

# Office of the State Auditor Website Overview for Volunteer Fire Relief Associations

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## Minnesota Office of the State Auditor

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### Welcome

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#### What's New at the Office of the State Auditor

- Scheduled: Next Meeting of the Volunteer Fire Relief Association Working Group
- Available: 2013 Minnesota Legal Compliance Audit Guide for Political Subdivisions
- Released: 2012 Minnesota Town Finances Report
- Released: Special Review of Administrative Traffic Citations and Local Traffic Diversion Programs
- Sign Up: CTAS Rewrite Updates
- Released: State Auditor's E-Update - 12/6/2013 (pdf, 31k)
- Avoiding Pitfalls: Meeting Meals for Board or Council Members

#### Meeting Notices and Materials

- Collaborative Governance Council
- Investment Study Group
- Fire Relief Association Working Group
- Council on Local Results and Innovation

#### Calendar

- December 20 – GID: Forfeiture Incident Reporting Form – Law enforcement agencies must use this form each month to report the disposition of property seized subject to forfeiture. Reporting form (s) must be submitted to the OSA by the 20th of the month following the final disposition of the seized property.

#### Training Opportunities

- Recording: How to Use SAFES
- Recording: Installing CTAS 7
- Recorded: Pension Reporting Forms Recorded online training for completing Pension reporting forms. Click here for more information and links to the trainings.
- more...

#### Newsletters

- Pension Division Newsletter - November 2013 (pdf, 122k)
  - Click here for more Pension Division Newsletters
- CTAS News & Notes - Fall/Winter, 2013 (pdf, 179k)
  - Click here for more CTAS Newsletters
- TIF Division Newsletter - November, 2013 (pdf, 257k)
  - Click here for more TIF Division Newsletters

The Minnesota Office of the State Auditor provides relief associations with the opportunity to locate reporting forms, training tools, statements of position, and many other resources on its website. The image shown above is the official homepage for the Office of the State Auditor and it can be located at <http://www.auditor.state.mn.us>. Four of the tabs on the menu across the top of the web page, directly beneath the Auditor's picture, contain information specific to relief associations. By clicking on one of these tabs, you will see a drop-down menu with choices that can be helpful to you. These menu options and the information they contain are described on the next page.

## **1. Latest News Tab**

*Choices under this tab include:*

- A. E-Updates – official online news publication of the Office of the State Auditor. Gives information about important topics and reminders of important deadlines.
- B. Articles – contains articles related to certain relief association topics.
- C. Statements of Position - educational resources designed to help relief associations address topics that have arisen or may arise as a result of the State Auditor's oversight of local government.
- D. Pension Newsletter – monthly publications addressing relief association topics. The newsletters provide educational resources and reminders of important due dates.

## **2. Reports and Data Tab**

The Reports and Data menu option opens a drop-down menu with a "Pension Reports" tab. Clicking on this tab opens a page with links to the annual Financial and Investment Report of Volunteer Fire Relief Associations and the annual Large Public Pension Plan Investment Report. The two reports summarize and evaluate the finances and investment performance of the plans.

## **3. For Local Officials Tab**

*Choices under this tab include:*

- A. Training Opportunities – contains recorded online training videos. There are a variety of topics available for viewing including information on how to fill out forms, access SAFES to electronically sign forms, and calculate deferred interest.
- B. All about Fire Relief Associations – a question-and-answer section pertaining to fire relief associations.
- C. Pension Documents – provides Sample Bylaw Guides, a booklet and summary of selected relevant statutes pertaining to relief associations, lists of fire and police state aid amounts, and lists of supplemental benefit reimbursement amounts.
- D. Calendar and Deadlines – lists filing deadlines and important reporting dates. Links to the applicable reporting forms are also provided.

## **4. Forms Tab**

*Choices under this tab include:*

- A. Reporting Forms and Due Dates – provides links to required reporting forms and their applicable due dates.
- B. State Auditor Form Entry System (SAFES) – login page to access online reporting forms, update contact information, submit forms, and to sign forms electronically.
- C. Pension Forms – contains links to relief association reporting forms and resources for completing the forms.

Helpful information is also provided under the other menu options, so we encourage you to explore the Office of the State Auditor's website! Please feel free to contact the Pension Division with any questions at [pension@osa.state.mn.us](mailto:pension@osa.state.mn.us) or by phone at (651) 282-6110.