



OFFICE OF THE STATE AUDITOR

E-Update

*The official online news
publication of the Office
of the State Auditor*

**State Auditor
Rebecca Otto**

July 20, 2007

1. Office of the State Auditor Calendar
 2. New Statement of Position
 3. Pension Reminder – Schedule Certification Approaching
 4. Avoiding Pitfalls – Taxable Employee Expense Reimbursements
-

1. Office of the State Auditor Calendar

A new calendar listing important Office of the State Auditor reporting due dates, training sessions, and other events is now available on our website. Where available, the entries provide links to the corresponding reporting and registration forms. We hope this calendar will serve as a one-stop shop for local governments seeking information about their reporting requirements and upcoming training opportunities. To access the calendar, go to www.auditor.state.mn.us and click on the “Calendar” link, which is the 2nd from the top on the left-hand navigation bar.

2. New Statement of Position

A new Statement of Position on County Commissioner Per Diem Payments is now available on our website. County Commissioner Per Diem Payments, No. 2007-1021, provides guidance to county commissioners on when per diem payments can be claimed for performing the duties of office, including committee work, or for individual service required by law. For county commissioners serving on joint powers boards, the Statement provides guidance on which per diem amount can be claimed. It can be found at http://www.auditor.state.mn.us/other/Statements/commissionerPerDiem_0707_statement.pdf.

3. Pension Reminder – Schedule Certification Approaching

The 2007 Schedule form for lump sum volunteer fire relief associations must be certified to the governing body of the affiliated municipality on or before August 1, 2007. Relief associations that are affiliated with an independent nonprofit firefighting corporation should certify the form to the independent board. The 2007 Schedule determines the relief association's projected assets and liabilities, financial requirements, and the minimum required contribution for 2008.

Relief associations are encouraged to submit their Schedule form to the Office of the State Auditor following certification, so that a preliminary review of the data can be conducted this fall and winter. The 2008 Schedule will be pre-populated with member and deficit information for relief associations that submit their 2007 form this fall. If you have questions please contact Gail Richie with the Pension Division at (651) 282-6110 or Gail.Richie@state.mn.us.

4. Avoiding Pitfalls – Taxable Employee Expense Reimbursements

If employee expenses are submitted for reimbursement more than 60 days after the expense is incurred, the reimbursement may be taxable and appropriate withholdings would need to be made.

For a detailed explanation of this issue, see IRS Publication 463, "Travel, Entertainment, Gift and Car Expenses" 2006, page 29, found on the IRS website at:

<http://www.irs.gov/pub/irs-pdf/p463.pdf>
