



**State Auditor  
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## OFFICE OF THE STATE AUDITOR

# ***E-Update***

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**July 20, 2012**

1. Deadline: TIF Annual Reporting Form
2. Pension: Maximum Benefit Calculations
3. Reminder: Relief Association Annual Business Renewal
4. Avoiding Pitfalls: Computer Scams

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### **1. Deadline: TIF Annual Reporting Form**

The 2011 TIF Annual Reporting Form is due on August 1. The form can be accessed at:

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

Instructions for completing the form and a completed sample form can be found at:

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

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### **2. Pension: Maximum Benefit Calculations**

Volunteer fire relief associations that offer or pay lump sum, monthly or monthly/lump sum combination service pensions must annually calculate the average amount of available financing per active covered firefighter.

The Office of the State Auditor provides the Maximum Benefit Worksheet for performing this calculation. The calculation determines the maximum lump sum and monthly benefit levels that the relief association is authorized under State law to establish for the year. Relief associations are to perform the maximum benefit calculation on or before August 1 as part of the association's annual certification of the financial requirements and minimum municipal obligation.

Maximum Benefit Worksheet forms are available at:

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

To see a Statement of Position that provides additional information about maximum benefit levels, please go to:

<http://www.auditor.state.mn.us/default.aspx?page=20110531.003>.

A recorded online training on completing the form can be accessed at:

<https://www2.gotomeeting.com/register/932392914>.

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### **3. Reminder: Relief Association Annual Business Renewal**

Every volunteer fire relief association must annually register as a nonprofit corporation with the Minnesota Secretary of State. If a relief association fails to register or to notify the Secretary of State of changes in corporate name or address, the Secretary of State may reject the registration and dissolve the relief association's nonprofit corporation status.

The "renewal due date" displayed for a relief association on the Secretary of State's website will read 12/31/2013 if the association has completed its registration for this calendar year. Relief associations with a renewal due date displayed as 12/31/2012 must complete the registration before December 31, 2012, or face dissolution of the association's nonprofit corporation status.

The annual registration can be completed online at the Secretary of State's website at:

<http://mblsportal.sos.state.mn.us/>.

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### **4. Avoiding Pitfalls: Computer Scams**

Government entities, like individuals, may be targets of scams. Recent reported scams involve telephone calls from someone offering to fix your computer or to protect your computer from the latest computer virus or malware. The caller may claim to be a software or computer representative. To provide you with assistance, the caller will ask for remote access to your computer.

If you receive a telephone call asking you to provide someone with remote access to your computer, do not agree unless you initiated the request for assistance from a vendor you know and trust. Remote access can allow someone access to classified information you may have stored on your computer. Do not use a telephone number or website provided by the caller to verify the identity of the caller.

If you fall victim to one of these scams, report it to law enforcement and to the Federal Trade Commission (FTC). Complaints to the FTC can be filed on the FTC website at:

<https://www.ftccomplaintassistant.gov/>.

Local units of government may want to contact their attorney for advice on appropriate steps to take if security is breached.

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