



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Forfeiture Reporting Form
2. Pension Deadline: Schedule Form Certification
3. Avoiding Pitfalls: Employee Tips

1. Deadline: Forfeiture Reporting Form

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

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

2. Pension Deadline: Schedule Form Certification

The 2012 Schedule Form for lump sum volunteer fire relief associations must be certified to the governing body of the affiliated municipality on or before August 1, 2012. Relief associations that are affiliated with an independent nonprofit firefighting corporation should certify the form to the independent board.

The 2012 Schedule Form determines the relief association's projected assets and liabilities for 2012 and the minimum required contribution for 2013. The form is available for download at:

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

For more information about required contributions, see the Statement of Position on this topic at:

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

Relief associations are encouraged to submit their Schedule Form to the Office of the State Auditor following certification so that a preliminary review of the data can be conducted.

3. Avoiding Pitfalls: Employee Tips

Studies show that the most common method of detecting fraud committed by an employee is through a tip – often from another employee. Public entities should keep channels of communication open so employees feel that their concerns will be positively received. Appropriate action should then be taken in response to these tips.

For more information on employee theft, see the most recent study by the Association of Certified Fraud Examiners, Inc., "Report to the Nations on Occupational Fraud and Abuse", copyright 2012. To see the key findings of the report, click on the following link which will take you to the ACFE website at:

<http://www.acfe.com/rtn-highlights.aspx>.

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