



April 2011

## Pension Division Newsletter

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### ***Reporting Form Revisions***

The Office of the State Auditor has changed its procedures for mailing revised reporting forms for volunteer fire relief associations. Because of data privacy concerns, we will no longer automatically share revised forms with your relief association's auditor. If your relief association's contract with its auditor requires the release of the form data, please forward revised forms to your association's auditor.

### ***Investment Reporting Forms***

Volunteer fire relief associations are required to annually submit to the Office of the State Auditor an investment reporting form, called the SID Form. The SID Form collects investment market value and cash flow information. If a relief association is "fully invested" with the Minnesota State Board of Investment, the association is authorized to submit an investment waiver form, called the ID Waiver Form, in place of the full SID Form. The ID Waiver Form is a one-page form that collects limited investment information.

Relief associations should only submit the SID Form or, if authorized, the ID Waiver Form. Relief associations should not submit both forms. If a relief association attempts to submit both forms using the State Auditor's Form Entry System (SAFES), an error will occur.

### ***SAFES User Authorization Forms***

Many volunteer fire relief associations are in the process of completing and submitting their annual reporting forms, using the State Auditor's Form Entry System (SAFES). As a reminder, the Office of the State Auditor only provides SAFES login information to trustees of a relief association's board and, with proper authorization, a relief association's accountant or auditor. Relief association trustees can authorize an accountant or auditor to have SAFES access to the association's reporting forms by completing the SAFES User Authorization Form. SAFES access for accountants and auditors must be renewed each calendar year.

The SAFES User Authorization Form is available online at:  
[https://www.auditor.state.mn.us/Forms/SAFESAuthorization\\_10.pdf](https://www.auditor.state.mn.us/Forms/SAFESAuthorization_10.pdf).

### ***New Online Training Session***

The Office of the State Auditor has recorded a new online training session that provides an overview of the reporting requirements for volunteer fire relief associations. The new training session, which can be viewed at any time, can be accessed at:

<https://www2.gotomeeting.com/register/276444451>.

Additional training sessions for relief associations are available at:

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

### ***Be Aware of Phishing Scams***

Volunteer fire relief associations, just like individuals, may be targets of “phishing” scams. Phishers send an e-mail or pop-up message that may ask you to “update” or “verify” or “confirm” a relief association’s account information. Often the phishers claim to be from an organization that works with the relief association.

If you receive an e-mail asking for your relief association’s financial information, including bank account numbers or other sensitive information, do not reply and do not click on any links in the message. If the message appears to be from an organization that you know, the Federal Trade Commission (FTC) recommends that you contact the organization by using a telephone number that you know to be genuine or by opening a new Internet browser session and typing in the company’s correct Web address.

Additional tips to help you avoid getting hooked by a phishing scam are available from the FTC at <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt127.shtm> and at:

<http://www.onguardonline.gov/topics/phishing.aspx>.

### ***2011 Supplemental Benefit Reimbursement Amounts***

A listing of the 2011 supplemental benefit reimbursement amounts is now available on the Office of the State Auditor’s website at:

<http://www.auditor.state.mn.us/forms/pen/SupplementalBenefitReimbursements11.pdf>.

The supplemental benefit reimbursements were disbursed on or about March 15, 2011, for relief associations that properly submitted reimbursement application forms to the Minnesota Department of Revenue by February 15, 2011.

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*If you have questions please contact us:*

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