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Spring 2017

Article for *Minnesota Township Insider*

State Auditor Update

By *Rebecca Otto, State Auditor*

It is spring in Minnesota, which means the return of dandelions, bluebirds, and annual financial reporting form deadlines!

Statutory Township Reporting Requirements

Each year, townships reporting on a cash basis are required by statute to submit their Financial Reporting Form to the Office of the State Auditor (OSA) by March 31. We want to thank all of the township officials who submitted their township's financial information a timely manner, particularly the 100+ officials who submitted their information earlier than last year. The deadline for towns reporting in accordance with GAAP is June 30.

Instructions for year-end reporting both for CTAS users and non-CTAS users are on the OSA website. For CTAS users, the instructions can be found under the heading "For Local Officials". Select CTAS, and you will find the instructions under "Other Resources".

Instructions for non-CTAS users can be found by hovering over the the menu item "Forms" and then clicking on "Government Information Reporting Forms". Select "Instructions for Completing the Local Government Financial Reporting Form" to download the instructions.

If you have any questions regarding the audit requirements or deadlines, please contact OSA staff. They are here and ready to answer your questions about township reporting. You can contact them at calling 651-297-3682 or e-mailing them at GID@osa.state.mn.us.

CTAS Training

The OSA is pleased to offer CTAS training at the MAT's Summer Short Courses again this year. OSA team member Mark Albarado will be offering two different CTAS courses: a beginners' class for those new to CTAS and an intermediate class for more experienced CTAS users.

The intermediate class will be held in the early part of the program as part of the Clerks and Treasurers Training. Mark will be leading that session with Lucinda Messman. After the meal break, Mark will lead the beginner's class. Training materials will be provided to attendees at both sessions. Registration for the beginner's class will be limited, so we encourage you to register early. Further information and registration details can be found on the MAT website at <http://www.mntownships.org/>.