



CTAS News & Notes

Small City & Town Accounting System (CTAS)

Helpline: (651) 296-6262 Fax: (651) 282-2391

Website: www.auditor.state.mn.us E-mail: ctas@auditor.state.mn.us

The CTAS Update Version 6.0.8

Available for download is version 6.0.8 of the CTAS software. This update corrects the calculation of the receipts and disbursements when the State Auditor file is generated.

In addition, Schedules 4 and 4A have been updated. Schedules 4 and 4A are financial statements for enterprise funds, such as water and sewer utilities. If you do not have enterprise funds, there is no need to print these financial statements.

Unless you have only 2005 data on CTAS, Version 6.0.8 must be downloaded before you submit your electronic file to the Office of the State Auditor. For assistance in downloading the update or submitting your information electronically, please call the Helpline.

Training

The Office of the State Auditor offers training sessions on the CTAS system. This is a basic beginners course designed for

those users that have limited or no experience using CTAS.

These sessions are held at the State Auditor's Office in St. Paul. **A training session is scheduled for April 6, 2006.** The training session begins at 9:00 a.m. and ends at approximately 1:00 p.m.

Please call Ms. Debra Schultz at (651) 297-3688 to register for the training session. The resources available for training require that we have a maximum of eight people for a session. Due to the time and resource commitment, the Office of the State Auditor reserves the right to cancel a training session if registrations do not exceed four.

Participants should bring their Reference Manual to the training session. A training workbook is provided.

The training session will be held at the State Auditor's Office, Suite 500, 525 Park Street, St. Paul, MN. Directions to our location may be obtained from the Office of the State Auditor's website. Parking is available across the street in the Bethesda Ramp.

Tax Rates for 2006

The Tax Tables must be updated for 2006. This is done in the payroll section. Click on the Tax Table icon and then click the Add button on the bottom of the screen. Listed below is the Tax Table information:

FEDERAL

Single:

Range 1: 2,650
Range 2: 10,000
Range 3: 32,240
Range 4: 73,250
Withholding: 735
Allowance: 3,300

Married:

Range 1: 8,000
Range 2: 22,900
Range 3: 68,040
Range 4: 126,900
Withholding: 1,490

Rates:

First: 10%
Second: 15%
Third: 25%

STATE

Single:

Range 1: 1,850
Range 2: 22,360
Range 3: 69,210
Withholding 1: 1,097.29

Married:

Range 1: 6,150
Range 2: 36,130
Range 3: 125,250
Withholding 1: 1,603.93

Rates:

First: 5.4%
Second: 7.1%

FICA

Employee: 6.2%
Employer: 6.2%

MEDICARE

Employee: 1.45%
Employer: 1.45%

Remember, the tax rates, FICA and Medicare rates should be entered as decimals.



Clipboard

▶ REMEMBER TO BACKUP YOUR DATA!

▶ CTAS Version 6 a stand-alone system. A network version of the system is not available. The Helpline does not have the expertise to troubleshoot CTAS running on a network.

▶ Three vendors that can provide the checks and window envelopes for the CTAS system are:

Rose Virnig
American Business Forms
(320) 763-5535
(800) 862-3690

Paul Schmidt
Victor Lundeen Corp
(218) 736-5433
(800) 346-4870

Eugene Dufault
Dufault Business Forms
(218) 281-3903
(800) 950-4649

Bottom of the Ninth

By David Kazeck

This column is designed to give you my perspective on CTAS and related accounting issues.

☉ **Email**

A number of users do the town or city business in the evening or on weekends when the Helpline is not available. By using email, a response to the questions is generally sent by 8:00 a.m. the next business day.

☉ **2005 Cash City Financial Reporting**

The instructions, for reporting your 2005 financial information, have been mailed to all cities. Your OSA code can be found on the letter you received with the instructions. The deadline for cities reporting on a cash basis is **March 31**.

Cities that are being audited should not submit the information using CTAS. The Office of the State Auditor has reporting programs that cities should use to report their financial information. Also, the audit report must be submitted electronically using the Adobe Acrobat format (PDF).

Your cooperation in meeting this deadline is appreciated so no further follow up is required. For additional information or assistance, please call the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us

☉ **2005 Cash Township Financial Reporting**

The instructions, for reporting your 2005 financial information, have been mailed to all towns. Your OSA code can be found on the letter you received with the instructions. This information was due in our office by **March 1**.

For additional information or assistance, please call the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us.