



# CTAS News & Notes

## Small City & Town Accounting System (CTAS)

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### CTAS Version 6.0.8

Available for download is version 6.0.8 of the CTAS software. 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 12, 2007.** The training session begins at 9:00 a.m. and ends at approximately 1:00 p.m. A training workbook is provided.

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.

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 in the parking lot behind the building.

### CTAS Tips

#### **Beginning Balances**

During the Year-end Processing, the calculation of the beginning balances was not correct. We are reviewing this issue to see why the balances are not calculating correctly. The next update we do will fix the problem with the beginning balance calculation. In the interim, to update your beginning balance you can do the following:

1. Click on the Cash icon in CTAS.
2. Highlight the fund with the incorrect balance.
3. Click the Edit button.

4. Enter the correct balance.
5. Click the Save button.

This will update the beginning balance.

Note: The Current Balance and the Fund Amount should be the same amount for the current fiscal year.

### Tax Rates for 2007

The Tax Tables must be updated for 2007. 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: 10,120  
 Range 3: 33,520  
 Range 4: 77,075  
 Withholding: 747  
 Allowance: 3,400

##### **Married:**

Range 1: 8,000  
 Range 2: 23,350  
 Range 3: 70,700  
 Range 4: 133,800  
 Withholding: 1,535

**Rates:**

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

**STATE**

**Single:**

Range 1: 1,950  
 Range 2: 23,260  
 Range 3: 71,940  
 Withholding 1: 1,140.09

**Married:**

Range 1: 7,300  
 Range 2: 38,450  
 Range 3: 131,050  
 Withholding 1: 1,666.53

**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.

**PERA RATES**

Plan	Employee Rate	Employer Rate
Coordinated	5.75%	6.25%
Police and Fire	7.8%	11.7%
Basic	9.10%	11.78%
DCP Elected Officials	5.0%	5.0%

**Clipboard**

▶ REMEMBER TO BACKUP YOUR DATA!

▶ CTAS Version 6 is 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.

☉ **2006 Cash City Financial Reporting**

The instructions, for reporting your 2006 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](http://www.auditor.state.mn.us)

☉ **2006 Cash Township Financial Reporting**

The instructions, for reporting your 2006 financial information, have been mailed to all towns. Your OSA code can be found on the letter you received with the instructions. This information is due in our office by **April 20.**

Users should not send a copy of the backup file. Please send the CTAS generated stateauditor.csv file.

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](http://www.auditor.state.mn.us).