



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: County Financial Reporting Form
2. Deadline: Volunteer Fire Relief Association Reporting Forms
3. Reminder: OSA Annual Training
4. Avoiding Pitfalls: General Ledger Journal Entries

1. Deadline: County Financial Reporting Form

November 1st is the deadline for counties to submit their annual financial reporting forms. The form can be accessed at:

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

2. Deadline: Volunteer Fire Relief Association Reporting Forms

All 2010 reporting-year forms for volunteer fire relief associations must be received by November 30, 2011 to avoid automatic forfeiture of your relief association's 2011 state fire aid. The 2010 reporting information was due by March 31 for relief associations with less than \$200,000 in assets and liabilities and by June 30 for relief associations that exceeded this statutory threshold. Notices were sent via e-mail and by U.S. Mail to relief associations that had not submitted all required reporting information.

Relief association reporting forms can be accessed on the Office of the State Auditor's website at <https://www.auditor.state.mn.us/safes/>. Information for completing the forms is available in a pdf file on our website at:

http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_infoandhelpfulhints.pdf.

If you have questions regarding relief association reporting requirements, please contact the Pension Division as soon as possible at (651) 282-6110 or pension@osa.state.mn.us.

3. Reminder: OSA Annual Training

There are still openings available for the Office of the State Auditor Annual Training, scheduled for Wednesday, November 16, 2011, at the Crowne Plaza St. Paul Riverfront Hotel in St. Paul.

Information on the conference, including a complete agenda and registration form, can be found at:

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

4. Avoiding Pitfalls: General Ledger Journal Entries

A local government employee who makes journal entries on an entity's accounting system is able to change the entity's most basic financial records. To prevent abuse, the number of employees allowed to make journal entries should be limited. Public entities should periodically review who can make journal entries and determine if those employees need access to this function.

Entities should also maintain supporting documentation for each journal entry. The supporting documentation should explain who made the journal entry and why.

Journal entries should be reviewed and approved by someone other than the person making the entries. One way to accomplish this approval process is to provide the reviewer with a report of all journal entries made during the prior week or month. When the reviewer understands the journal entries and their purpose, consulting the supporting documentation where necessary, the reviewer should sign the report to show approval of the entries.

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