



OFFICE OF THE STATE AUDITOR

E-Update

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State Auditor
Rebecca Otto

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1. Reminder: Best Practices Review Survey
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1. Reminder: Best Practices Review Survey

The Best Practices Review Survey on “Reducing Energy Costs in Local Government” needs to be completed by next Friday, February 15th.

If your local government did not receive the survey or you have questions about completing it, please contact Julie Wroblewski at 651-297-3681 or email her at Julie.Wroblewski@state.mn.us.

2. New: Town Financial Reporting Form – Cash Basis of Accounting

The Town Financial Reporting Form for towns using the cash basis of accounting will be available for download from our website on Monday, February 11, at <https://www.auditor.state.mn.us/safes/>. Your User ID and Password are the same as last year and will allow you to file your financial information using an Excel spreadsheet. The detailed instructions for completing the form are included as part of the form. CAUTION: before beginning, please save your reporting form to your computer.

The Town Financial Reporting Form is due March 1.

If you have any questions concerning the completion of the form, please contact GID Supervisor Dave Kazeck at (651) 297-3682 or Dave.Kazeck@state.mn.us. Town clerks that do not have Internet access and are therefore unable to complete the form electronically, please contact Jessica Schwartz at (651) 282-6115 for a paper copy of the form and instructions.

3. Pension Update: Relief Association Training Schedule

The Pension Division is offering free training sessions to relief association officers, municipal trustees, and accountants or auditors. The training sessions will include interactive bylaw and investment policy components, a legislative update, and discussions of reporting requirements and reporting forms. Registration forms will be provided by mail and email to each relief association next week. A registration form will also be available in the “Training Opportunities” section of our website at <http://www.auditor.state.mn.us/default.aspx?page=trainingopportunities>.

If you have questions regarding the training sessions, please contact Gail Richie at (651) 282-6110 or Gail.Richie@state.mn.us. Detailed information on the specific training locations will be provided to each registered participant.

Training Locations, Dates, and Times

Owatonna: Wednesday, March 5 – 6:00 to 9:00 p.m.
Duluth: Wednesday, March 12 – 6:00 to 9:00 p.m.
Duluth: Thursday, March 13 – 9:00 a.m. to Noon
Grand Rapids: Thursday, March 13 – 6:00 to 9:00 p.m.
Grand Rapids: Friday, March 14 – 9:00 a.m. to Noon
Marshall: Wednesday, March 19 – 6:00 to 9:00 p.m.
Marshall: Thursday, March 20 – 9:00 a.m. to Noon
Alexandria: Thursday, March 20 – 6:00 to 9:00 p.m.
Alexandria: Friday, March 21 – 9:00 a.m. to Noon
Albany: Wednesday, March 26 – 6:00 to 9:00 p.m.
Saint Paul: Friday, April 4 – 1:00 to 4:00 p.m.
New Ulm: Tuesday, April 8 – 6:00 to 9:00 p.m.
Saint Paul: Thursday, April 10 – 9:00 a.m. to Noon

4. Avoiding Pitfalls: Segregation of Duties

When employee responsibilities are arranged so that the work of one employee is checked by another, it is called “segregation of duties.” Ideally, no single individual should be able to: (1) authorize a transaction; (2) record the transaction in the entity’s books; and (3) obtain custody of the item resulting from the transaction. Whenever possible, the three elements of a transaction – authorization, recording, and custody – should be separated.

When the segregation of these functions is not possible due to the size of the entity, additional internal control policies and procedures should be used to compensate for the lack of segregated duties.
