



June 2008

## Pension Division Newsletter

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### *2008 Schedule Form Now Available*

The online Excel 2008 Schedule (SC-08) is now available for completion. To access the online SC-08, please visit the Office of the State Auditor's website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us). Click on the link to "Forms" on the menu bar at the top of the home page. Next, click on "Pension Forms," and then "State Auditor's Form Entry System (SAFES)." You will be asked to enter your username and password to download the SC-08. If you are unable to locate your username and password, please email Gail Richie at [Gail.Richie@state.mn.us](mailto:Gail.Richie@state.mn.us) to obtain the information.

Relief associations that submitted their 2007 Schedule prior to June 1, 2008, will find that most of the data on the SC-08 has been pre-populated. Please carefully review the pre-populated data and make any updates or corrections that may be necessary. Instructions for completing the form can be found on the first tab when the form is opened, and helpful reminders and error messages are provided within the form itself.

Once the form has been completed, please upload the file to the same SAFES login page on the Office of the State Auditor website. A copy of the signature page must be submitted to the Pension Division by fax, email or mail. If you experience difficulties logging into the webpage, please make sure that your username and password are entered correctly, as both are case sensitive. If you experience difficulties uploading the form, please review the form to make sure that there are no red error messages displayed. Red error messages indicate a data error or data omission, and must be corrected before the form can be uploaded. If difficulties persist, please contact one of the Pension team members listed at the end of this newsletter.

### *Schedule Helpful Hints*

- **Printing** – The 2008 Schedule (SC-08) allows entry of 100 active members and 50 deferred members. You can selectively print active member and deferred member pages so that only pages that contain member data are printed. To print pages, select "File" from the menu bar and scroll down to "Print." In the Print Range box select the pages that you want to print. The first page of active members contains members 1 through 29, the second page contains members 30 through 74, and the third page contains members 75 through 100. If your relief association has 25 active members, for example, you could choose to just print page 1 of the Page 1 tab. For deferred members, two members print to a page. Subtotals for the active and deferred member liabilities are provided on the first page of the active and deferred member tabs, respectively.

- **Deferred Interest** – For relief associations that pay interest to deferred members at one of the “up to five percent” options, the 2008 interest rate will be automatically calculated based on the projected investment earnings and assets entered on page four of the form. Please remember that the 2008 interest rate is just a projection, and must be updated after the year end when your actual interest rate is known. Also, please remember to carefully check the other interest rates to ensure that the actual rate of return is used.

The 2007 interest rate has only been pre-populated for relief associations that have submitted all 2007 reporting year forms and the reporting information has been reviewed by our Pension Division. If the 2007 interest rate is not pre-populated on your relief association’s SC-08, please make sure to enter it, if applicable.

- **Signature Page** – Please type in the first and last name for each relief association officer and the municipal clerk or independent fire department secretary on page five of the SC-08. Please also enter the phone number for the municipal clerk or independent fire department secretary. Red error messages are displayed and prevent the form from being uploaded until this information is provided.
- **Member Status Changes** – If your relief association has members that changed status during the year (e.g., changed from active to deferred), please read page two of the instructions to determine how to report the member on the form.
- **Enable Macros** – Remember to select the “Enable Macros” option when prompted. If you do not receive a message box prompting you to enable the macros when you open a form, your version of Excel is probably set to automatically disable all macros. To change this security setting, open Excel and choose “Tools” from your menu bar, scroll down to “Macro,” and select “Security.” On the “Security Level” tab select “Medium.”
- **Prior Year Administrative Expense** – Please remember to enter the 2007 special fund administrative expense amount on page 4, line 9 of the SC-08.

### ***2008 Legislative Changes***

A bylaw “to-do” list is attached that outlines the 2008 legislative changes that have the potential to impact your relief association’s bylaws. Sample bylaw language is also attached that can be used for reference purposes.

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*If you have questions please contact us:*

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