



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: Performance Measurement Report
 2. Deadline: Fire State Aid
 3. Scheduled: Volunteer Fire Relief Association Working Group
 4. Avoiding Pitfalls: Approval of Town Meeting Minutes
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1. Released: Performance Measurement Report

The Office of the State Auditor (OSA) has released the 2018 Performance Measurement Report. The report includes the results of performance measures of cities and counties which participated in the performance measurement system developed by the Council on Local Results and Innovation.

The electronic report contains live links to the information reported by each of the 26 cities and 24 counties that participated and were certified in the program for 2018. To view the complete report, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20180822.000>.

2. Deadline: Fire State Aid

The first certification deadline for 2018 fire state aid is September 15. For a volunteer fire relief association to be certified as eligible for receipt of fire state aid in the first round of payments, all required 2017 reporting information must have been submitted to the OSA, our review of the information must have been completed, and any issues identified during our review must have been resolved by that date.

If your relief association has submitted its reporting forms but has been notified by our Pension Division team that additional information is needed, please provide the requested information as soon as possible.

3. Scheduled: Volunteer Fire Relief Association Working Group

The OSA will again convene the Volunteer Fire Relief Association Working Group this fall. The Working Group meets to identify and work through current and pressing relief association issues. The first meeting of the Working Group is set for September 25 from 11:00 a.m. to 1:00 p.m. at our offices at 525 Park Street, Suite 500, Saint Paul.

Additional Working Group meetings have been scheduled for October 4, October 16, November 29, and December 6.

Meetings are open to the public. Agendas and materials will be available on the OSA website at:

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

4. Avoiding Pitfalls: Approval of Town Meeting Minutes

The OSA often reviews town meeting minutes. We recommend that regular board meeting minutes are handled as follows: Once the minutes are prepared they should be signed by the town clerk. Once approved by the board, usually at the next board meeting, the minutes should be signed and dated by a board member, preferably the chair, to indicate that they are the official town board meeting minutes.

Minnesota law requires that meeting minutes of the annual meeting and of special meetings of the electors be signed by the clerk and by the moderator of the meeting. If the town clerk is elected as moderator, the minutes must also be signed by a supervisor in attendance at the meeting.

For additional general information, see our Statement of Position on Meeting Minutes, which can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20110531.010>.

If you are interested in signing up to receive an e-mail version of the E-Update regularly, send an e-mail with your contact information to Jim.Levi@osa.state.mn.us

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