



OFFICE OF THE STATE AUDITOR

E-Update

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**State Auditor
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- 1. Pension Update: 2008 Schedule Form & Newsletter Now Available**
 - 2. Avoiding Pitfalls: Disaster Recovery Plan**
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1. Pension Update – 2008 Schedule Form Now Available

The online Excel 2008 Schedule (SC-08) for lump sum volunteer fire relief associations is now available for completion. To access the online SC-08, please visit the Office of the State Auditor's website at:

www.auditor.state.mn.us. Click on the link to "Forms" on the menu bar at the top of the home page. Next, click on "Pension Forms," and then "State Auditor's Form Entry System (SAFES)." You will be asked to enter your username and password to download the SC-08. If you are unable to locate your username and password, please email Gail Richie at:

Gail.Richie@state.mn.us to obtain the information.

Pension Update – June Pension Newsletter Released

The June Pension Newsletter was released this week and contains helpful hints for completing the 2008 Schedule form. The newsletter is available on the Office of the State Auditor's website at:

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

2. Avoiding Pitfalls: Disaster Recovery Plan

Once again, our hearts go out to communities that have been impacted by recent flooding. These events highlight the need for public entities to adopt a disaster recovery plan to ensure continued governmental operations if

faced with a disaster or a major computer breakdown. For example, counties would need to continue with the preparation of payroll, the calculation of tax assessments and settlements, and the recording of receipts and disbursements.

We recommend that a disaster recovery plan include, but not be limited to, the following:

- A list of key personnel, including the actual recovery team, who should be available during the recovery process;
- A description of the responsibilities of each member of the recovery team, and of all other entity employees;
- A plan as to how the entity will continue operations until normal operations are re-established;
- A list of materials the entity needs to continue operations and how they will be obtained;
- Identification of the space to be used by the entity during the disaster; and
- A schedule for developing and periodically reviewing and updating the plan.

The Minnesota Disaster Management Handbook, including sample resolutions that local units of government may need during a disaster, is found at:

http://www.dps.state.mn.us/dhsem/uploadedfile/dis_man_hand.pdf .

Disaster planning guidance specifically for cities and counties is available on the Department of Public Safety's Homeland Security and Emergency Management website at:

http://www.hsem.state.mn.us/HSem_view_Article.asp?docid=243&catid=11
