

1. Pension Training Reminder
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1. Pension Training Reminder

Eleven free training sessions in eight different communities are being offered between March 6 and April 4. The training sessions will cover bylaws, investments, pension benefit calculations, reporting requirements and reporting forms. Registration forms have been sent and emailed to each relief association. If you would like to attend a training session and did not receive your registration form, or if you have questions regarding the training sessions, please contact Gail Richie at (651) 282-6110 or Gail.Richie@state.mn.us.

2. Pension Reporting Forms Update

The 2006 Reporting Year forms will be available for download from the State Auditor's website by the end of the month. Email and paper notices will be sent to the primary contact person of each relief association when the forms are available. Forms for relief associations with assets and liabilities of less than \$200,000 are due by March 31.

3. TIF Seminar on March 15th to "Meet the Experts"

This is a reminder that the Office of the State Auditor is hosting a tax increment financing (TIF) seminar entitled, *The TIF Network You Should Know*, on March 15, 2007, in Bloomington at the Park Plaza Hotel.

The speakers include Senator Thomas Bakk and Representative Ann Lenczewski, Senate and House Taxes Committee Chairs, State Auditor Rebecca Otto, Christie Eller, Office of the Attorney General, JoAnne Zoff and Joel Michael, legal counsel respectively for the Senate and House Taxes Committees, Charles Rodgers, Records Retention Specialist, Minnesota Historical Society, Mark Kerr, David Kenney, and Nancy Bode, attorneys with the Office of the State Auditor, David Mol, CPA with HLB Tautges, Redpath, David Schauer, Sibley County Attorney, Steve Bubul, partner, Kennedy & Graven Law Firm, Mary Ippel, partner, Briggs & Morgan Law Firm, and Tom Karlson, Audit Division, Office of the State Auditor.

This seminar qualifies for **6.5 CPE** credits and was approved for **6 CLE** credits. Registration forms are available on the State Auditor's website at

www.auditor.state.mn.us or by contacting the TIF division by phone at (651) 296-4716 or by email at tifdivision@auditor.state.mn.us. The registration deadline is March 2, 2007, and it is filling up fast.

4. Avoiding Pitfalls: Accounting Policies and Procedures

During our audits, we found that some towns and cities do not have formalized accounting policies and procedures. We recommend that towns and cities develop, and town boards and city councils adopt, written policies and procedures for their financial activities. Written policies and procedures should set forth requirements to account for such matters as the receipt and deposit of funds, the purchase of goods and services, the approval and payment of bills, record keeping for payroll activities, reconciliation of bank accounts, and accounting for capital assets. Written policies and procedures provide some assurance that accounting records will be maintained as intended and will be consistent from year to year.