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E-Update

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State Auditor
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1. Pension Update – Reminder to Submit 2006 Schedule Forms
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1. Pension Update – Reminder to Submit 2006 Schedule Forms

The 2007 Schedule Form for lump sum volunteer fire relief associations will be available for download online later this spring. The 2007 Schedule will contain pre-populated member names, birth dates, entry dates, deficit amounts and other information for those relief associations that have submitted their 2006 Schedule. At this time, there are over 160 relief associations that have not yet submitted their 2006 form. Please email, send or fax a copy of the completed 2006 Schedule to the Pension Division as soon as possible (if you have not already done so) to ensure that your 2007 form will contain pre-populated data. If you have questions, please contact Gail Richie with the Pension Division at (651) 282-6110 or Gail.Richie@state.mn.us.

2. TIF Workshops in June

The TIF Division will be conducting four TIF Workshops in June. The workshops will feature issues, updates, and legislation important to TIF authorities. The dates and locations of the workshops are as follows:

- June 7 - Detroit Lakes
- June 14 - Sleepy Eye
- June 21 - Kasson
- June 28 - St. Paul

A registration form can be found on the State Auditor website, www.auditor.state.mn.us. The agenda and information presented will be the same for each workshop. The workshops are provided at no cost to attendees. CLE and CPE credits will be available. The deadline for registration is May 23rd. If you have questions, please contact the TIF Division at (651) 296-4716 or (651) 297-8342 or by email at tifdivision@state.mn.us.

3. Avoiding Pitfalls – Credit Card Use

Cities, towns and school districts have the authority to use credit cards to purchase goods and services. However, the use of credit cards can open up local units of government to numerous financial risks, including the loss of public funds. In an effort to minimize these risks, Minnesota law requires the implementation of a number of internal controls. We urge the adoption of a comprehensive credit card policy that implements statutory requirements, as well as good management practices.

For suggestions on safeguards that should be included in a credit card policy, see our Statement of Position “Credit Card Use & Policies 2007-1005” at: http://www.auditor.state.mn.us/other/Statements/creditcardusepolicies_0703_statement.pdf.
