



REBECCA OTTO  
STATE AUDITOR

# STATE OF MINNESOTA

## OFFICE OF THE STATE AUDITOR

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Article for *Minnesota Township News*

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### State Auditor CTAS Update and More

*By Rebecca Otto, State Auditor*

We are pleased to announce that as of December 28th a total of 1,028 entities had pre-ordered CTAS Version 8, exceeding the minimum of 1,000 pre-orders needed to engage with a vendor to perform the CTAS rewrite. Per the CTAS legislation, any remaining user fees left after paying a vendor for the work will be used for maintaining and updating the program in the future. We want to thank the Township Association and all of you who worked to keep CTAS going for years to come.

Vendors have already been interviewed, and we are close to engaging with a vendor. As soon as we have a signed contract, we will be able to give more detail about the improvements and enhancements to CTAS in the rewrite process.

If you still want to pre-order CTAS Version 8, you can download the order form by going to the Office of the State Auditor (OSA) website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us). Then under the menu item "For Local Officials" select "CTAS". It is the second item under the "CTAS Version 8 Rewrite" section. There is also other useful information in this section on the rewrite.

If you have any questions about the rewrite, please contact Jim Levi at 651-297-3683 or [Jim.Levi@osa.state.mn.us](mailto:Jim.Levi@osa.state.mn.us).

#### CTAS Tax Tables Revised

The tax tables designed for use with CTAS were revised as of noon on January 6. If you accessed them before that date, please download the new tables from the OSA website on the CTAS page described above under the "Downloads" section.

If you have any questions, please contact our CTAS Helpline at (651) 296-6262 or e-mail [ctas@osa.state.mn.us](mailto:ctas@osa.state.mn.us).

### **Reminder: Year-End Reporting**

Minnesota Statute mandates that every year each township report their financial information to the Office of the State Auditor. That information is used to compile the annual Town Finances Report, which we are required to publish annually.

Many townships do a very good job of making sure their information is sent to our office in a timely manner. However, 176 towns failed to comply with the statutory reporting requirement last cycle, the largest number in many years. The Financial Reporting Form for towns using the Cash Basis of Accounting (most townships) is due to our office on March 1. The Financial Reporting Form for towns reporting in accordance with Generally Accepted Accounting Principles (GAAP) is due to our office on June 30. If your township is required to have an annual audit or an Agreed-Upon-Procedures, these are due the same time as your reporting forms.

If you have any questions about the forms or your town's reporting requirements, please contact the Government Information Division (GID) of our office at (651) 297-6272 or [gid@osa.state.mn.us](mailto:gid@osa.state.mn.us).

### **Reminder: Report Change of Officers**

When there is a change in the person filling the role of a Clerk or Treasurer for a township, 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 individual(s) if the change is not reported.

To report any changes, please contact GID staff at (651) 297-6272 or [gid@osa.state.mn.us](mailto:gid@osa.state.mn.us). When emailing, please include an e-mail address where we can reach the new Clerk or Treasurer.