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Spring Update from the State Auditor

By *Rebecca Otto, State Auditor*

Happy spring! I hope this finds you enjoying the warmer weather. This month I'd like to share some exciting new developments with the CTAS program and some reporting information.

CTAS Version 8.1.0 Is Now Available

I am pleased to announce that the first upgrade of CTAS Version 8 has been released. CTAS Version 8.1.0 is now available for download from the State Auditor's Form Entry System (SAFES) at <https://www.auditor.state.mn.us/safes/>. Version 8.1.0 cleans up some of the bugs in Version 8.0.

We're making Version 8.1 available in two formats: the entire program (or "Full Install"), which is recommended for those who have not started working with Version 8, and "The Patch", a smaller file which contains all of the updates to Version 8.0 but none of the other components of the program. We strongly recommend the Patch to current Version 8.0 users.

We're thrilled by the responses we've received from users of the updated program. Hundreds of you have downloaded Versions 8.0 or 8.1 and are using it to manage your township's finances. Many of the program updates in Version 8.1 grew out of reports and suggestions we received from CTAS users. We want to thank the users who have contacted our office to share their experiences with the program, and we encourage all of you to stay in touch with us.

Our office continues to offer more resources for CTAS users. We held two successful trainings at the end of February and are looking to schedule more trainings soon. We are putting the finishing touches on the Version 8 user manual, which will be available for viewing and downloading from our website soon. And we are making more instructional

videos and printable instructions available for CTAS users.

If you haven't yet ordered CTAS for your township, 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 last item in the "CTAS Version 8" section. You can find other useful information on CTAS in this section.

Tools for Timely Financial Reporting

Reporting forms for financial information can now be accessed and submitted through SAFES at <https://www.auditor.state.mn.us/safes/>. Our office provides instructions for year-end reporting both for CTAS users and for those who don't use CTAS. For users of CTAS Version 7 or Version 8, the instructions can be found on the CTAS page of our website under the heading "Other Resources". Instructions are also available on our website for those of you not using CTAS. Under the menu item "Forms", select "Government Information Forms". Under the heading "Current Form Instructions", select "Instructions for Completing the Local Government Financial Reporting Form" to download the instructions.

This year, the due date for towns reporting on a cash basis is March 31. We encourage you to file your reports electronically via SAFES if you are not already doing so. The OSA will be happy to help you get started using SAFES. Contact us by e-mailing SAFES@osa.state.mn.us. Please include your name, title, township, township mailing address, and phone number. Information on how to access SAFES, including a username and password, will be e-mailed to you.