



OFFICE OF THE STATE AUDITOR

E-Update

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State Auditor
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1. Pension Update – Certification Deadline and State Aid

The Office of the State Auditor is pleased to announce that 144 volunteer fire relief associations and other entities met all reporting requirements to be certified as eligible for receipt of their state aid in the second round of aid disbursements. The second certification deadline for state aid was November 1, with aid payments being disbursed on or about November 15. A listing of the amounts of fire state aid is posted on the Office of the State Auditor's website at www.auditor.state.mn.us.

There are still about 30 relief associations that have yet to submit some or all of their 2006 reporting year forms. All reporting information must be submitted by November 30 to avoid forfeiture of state fire aid. If you have questions regarding reporting requirements or need access to the online reporting forms, please contact Gail Richie with the Pension Division at (651) 282-6110 or Gail.Richie@state.mn.us.

2. Avoiding Pitfalls – Written Contracts

We encourage public entities to have written contracts whenever practicable. Even when small dollar amounts are involved, written contracts help both sides understand their obligations under the contract. Written contracts can minimize later disputes over what was promised. In addition, the simple act of writing down the contract provisions can help clarify what is expected.

Your attorney should be able to assist you in drafting contracts. General guidance on contracts and sample contracts are available on the League of

Minnesota Cities (<http://www.lmnc.org/>) and the Minnesota Association of Townships (<http://www.mntownships.org/>) websites.

3. Office of the State Auditor at the MAT Annual Conference

The Office of the State Auditor will have an informational booth at the Minnesota Association of Townships (MAT) Annual Conference in St. Cloud next Thursday, Nov. 15, and Friday, Nov. 16. Stop by booth #113 in the exhibit hall. We will have Small City and Town Accounting System (CTAS) software available along with CTAS manuals. You can also sign up for our E-Updates and more!

In addition, Dave Kazeck, our Government Information Division director, will be holding an educational workshop on CTAS from 1:30 to 3:30 p.m. on Friday.

State Auditor Otto will be speaking during the general session on Friday morning, and available for questions or comments.

For more information, go to <http://www.mntownships.org/>.