



OFFICE OF THE STATE AUDITOR

E-Update

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State Auditor
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1. Legislative Update: Governor Signs SF 3461 into Law

Governor Pawlenty signed SF 3461 (Robling) into law yesterday. The bill changes the date by which counties must annually provide summary budget data to the Office of the State Auditor (OSA). The current statute, Minn. Stat. 6.745, subd. 2, requires counties to submit the data no later than December 31st of the year preceding each budget year. As a practical matter, this is often not possible as counties finalize their budgets in early January. This bill mirrors a change that was made for city budget reporting to the OSA. For the bill's text, see <https://www.revisor.leg.state.mn.us/bin/bldbill.php?bill=S3461.0.html&session=ls85>.

2. Pension Update: Working Group Bill and Reporting Reminder

Working Group Bill

The Legislative Commission on Pensions and Retirement is scheduled to hear HF 3938 (Murphy, M.), which includes the Office of the State Auditor's Volunteer Fire Relief Association Working Group recommendations, next Tuesday, April 8.

For details on this meeting, see <http://www.commissions.leg.state.mn.us/lcpr/mtgnotice.htm>.

For the bill text, see <https://www.revisor.leg.state.mn.us/bin/bldbill.php?bill=H3938.0.html&session=ls85>.

Reporting Reminder

When your volunteer fire relief association submits its annual reporting information using the OSA's online Excel reporting forms, please be sure to mail, fax or email copies of the signatures pages to the Pension Division. The reporting forms are not considered fully submitted until the applicable signature pages have been received. For relief associations with less than \$200,000 in assets and liabilities, the Reporting Form (Form RF-07) is required to be attested to by an independent public accountant or auditor.

For all Pension Reporting Forms, see

<http://www.auditor.state.mn.us/default.aspx?page=20070105.001>.

If you have questions regarding relief association reporting requirements please contact Gail Richie at (651) 282-6110 or Gail.Richie@state.mn.us.

3. Avoiding Pitfalls: Check Signatures

Minnesota law generally requires multiple signatures on checks written by cities, towns or counties. In addition to being required by statute, multiple signatures are part of an entity's internal controls. By signing the check, more than one person is verifying that the governing body approved the check for payment. Signing checks prior to approval by the governing body defeats this statutorily-mandated safeguard. Checks should never be pre-signed.

Signature cards on file with the bank should be updated regularly so only those individuals currently authorized to sign checks are named. Banks need to be made aware that the entity's checks should not be negotiated without all of the required signatures.
