



OFFICE OF THE STATE AUDITOR

E-Update

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State Auditor
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1. Reminder: March 1st Deadline for TIF Authorities
 2. New: Website Comparison Tools
 3. Pension Update: Reporting Forms and Training Registration
 4. Avoiding Pitfalls: Pre-numbered Receipts for Payments Received
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1. Reminder: March 1st Deadline for TIF Authorities

Postcards have been sent to TIF development authorities, reminding them of the March 1st deadline for submitting changes or corrections to the locked and pre-populated data portions of the 2007 TIF Report(s).

All dates on page 1 and the information in the original and modified budget columns on page 3 of the Report are locked and pre-populated. Check these locked and pre-populated portions of your 2006 Report to determine whether changes need to be made. It is especially important to notify our office of any contact name changes, including email address changes.

If you have any questions, please call Marsha Pattison at (651) 296-4716 or email her at Marsha.Pattison@state.mn.us. All changes or corrections should be sent by email or postal mail to Office of the State Auditor, Attention: TIF Division, 525 Park St., Suite 500, St. Paul, MN, 55103.

2. New: Website Comparison Tools

Our new and improved website has another enhancement. We have added comparison tools that allow you to search for revenue and expenditure data for towns, cities, and counties. You can try out this tool on our website at: <http://www.auditor.state.mn.us/default.aspx?page=ComparisonTools>.

The information available includes revenue and expenditure categories with their total amounts, per capita amounts, and ranking. The tools also allow

you to compare information for the same entity for two different years, or to compare one entity to a similar type of entity.

3. Pension Update: Reporting Forms and Training Registration

The 2007 Reporting Year online forms for volunteer fire relief associations and other local public pension plans are in the process of being generated and will be available for download from our website next week. An email and letter will be sent to the primary contact person of each relief association with detailed instructions for accessing the online reporting forms.

A registration form containing information regarding the Pension Division's training sessions is now posted in the "Training Opportunities" section of our website at

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

The training sessions will be provided at no cost and will cover topics including bylaws, investments, a legislative update, reporting requirements and completion of reporting forms.

If you have questions regarding the reporting forms or the pension training sessions, please contact Rose Hennessy Allen at (651) 296-5985 or Rose.Hennessy-Allen@state.mn.us.

4. Avoiding Pitfalls: Pre-numbered Receipts for Payments Received

From time to time, some local governments receive payments from the public for items such as building or park rentals, swimming lessons, building permits, or animal licenses. Some entities only issue receipts for these payments if the customer requests a receipt. Some entities do not use pre-numbered receipts.

When payments such as these are received, we recommend that the public entity issue pre-numbered receipts for all such payments. Otherwise, it is much harder to determine whether all funds collected were turned in for deposit. Receipts should include the following information: date, amount received, from whom payment was received, method of payment (cash, check or credit card), reason for payment, and the signature or initials of the person preparing the receipt. The receipts can be hand-written, or generated

by a computer or cash register. When proper receipts are given for all payments, the daily reconciliation between the number of items sold (permits issued, rentals made, etc.) and the money collected is much easier to perform.