



# OFFICE OF THE STATE AUDITOR

## *E-Update*

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**State Auditor  
Julie Blaha**

**March 8, 2019**

1. Reminder: County TIF Information Form Deadline
2. Reminder: Cash Cities and Towns Financial Reporting Forms Deadline
3. Reminder: Relief Association Reporting Deadline
4. Avoiding Pitfalls: Phishing Scams

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### **1. Reminder: County TIF Information Form**

The County TIF Information Form is due from counties by March 29, 2019. The form captures information for 2018 regarding a county's TIF administrative activities, distributions of tax increment, and transfers of the TIF enforcement deduction. The information assists the State Auditor in its oversight of TIF authorities.

The form can be found at:

<https://www.auditor.state.mn.us/safes/>

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### **2. Reminder: Cash Cities and Towns Financial Reporting Forms Deadline**

The deadline for the 2018 Financial Reporting Form for cash cities and for towns is Monday, April 1. The form can be accessed at:

<https://www.auditor.state.mn.us/safes/>

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### **3. Reminder: Relief Association Reporting Deadline**

Reporting forms for volunteer fire relief associations with less than \$500,000 in assets and in liabilities are due by March 31. In addition to the reporting forms, each relief association with assets and liabilities below the statutory threshold must have an Agreed-Upon Procedures engagement and submit the certified public accountant's report on applying the procedures.

Form submissions are not complete until all required signatures are provided. The form signature pages are provided in the PDF version of the form that is created after the form is uploaded through the State Auditor's Form Entry System (SAFES). The forms can be signed electronically in SAFES or paper signature pages can be submitted.

Reporting forms for volunteer fire relief associations with assets or liabilities of at least \$500,000, or that have exceeded this threshold in a previous year, are due by June 30. Audited financial statements must be submitted with the reporting forms for these relief associations.

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#### **4. Avoiding Pitfalls: Phishing Scams**

Government entities, just like individuals, may be targets of "phishing" scams. In a phishing scam, an entity is sent an e-mail that may ask the recipient to "update", "verify" or "confirm" financial account information. Often the e-mail claims to be sent from an organization that works with the government entity.

If you receive an e-mail asking for your government entity's financial information, do not reply and do not click on any links in the message. If the message appears to be from an organization you know, the Federal Trade Commission (FTC) recommends that you contact the organization by using a telephone number that you know to be genuine or by opening a new Internet browser session and typing in the company's correct Web address.

Additional tips to help you avoid getting hooked by a phishing scam are available from the FTC at <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt127.shtm>.

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If you are interested in signing up to receive an e-mail version of the E-Update regularly, send an e-mail with your contact information to [signup@osa.state.mn.us](mailto:signup@osa.state.mn.us).

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103. Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.

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