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May-June 2014

Article for *Minnesota Township News*

State Auditor Update

By Rebecca Otto, State Auditor

The CTAS Rewrite is underway! This month I want to give you an update on the progress of the rewrite. The first rewritten modules of Version 8 are being readied for user testing. Testing will take place over two ten-day segments, the first beginning in late May and the second beginning in late July.

The CTAS User Testing Group will be conducting the testing on these modules. Their help in the testing process will help us identify any bugs or issues on many different types of computers by many different CTAS users. Any issues identified during the testing process will be communicated to the vendor. More than fifty CTAS users contacted our office to help with the testing! I want to thank all those of you who have volunteered to be user testers. Your work will help us develop a better end product.

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, and under the menu item "For Local Officials, selecting "CTAS". The order form is the second item in the "CTAS Version 8 Rewrite" section. You can also find 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 at Jim.Levi@osa.state.mn.us.

Do You Need An Audit If Your Town Has a Combined Clerk/Treasurer?

Our office receives questions from towns with combined clerk/treasurers concerning whether an audit is necessary for their town. Towns with a combined clerk/treasurer position must have an annual audit if total revenues for the year ended December 31, 2013 exceeded \$199,000. Towns with the combined office of clerk and treasurer must have an Agreed-Upon Procedures engagement once in every five-year period if total revenues are

equal to or less than \$199,000. Towns under 2,500, where there are separate offices of clerk and treasurer, are not required to have an audit.

More information can be found on our website in an item called “Audits of Towns or Small Cities with Combined Clerk/Treasurers”. The item can be found by going to the Office of the State Auditor (OSA) website, and under the menu item “For Local Officials”, selecting “Avoiding Pitfalls”. The item is the second one under the heading “Audits”.

Township Financial Reporting

I would to thank all of the township officials who have completed and submitted your Town Financial Reporting Forms to our office. I'm pleased to report that in the first four months of 2014, 85 more towns have submitted their information than during the same period in 2013. Thank you!

If your town hasn't yet completed the Town Financial Reporting Form or, if required, an audit, submitted its information to us, we'd be glad to help you with any questions you might have. You can contact OSA staff for assistance at (651) 297-3682. If you call after hours, leave a message and someone from our staff will contact you at their earliest opportunity.