

Instructions for the Forfeiture Expenditure Reporting Form

I. State Auditor's Form Entry System (SAFES)

Logging In: Username & Password Required

The designated individual(s) responsible for reporting expenditures of forfeiture proceeds to the Office of the State Auditor must have a username and password to log in to the State Auditor's Form Entry System (SAFES). There you can access the form for reporting expenditures of forfeiture proceeds.

If you have not received a username and password previously, please e-mail your public contact information, including your name, entity name, title, email address, phone number and the physical address of your entity to safes@osa.state.mn.us. Login information will be e-mailed to you.

Once you have a username and password, you can log in to SAFES at:

<https://safes.osa.state.mn.us>

Navigating SAFES

Once you have access to SAFES, you can find and complete your form. Please follow these steps:

1. When you log in to the SAFES system, you will be at the "**Contact Information**" tab. Make sure your contact information is current. If the information is correct, click the "Verify" button at the bottom of the page. If you need to revise the information, make your changes and then click the "Verify" button.
2. To access the forfeiture expenditures reporting form, select the "**Forms**" tab.
3. Once you have selected the "**Forms**" tab, you will see your agency's name and "**Year**" links. Select the year for which you will be reporting expenditures. If you are the person responsible for reporting both forfeiture incidents and forfeiture expenditures, you will see both forms listed. Click on "**Open Form**" link next to the Forfeiture Expenditures Form. You will now be on the page to enter forfeiture expenditures.

II. The Forfeiture Expenditures Reporting Form

Entering Data into the Form

General Information

All fields on the form require an entry. If no expenses have been made from a category, enter zero in the box. Round entries to the nearest dollar. All entries will be saved as you enter them in case you need to step away while completing the form.

Reporting Form Instructions

1.) Total amount of money or proceeds from the sale of forfeited property obtained or received in the previous reporting period (calendar year).

- This is the total amount received from the sale of forfeited property or cash received during the previous reporting period before permissible expenses/costs are applied. Only report proceeds for those in which the forfeiture process is complete.

Expenditures

Enter the manner in which each appropriate agency and prosecuting authority expended money or proceeds from the sale of forfeited property in the previous reporting period, including the total amount expended in the following categories:

2.) Drug abuse, crime and gang prevention programs;

- Enter the amount expended from forfeiture proceeds on drug abuse, crime and gang prevention programs.

3.) Victim reparations;

- Enter the amount expended from forfeiture proceeds on victim reparations.

4.) Gifts or grants to crime victim service organizations that provide services to sexually exploited youth;

- Enter the amount expended from forfeiture proceeds that were gifts or grants to crime victim service organizations that provide services to sexually exploited youth.

5.) Gifts or grants to crime victim service organizations that provide services to victims of trafficking offenses;

- Enter the amount expended from forfeiture proceeds that were gifts or grants to crime victim service organizations that provide services to victims of trafficking offenses.

6.) Investigation costs, including but not limited to witness protection, informant fees, and controlled buys;

- Enter the amount expended from forfeiture proceeds on investigation costs, including but not limited to witness protection, informant fees, and controlled buys.

7.) Court costs and attorney fees;

- Enter the amount expended from forfeiture proceeds on court costs and attorney fees.

8.) Salaries, overtime, and benefits, as permitted by law;

- Enter the amount expended from forfeiture proceeds on salaries, overtime, and benefits, as permitted by law.

9.) Professional outside services, including but not limited to auditing, court reporting, expert witness fees, outside attorney fees, and membership fees paid to trade associations;

- Enter the amount expended from forfeiture proceeds on professional outside services, including but not limited to auditing, court reporting, expert witness fees, outside attorney fees, and membership fees paid to trade associations.

10.) Travel, meals, and conferences;

- Enter the amount expended from forfeiture proceeds on travel, meals, and conferences.

11.) Training and continuing education;

- Enter the amount expended from forfeiture proceeds on training and continuing education.

12.) Other operating expenses, including but not limited to office supplies, postage, and printing;

- Enter the amount expended from forfeiture proceeds on other operating expenses, including but not limited to office supplies, postage, and printing.

13.) Capital expenditures, including but not limited to vehicles, firearms, equipment, computers, and furniture;

- Enter the amount expended from forfeiture proceeds on capital expenditures, including but not limited to vehicles, firearms, equipment, computers, and furniture.

14.) Gifts or grants to nonprofit or other programs (not entered above).

- If you have no additional gifts or grants to nonprofit or other programs (not entered above), check the box, next to the wording "There are no other gifts or grants to report" and move on to questions 15.
- If you have expenditures in this category, click on the "Enter Detail" button. You will be brought to another page. In the first box, enter the recipient name. Enter the amount in the second box, and then press the "Save" button. Your entry will appear below. You will have

the option to edit or delete your entry. If you have no other gifts or grants to add, click on **“Return to Main Form”**, located on top of the page, and you will return to the main form.

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15.) Any Other Expenditures.

- If you have no expenditures not previously entered, check the box, next to the wording, **“There are no expenditures to report”**, and move on to questions 16.
- For expenditures that aren’t listed in lines 2-14, click on the **“Enter Detail”** button. You will be brought to another page. In the first box, provide a brief description of the nature of the expenditure. If it is a gift or grant, check the box below and then enter the recipient name. Enter the amount in the box, and then press the **“Save”** button. Your entry will appear below. You will have the option to edit or delete your entry. If you have no other expenditures to add, click on **“Return to Main Form”** , located on top of the page, and you will return to the main form.

16.) Total value of seized and forfeited property held by an appropriate agency and not sold or - otherwise disposed of.

- To the best of your ability, estimate the value of all seized and forfeited property held by your agency and not sold or otherwise disposed of, including property held for official use.

17.) Year-end balance of any designated forfeiture accounts maintained by an appropriate agency or prosecuting authority.

- Enter the year-end balance(s) of any designated forfeiture accounts attributed to the entity for which you are preparing this form.

When you have completed the form, click on the “Continue” button. This will bring you to a page to review your entries. After you have reviewed your entries for accuracy, click the box, located at the bottom of the page, next to the wording, “I verify that this data is ACCURATE AND COMPLETE to the best of my knowledge.” and then click the button “Complete Form.”

Once the “Complete Form” button is clicked, you will see the details of your submission and have the ability to print a copy for your records. At this time, you can either select “Logout” or “Return to Safes” if you have to report for other entities.

Entities can also come back anytime and print a copy of the submitted form, by clicking on the “Open Form” link next to the Forfeiture Expenditures Form. Once the “Open Form” button is clicked, you will see the details of your submission and have the ability to print a copy for your records.

If you need to make any corrections to the submitted form, please contact the Government Information Division at gid@osa.state.mn.us.