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Winter 2017

Article for *Minnesota Township Insider*

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## State Auditor Update

*By Rebecca Otto, State Auditor*

I hope this finds you well and warm in the midst of our Minnesota winter. I want to update you on some important information from the Office of the State Auditor.

### **CTAS 2017 Released**

We are pleased to announce that a brand new update to the Small City and Town Accounting System (CTAS) has been released. The update is called CTAS 2017, the first version of CTAS to reflect a new easy-to-remember naming convention for CTAS versions.

We plan to make updates to CTAS each year in an effort to continue to improve the program. To help users keep track of the most current version of CTAS, the name will now reflect the year of the update. All entities that have purchased CTAS Version 8 are able to upgrade to CTAS 2017 at no cost from the State Auditor's Form Entry System (SAFES). Go to our website, <http://www.auditor.state.mn.us/>; click on the "Forms" tab, then select SAFES.

CTAS 2017 includes feature enhancements requested by users as well as fixes to bugs that have been discovered. We strongly encourage CTAS users to be sure they are using the most current version of the program, especially as they prepare their year-end reporting.

### **CTAS 7 Files No Longer Accepted**

The OSA no longer offers support for CTAS Version 7. Beginning with year-end 2016 reporting, files generated in Version 7 will not be accepted by the State Auditor's Form Entry System (SAFES).

If you are still using CTAS Version 7, you will need to upgrade to the latest version of CTAS in order to electronically submit your State Auditor File for 2016 to the OSA. CTAS order forms can be found on our website, <http://www.auditor.state.mn.us/>. Under the heading “For Local Officials”, select CTAS. You will be brought to the CTAS page, where you will find a link to the Order Form.

Written and video instructions to make the transition to CTAS 2017 as smooth as possible are also available on our website. The step-by-step instructions include installing CTAS; updating the chart of accounts; and importing data to CTAS 2017. You can find the instructions on the CTAS page of our website by clicking on “Getting Started”.

### **Statutory Year-End Reporting to the OSA**

Financial Reporting forms for township financial information are now available. The deadline for the forms for towns reporting on a cash basis is March 31. The deadline for towns reporting in accordance with GAAP is June 30. You will be able to file your reports electronically through SAFES. If you have any questions about your township’s reporting, or how to access SAFES, contact our staff at 651-297-3682 or [GID@osa.state.mn.us](mailto:GID@osa.state.mn.us).