



State Auditor
Julie Blaha

OFFICE OF THE STATE AUDITOR

E-Update

March 6, 2020



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1. Released: 2018 TIF Annual Legislative Report
2. Reminder: Special Districts with year ended September 30, 2019
3. Reminder: Relief Association Reporting Deadline
4. Avoiding Pitfalls: Pay and Benefits Documentation

1. Released: 2018 TIF Annual Legislative Report

This week State Auditor Julie Blaha released the Tax Increment Financing (TIF) Legislative Report. The Report summarizes information reported by 408 development authorities for 1,651 district for calendar year ended December 31, 2018, and provides a summary of the violations cited in the limited-scope reviews conducted by the Office of the State Auditor in 2019. The Report can be accessed at:

<https://www.auditor.state.mn.us/default.aspx?page=2018TIFLegRpt>

2. Reminder: Special Districts with year ended September 30, 2019

Special Districts with year ended September 30, 2019 must submit the 2019 Annual Financial Reporting Form (Reporting Form) to the Office of the State Auditor by March 31, 2020. These Special Districts must also submit their Financial Statements or Audit by the same due date. The Reporting Form and Financial Statements/Audit should be submitted through SAFES at:

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

If you have questions, please send an email to GID.OSA@osa.state.mn.us or call 651-297-2682.

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.

4. Avoiding Pitfalls: Pay and Benefits Documentation

Accurate documentation of employee pay and benefits is essential. If pay and benefit decisions are not accurately documented, needless disputes may arise over pay raises, employer contributions to health insurance payments, accrual of leave time, and other payroll matters.

To learn more about this issue, please visit:

<https://www.auditor.state.mn.us/default.aspx?page=20091009.000>

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