



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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January 13, 2012

1. Deadline: Forfeiture Reporting Form
2. Meeting: Volunteer Fire Relief Association Working Group
3. Avoiding Pitfalls: Broker Certifications

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### **1. Deadline: Forfeiture Reporting Form**

January 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of December. DWI forfeitures are now required to be included.

Law enforcement agencies must also file a report if they had no forfeitures in 2011. To report forfeitures for December or to report no forfeitures for the year 2011, please go to:

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

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### **2. Meeting: Volunteer Fire Relief Association Working Group**

The final meeting of the 2011-2012 Volunteer Fire Relief Association Working Group will be held on Tuesday, January 17 at 11:00 a.m. at the OSA office in Saint Paul. Meetings are open to the public. Working Group meeting materials are available at:

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

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### **3. Avoiding Pitfalls: Broker Certifications**

Minnesota law requires local units of government to obtain a broker's certification before transacting business with the broker. Each year, the broker must acknowledge in writing the receipt of a statement of investment restrictions and must agree to handle the government entity's account in accordance with those restrictions. The law prohibits a government entity

from entering into a transaction with a broker until the broker provides the entity with the required certification.

For more information and a broker certification form, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20030101.031>.

Broker certification forms for relief associations can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20070105.001>.

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