

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

The screenshot shows the homepage of the Minnesota Office of the State Auditor. At the top, there is a navigation bar with links for "Other Minnesota State and Local Government sites", "Employment Opportunities", and "Home". Below this is a banner featuring a portrait of Rebecca Otto, the Auditor, and the state seal. The main heading reads "Minnesota Office of the State Auditor" with "Rebecca Otto" below it. A secondary navigation bar includes "About Our Office", "Latest News", "Reports & Data", "For Local Officials", "Auditing", "Investigations", "Forms", and "Contact Us", along with a search box. The "Welcome" section provides contact information: Tel (651) 296-2551, Fax (651) 296-4755, TDD (800) 627-3529, and the address 525 Park Street, Suite 500, Saint Paul, Minnesota 55103. A featured section titled "INFRASTRUCTURE STRESS TRANSPARENCY TOOL 2.0" includes a map of Minnesota with various colored dots. Below this are three columns: "What's New at the Office of the State Auditor" with a list of recent releases, "Meeting Notices and Materials" with a list of groups, and "Calendar" with a notice for December 20 regarding forfeiture reporting.

Other Minnesota State and Local Government sites | Employment Opportunities | Home

Minnesota  
Office of the State Auditor  
Rebecca Otto

About Our Office | Latest News | Reports & Data | For Local Officials | Auditing | Investigations | Forms | Contact Us |  search

**Welcome**

Tel (651) 296-2551  
Fax (651) 296-4755  
TDD (800) 627-3529  
525 Park Street, Suite 500, Saint Paul, Minnesota 55103

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

- Released: City of Rochester Review Letter
- Released: 2016 Minnesota Town Finances Report
- Released: 2016 Analysis of Minnesota Municipal Liquor Store Operations
- Released: Assessing the Adequacy of 2015 County Audits Performed by Private CPA Firms
- State Auditor's E-Update - 12/8/2017 (pdf, 98k)
- Avoiding Pitfalls: Prompt Payment of Bills

**Meeting Notices and Materials**

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

**Calendar**

- December 20 – GID: Forfeiture Incident Reporting Form Law enforcement agencies must report the disposition of property seized subject to forfeiture following the final disposition of the seized property.
- more...

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.