

CTAS News & Notes

Small City & Town Accounting System

Helpline: Phone: (651) 297-3682 Fax: (651) 282-2391 E-mail: ctas@osa.state.mn.us

GASB Statement No. 34 Basic Financial Statements

In June 1999 the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 34. This statement establishes new financial reporting requirements for state and local governments reporting in accordance with Generally Accepted Accounting Principles (GAAP).

Cities and towns required to report in accordance with GAAP must follow the financial reporting requirements outlined in GASB Statement 34. For cities and towns using CTAS the effective date for implementing GASB 34 is for the year ended December 31, 2004. Unless their 1999 annual revenues exceed \$10 million.

Currently, state statutes allow towns to report on

the cash basis of accounting. For those towns that are or will be audited on a cash basis, some GASB 34 requirements may apply. However, no changes are expected for towns that are not being audited. In either case, we will keep you informed as the reporting requirements become more defined.

Cities reporting on the cash basis should expect some minor changes in the reporting requirements. To meet the implementation date of December 31, 2004, changes in the reporting requirements will be available in time for cities to make the necessary adjustments to their financial statements.

Cities and towns required to report on the GAAP basis of accounting should take steps to properly account for their fixed assets. This may include the purchase of software. GASB 34 requires state and local governments to

record infrastructure as fixed assets. Infrastructure includes streets, roads and bridges.

As we go forward with the new reporting requirements, if you have any questions or need additional help, please call the CTAS Helpline.

CTAS Version 5 for Windows - User List

Included with this newsletter is a copy of the CTAS for Windows User List. This list is provided to assist CTAS users in locating users in their area to discuss CTAS issues.

The CTAS User List should be reviewed for any errors or omissions. Please call the CTAS Helpline at (651) 297-3682 or email the Helpline at ctas@osa.state.mn.us to report any corrections.

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Training

The Office of the State Auditor (OSA) offers training sessions on the Windows version of the CTAS system. This is a basic beginners course designed for those users that have limited or no experience using the CTAS system.

These sessions are held at the State Auditor's Office in St. Paul. Training sessions are scheduled for March 22, 2000 and April 11, 2001. The training sessions begin at 9:00 a.m. and will end at approximately 1:00 p.m.

Please call Ms. Billi Sanders at (651) 297-3684 to register for a training session. The resources available for training require that we have a maximum of six 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 three.

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 400, 525 Park Street, St. Paul, MN. Directions to our location may be obtained from the Office of the State Auditor's website at www.osa.state.mn.us. Parking is available across the street in the Bethesda Ramp.

Helpline

Question:

When I tried to print a report, I received the error message number 32006. Why doesn't my report print?

Answer:

The date format in the

Windows operating system needs to be updated.

Complete the following steps for your version of the Windows operating system:

For Windows 95/98/NT

1. Double click on My Computer
2. Double click on Control Panel
3. Double click on Regional Settings
4. Click on Date Tab
5. Change the Short Date Style to MM/DD/YYYY
6. Click Apply
7. Click OK
8. All Screens can than be closed

Please call the Helpline for assistance in resolving this error if you are using Windows 3.1.

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Clipboard

The Helpline has three numbers available for support. The general support number is (651) 297-3682. Users with accounting issues can call (651) 297-3684.

Those with computer issues can call (651) 297-7104.

Caution is the key when installing new software. The new software may overwrite Windows system files needed by CTAS.

The Frequently Asked Questions (FAQs) are now listed on the Office of the State Auditor's Website.

CTAS Version 5 for Windows is a stand-alone system. A network version of the system is not available. The Helpline does not have the expertise to troubleshoot problems with CTAS running on a network.

Posting of Claims: When a claim is posted it cannot be changed. All changes must be made in disbursements. Changes made in disbursements should be recorded on the printed claim form.

Discussions of solutions and information on CTAS issues are posted on the CTAS Bulletin Board on our website at www.osa.state.mn.us.

The current version of CTAS for Windows is 5.1.0. If you do not have a copy of the most current version, please call the Helpline for a copy of the disk or download the update from the website at www.osa.state.mn.us.

The check format for a Laser or Inkjet printer is Deluxe LaserJet Check form; Product Number 81064: Laser Multi-purpose Check 81/2 X 11. More information on obtaining these checks is available on the Office of the State Auditor's Website or you can call the Helpline.