the Board Chair, to the meeting minutes.

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

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