

Summer 2014

CTAS News and Notes

Small City & Town Accounting System (CTAS)

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CTAS Version 8 Update

The first of two rounds of testing CTAS Version 8 was recently completed. Forty-three volunteer CTAS users helped make this a very successful round of testing. They worked with a test version of the new program which included the receipts, claims, disbursements, chart of accounts, and vendor sections of the Accounting Module of the program, as well as the Investments and Indebtedness modules. The second round of testing will begin in late July and focus on the remainder of the program.

Those who were able to participate in the first round of testing gave us great feedback, and their suggestions will help make the final product better.

OSA staff will be demonstrating the new modules at the Minnesota Association of Townships summer short courses around the state between June 16 and 26. We will also be discussing the transition from Version 7 to Version 8. [Click here for information on the short courses](#) on the MAT website.

We are anticipating that demonstrations of the complete program will be online and in live presentations around the state in September and October. We expect to have the program available for download in early October. Look for training information in the State Auditor's E-Update.

Contact us at Your Convenience

A number of CTAS users conduct town or city business in the evening or on weekends when the CTAS Helpline is not available. By using the CTAS e-mail (ctas@osa.state.mn.us), a response to your question will generally be sent to you the next business day by 8:00 a.m.

State Auditor's E-Update

Each week the OSA e-mails the State Auditor's E-Update, which publishes information and events related to local government financial activities, including CTAS news and information on reporting.

To view recent E-Updates and sign up to receive the E-Update each week, go to:

www.auditor.state.mn.us

Once you're there, find the "Latest News" tab at the top of the page and click on the "E-Updates" link.

Audit Requirements for Towns

Not all towns have the same audit requirements. Audit requirements vary depending on a variety of factors, including the population of a town, whether the clerk and treasurer offices are combined, and whether the town is above or below the current audit threshold.

Towns over 2,500 in population must have an annual audit in accordance with generally accepted accounting principles if total revenues equal or exceed the annual threshold. For the year ended December 31, 2013, the audit threshold for towns over 2,500 is \$887,000.

Towns under 2,500, where there are separate offices of clerk and treasurer are not required to have an audit.

Towns under 2,500 with the combined office of clerk and treasurer must have an annual audit if total revenues exceed the annual threshold. For the year ended December 31, 2013, the audit threshold for towns under 2,500 is \$199,000.

Towns under 2,500 with the combined office of clerk and treasurer must have an Agreed-Upon Procedures engagement once in every five-year period if total revenues are equal to or less than the annual threshold.

The Office of the State Auditor has developed minimum procedures and a reporting format for Agreed-Upon Procedures engagements of towns with annual revenues less than the audit threshold that have combined the offices of clerk and treasurer. The minimum procedures and reporting format for Agreed-Upon Procedures engagements can be found on the OSA website at:

<http://www.auditor.state.mn.us/default.aspx?page=20111222.001>.

Remember to Back Up Your Data!

Our staff has often been able to help CTAS users recover data when they have made a backup copy. Backup copies can be saved to a CD, flash drive or another external storage device. We recommend backing up all of your data as frequently as possible, at least once a week. This includes CTAS, word documents, and spreadsheets.

The CTAS Helpline is Available to Help You



Call, fax or e-mail your CTAS questions. If no one is immediately available, we will respond the next workday.

Call:**(651) 296-6262****Fax:****(651) 296-4755****E-mail:**ctas@auditor.state.mn.us

City and Town Reporting Information

The Office of the State Auditor (OSA) wants to clarify some questions about financial reporting to ensure prompt and trouble-free compliance.

Cities and towns reporting on the GAAP basis of accounting or who are being audited must download their financial reporting form from the State Auditor's Form Entry (SAFES) system, which can be accessed at www.auditor.state.mn.us/safes/. The OSA provides this downloadable Excel spreadsheet to assist entities in reporting their annual financial information. Once the form has been filled out, entities should submit the Excel form along with an Adobe Acrobat (PDF) copy of their audited financial statements through SAFES.

Entities reporting on a cash basis of accounting can download and complete the Excel reporting form from SAFES or generate a reporting file from CTAS. We encourage entities reporting on a cash basis of accounting to upload their Excel reporting form or generated reporting file and their financial statements through SAFES.

Detailed instructions for reporting 2013 financial information have been e-mailed or mailed to all cities and towns.

Reminder: Report Change of Officers

When the person filling the role of a Clerk or Treasurer for an entity changes, the entity is responsible for contacting the OSA to update this information as soon as possible. Reminder notices or other important information may not reach the correct individuals if the change is not reported.

To report a change of officers, e-mail us at GID@osa.state.mn.us. Please use the subject line "Change in Contact Information". Thank you!