



# CTAS News & Notes

## Small City & Town Accounting System (CTAS)

Helpline: (651) 297-3682, (651) 282-6114 or (651) 297-3162

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### The CTAS Upgrade

People receiving this newsletter will be mailed a CD containing the Diamond Edition (Version 6) of CTAS. The new version will be mailed in late March. If you know of a CTAS user that does not receive this newsletter, please inform them that they need to notify the Office of the State Auditor to receive a copy of the new version.

The following is a list of some of the enhancements that were made.

- Third rate and fourth range for the Federal Income Tax withholdings.
- Payroll register printed landscape. All employees are printed on one page.
- Asterisks before the amount on checks, for example, \*\*23.47.
- Check date printed on payroll check stub.
- Full name on Interim Financial Statements - used to identify which statement is printed.

- Inactive funds – If a fund is marked inactive, it would not print on the current years financial statements.
- Store prior year beginning balances. This would allow the printing of all prior year reports.
- Select which of the employee W-2s to print.
- Delete individual employee records from a payroll period.
- Print Schedules 4 and 4A – Enterprise Funds for financial statements.
- Indebtedness Module – will allow the user to track the indebtedness in a manner similar to the investments.
- When entering check numbers in payroll and claims, the first prompt will be for the date.
- Outstanding Checks Report – Print a list of outstanding checks.
- Allow changes to the Account Distribution of a Claim after the claim has been posted.
- In receipts and disbursements, include the option of searching by an amount.
- Includes an option to select the number of copies to be printed for each report.
- Includes the information on investments on Schedule 1.
- Allows CTAS to memorize recurring transactions.
- Create a report that will print the employee information.

In addition to these proposed changes, there will be the ability to select the Windows XP operating system when installing CTAS. This should correct some of the printing issues we have with the checks and W-2s.

## Training

The Office of the State Auditor offers training sessions on the CTAS system. This is a basic beginners course designed for those users that have limited or no experience using CTAS.

After receiving CTAS, you may register for this training. Registered users are notified of the training dates in the CTAS newsletter.

These sessions are held at the State Auditor's Office in St. Paul. **A training session is scheduled for April 6, 2005.** The training session begins at 9:00 a.m. and ends at approximately 1:00 p.m.

Please call Ms. Debra Schultz at (651) 297-3688 to register for the training session. The resources available for training require that we have a maximum of eight people for a session. Due to the time and resource commitment, the Office of the State Auditor reserves the right to cancel a training session if registrations do not exceed four.

Participants should bring their Reference Manual to the training session. A training workbook is provided.

The training session will be held at the State Auditor's Office, Suite 500, 525 Park Street, St. Paul, MN. Directions to our location may be obtained from the Office of the State Auditor's website. Parking is available across the street in the Bethesda Ramp.

## Tax Rates for New Version of CTAS

Version 6 of CTAS will add an additional range for the Federal income tax withholdings. The new information is as follows:

### Single:

Range 1: 2,650  
Range 2: 9,800  
Range 3: 31,500  
Range 4: 69,750  
Withholding 1: 715  
Withholding 2: 3,970

### Married:

Range 1: 8,000  
Range 2: 22,600  
Range 3: 66,200  
Range 4: 120,750  
Withholding 1: 1,460  
Withholding 2: 8,000

### Rates:

First: 10%  
Second: 15%  
Third: 25%

Remember, the tax rates should be entered as a decimal.



## New City Reporting Manuals

The Office of the State Auditor has issued two new reporting and publishing requirements for cities reporting on a cash basis.

The first manual is for cities reporting on a cash basis. This is for cities that are not audited. The major change is Schedule 5 – Statement of Orders Issued is no longer required.

The second manual is for cities audited on a cash basis. This manual shows the financial statements required for an audit on the modified cash basis in accordance with GASB Statement 34. The manual also provides for filing the financial statements on a regulatory basis. Cities should check with their auditor to determine which basis is appropriate for their city.

The other major change is in the publishing requirements. Minnesota Statutes now allows a summary financial statement to be published. The prescribed format for the summary statements is shown in both manuals.

If you have any questions regarding the reporting requirements, please call the Helpline.

## Clipboard

▶ REMEMBER TO BACKUP YOUR DATA!

▶ CTAS Version 5 for Windows is a stand-alone system. A network version of the system is not available. The Helpline does not have the expertise to troubleshoot CTAS running on a network.

▶ When loading CTAS on a new computer, start with the CTAS V5 for Windows original CD. The updates do not contain the system files required to run CTAS. Windows XP users should select Windows NT 4.0 or Windows 2000 as the operating system.

▶ Three vendors that can provide the checks and window envelopes for the CTAS system are:

Rose  
American Business Forms  
(320) 763-5535  
(800) 862-3690

Paul Schmidt  
Victor Lundeen Corp  
(218) 736-5433  
(800) 346-4870

Eugene Default  
Default Business Forms  
(218) 281-3903  
(800) 950-4649

### **A Bit of Wisdom**

The difference between mediocre and excellent is usually a very small amount of effort.

## Bottom of the Ninth

*By David Kazeck*

This column is designed to give you my perspective on CTAS and related accounting issues.

### ☉ Email

A quick note about the advantage of using email. A number of users do the town or city business in the evening or on weekends when the Helpline is not available. By using email, a response to the questions is generally sent by 8:00 a.m. the next business day.

### ☉ Helpline

Please note: We have added two numbers to the Helpline. This should help us give you additional support for CTAS. The Helpline is available during the Office of the State Auditor's normal business hours.

### ☉ Electronic Reporting

The Office of the State Auditor has provided an option of reporting electronically to replace completing and filing paper forms.

Local governments received the information on electronic reporting with their 2003 reporting forms. I encourage everyone to consider reporting electronically. This should make it easier to report to the Office of the State Auditor before the deadline.

## ☉ 2004 City Reporting Forms

The 2003 city reporting forms have been mailed to all cities. The deadline for cities reporting on a cash basis is **March 31**.

Your cooperation in meeting this deadline is appreciated so no further follow up is required. If you need additional forms, please call Ms. Deb Schultz at (651) 297-3688 or visit the Office of the State Auditor's Website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us)

## ☉ 2004 Cash Township Financial Reporting Forms

Please complete and return your 2003 cash reporting form. This information was due in our office by **March 1**.

Mail the reporting form to the Office of the State Auditor. If you need additional forms, please call Ms. Deb Schultz at (651) 297-3688 or visit the Office of the State Auditor's Website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us).

## ☉ Increase the Size of the CTAS Screen

To increase the size of the screen, open the Control Panel. Then double click the Display Icon. Click on the Settings Tab and change the screen area to 800 by 600 pixels. Select Apply and OK and this will change the size of the CTAS screen.