



State Auditor  
Rebecca Otto

## OFFICE OF THE STATE AUDITOR

# *E-Update*

*The official online news  
publication of the Office  
of the State Auditor*

January 27, 2012

1. Deadlines: City/County Budget & Lobbying Reporting Forms
2. Released: 2011 Pension Reporting Forms
3. Meeting: Volunteer Fire Relief Association Working Group
4. Released: TIF Newsletter
5. Avoiding Pitfalls: Segregation of Duties 1

---

### **1. Deadlines: City/County Budget & Lobbying Reporting Forms**

#### **City and County Summary Budget Reporting Forms**

January 31st is the deadline for submitting the City and County Summary Budget Reporting Forms. The forms can be accessed at:

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

#### **Local Government Lobbying Reporting Forms**

Local Government Lobbying Reporting Forms are due January 31st. The forms can be found at:

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

---

### **2. Released: 2011 Pension Reporting Forms**

The 2011 reporting-year forms for volunteer fire relief associations are now available for download from the Office of the State Auditor (OSA) website. The forms are due by March 31, 2012, for relief associations with less than \$200,000 in assets and liabilities, or by June 30, 2012, for relief associations with assets or liabilities that exceed this statutory threshold. Once a relief association exceeds the \$200,000 statutory threshold, it must continue to have an

audit prepared and maintain the June 30 reporting deadline, even if the relief association's assets and liabilities subsequently drop below the threshold.

Detailed instructions for accessing the online reporting forms, along with helpful hints for completing them, can be viewed in a pdf document available on the OSA website at:

[http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf\\_infoandhelpfulhints.pdf](http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_infoandhelpfulhints.pdf).

In addition, an updated Key Reporting Requirements calendar is now available. This pdf document lists each reporting form that relief associations must submit to the OSA, includes links to the forms, and provides the applicable due dates. It can be found at:

[http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf\\_requirements.pdf](http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_requirements.pdf).

---

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

The final 2011/2012 Working Group meeting has been scheduled for Tuesday, February 7. The meeting will be held from 11:00 am to 1:00 pm at our office in Saint Paul. Meetings are open to the public, and those interested are encouraged to attend.

Working Group meeting materials are available at:

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

---

### **4. Released: TIF Newsletter**

The January **TIF Newsletter** has been released. The newsletter contains information on Market Value Homestead Credit Payments for reporting purposes and on estimated market value versus taxable market value. In addition, the Newsletter contains a list of cities/authorities that have submitted documentation for the Jobs Stimulus Program. To view the Newsletter, please go to:

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

---

### **5. Avoiding Pitfalls: Segregation of Duties 1**

When employee responsibilities are arranged so that the work of one employee is checked by another, it is called "segregation of duties."

Ideally, no single official or employee should be able to:

1. Authorize a transaction;
2. Record the transaction in the entity's books; and

3. Obtain custody of the item resulting from the transaction.

Examples of incompatible duties that should be performed by separate individuals include:

- Receipting collections, posting collections to registers, and making bank deposits; or
- Signing checks and reconciling the bank accounts.

To put it another way, a person should not be in a position to commit an irregularity and cover it up.

-----  
If you are interested in signing up to receive an e-mail version of the E-Update regularly, [click here](#).

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.  
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.

Web: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).