



CTAS News & Notes

Small City & Town Accounting System (CTAS)

Helpline Number: (651) 296-6262 Fax: (651) 282-2391

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Training

The next CTAS training sessions will be held as one of the workshops during the Summer Short Courses offered by the Minnesota Association of Townships (M.A.T.) The dates and locations for the training sessions are:

- June 28 – Fergus Falls
Location: Best Western – Bigwood Event Center
- June 29 – Thief River Falls
Location: Engelstad Arena
- June 30 – Walker
Location: Northern Lights Event Center
- July 1 – Carlton
Location: Black Bear Casino Event Center
- July 12 – St. Cloud
Location: Holiday Inn
- July 13 – Morton
Location: Jackpot Junction
- July 14 – Mankato
Location: Country Inn & Suites
- July 15 – Rochester
Location: Ramada Inn

The cost for the workshop is \$40 with pre-registration. On-site registration is \$50. Early registration is recommended. In past years, all CTAS sessions were filled and late registrants did not have an opportunity to participate in the CTAS training.

For more information, contact M.A.T. at (763) 497-2330 or (800) 228-0296 or visit their website at www.mntownships.org and click on Training.

All CTAS users (cities, towns, etc.) may register for the Summer Short Course training.

The workshop consists of two sessions. The morning session is an overview of the CTAS system. During the afternoon session, all interested parties will have an opportunity to ask specific questions regarding CTAS.

CTAS Tips

❖ Online Training

On the CTAS page of the OSA website are listed a series of online trainings that cover

various CTAS topics.

Currently, there are trainings on installing CTAS Version 7 and on using the payroll system. Within the next few weeks, trainings on the Accounting Module, and on Investment and Indebtedness will be added.

The trainings can be viewed at any time. You will need high-speed internet to view the trainings. If you have additional topics you would like to see covered in future training sessions, please e-mail them to the Helpline.

❖ CTAS User Manual

We are continuing to write a new CTAS User Manual. The Receipts, Claims and Disbursement chapters have been written. In addition, a chapter on setting up your CTAS system has been written.

Our goal in writing this manual is to create a user-friendly manual that will assist all users in the operation of CTAS. Watch for the release of the manual later this year.

Bottom of the Ninth

By David Haxeck

This column is designed to give you my perspective on CTAS and related accounting issues.

☉ Purchasing CTAS Checks

Below is the list of vendors that will provide checks for CTAS. The Office of the State Auditor does not recommend a vendor for printing checks, but only offers this list as a resource for your CTAS check printing needs.

Tammy & Shaun Stottler
American Solutions for Business
19562 Halwood Rd
Glenwood, MN 56334
Phone: (320) 634-3344
Fax: (320) 634-0287
tstottle@americanbus.com

Rose Shorma
Proforma Rose Shorma
826 East Lake Geneva Road
Alexandria, MN 56308
Phone: (320) 763-5535
Fax: (320) 762-1555
Cell: (320) 760-8212
rose.shorma@proforma.com

Paul Schmidt
Victor Lundeen Corp.
126 West Lincoln Avenue
P.O. Box 486
Fergus Falls, MN 56538
Phone: (218) 736-5433
Phone: (800) 346-4870
pauls@victorlundeens.com

Also, these vendors have window envelopes available for the checks printed with the CTAS system.

This document is available in alternative formats to individuals with disabilities by calling 651-296-2551 or (800) 627-3529 (TTY).

☉ E-Update

If you haven't signed up, I encourage you to sign up for the Office of the State Auditor's E-Update. The E-Update gives you weekly updates on issues of interest to local governments.

To sign up go to the Office of the State Auditor's website (www.auditor.state.mn.us), and click on the Latest News tab. Select the E-Update and click the link to request the E-Update.

☉ 2009 City Financial Reporting

The instructions for reporting the 2009 financial information have been mailed to all cities.

Cities that are being audited should not submit their information using CTAS. The Office of the State Auditor has an Excel Spreadsheet that cities should use to report their financial information. Also, the audited financial statements and management letter must be submitted electronically using the Adobe Acrobat format (PDF).

For additional information or assistance, please call or e-mail the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us.

☉ 2009 Township Financial Reporting

The instructions for reporting the 2009 financial information have been mailed to all towns. Your

cooperation in fulfilling the required reporting form in a timely manner is appreciated.

Towns that are being audited should not submit their information using CTAS. The Office of the State Auditor has an Excel Spreadsheet that towns should use to report their financial information. Also, the audited financial statements and management letter must be submitted electronically using the Adobe Acrobat format (PDF).

For additional information or assistance, please call or e-mail the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us.

☉ Remember to Back up Your Data!

The procedure I recommend is to use a rotation of three backups. The first time you back up use Backup 1. The second time use Backup 2. The third time use Backup 3. Then the fourth time you can use Backup 1 again.

The likely event that all three backups are corrupt is very small. Therefore, the chances of recovering most if not all of the data, if needed, are very good.

In addition, I recommend backing up all of your data once a month. This includes CTAS, word processing documents, and spreadsheets. This can be done onto a CD, flash drive or another external storage device.