



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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news publication of the  
Office of the State Auditor*

1. Training: TIF Reporting Basics
  2. New: August Pension Newsletter
  3. Revised: Statement of Position
  4. Avoiding Pitfalls: Donations to Fire Departments
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### **1. Training: TIF Reporting Basics**

The State Auditor's Office is holding one-day training sessions on TIF Reporting Basics at three sites around the state this fall. The workshops will be useful for anyone who is new to the TIF reporting process.

Sessions will provide hands-on training and will be held in Walker, Pine Island and Alexandria. Registration will be limited. Further details and registration forms can be found on our website at:

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

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### **2. New: August Pension Newsletter**

The August Pension Newsletter was released this week and is available on the Office of the State Auditor's website at

[http://www.auditor.state.mn.us/other/PensionDocs/pensionNewsletter\\_0808.pdf](http://www.auditor.state.mn.us/other/PensionDocs/pensionNewsletter_0808.pdf).

The newsletter includes an update on the Defined Contribution Plan Sub-Group activities, information about the Schedule form for lump sum volunteer fire relief associations and helpful hints for reading State Board of Investment account statements.

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### **3. Revised: Statement of Position**

The Office of the State Auditor's Statement of Position on Deposits of Public Funds has been revised for clarity. To view the revised Statement of Position, go to:  
[http://www.auditor.state.mn.us/other/Statements/depositpublicfunds\\_0808\\_statement.pdf](http://www.auditor.state.mn.us/other/Statements/depositpublicfunds_0808_statement.pdf).

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### **4. Avoiding Pitfalls: Donations to Fire Departments**

Organizations may offer to donate equipment to a city or town's fire department. We have seen conflicts arise if the municipality and the donating entity disagree on the priority for fire department purchases.

Once a piece of equipment is donated it becomes municipal property. The municipality must maintain the equipment and may need to insure the equipment and add it to the municipality's asset list. As a result, the entity making the donation should work with the municipality to determine whether the donation is one that the municipality wants to accept.

Some organizations may want to donate funds to a municipality's fire department. Sometimes these donations are solicited by the local fire relief association. The donating entity should be clearly told whether the donation is to the fire relief association or to the municipality. The check for the donation should be made payable to either the fire relief association or the municipality. The check should not be made out to the fire department, or confusion may arise over whether the donated funds belong to the fire relief association or the municipality.

If funds are donated to the municipality, the donor may want to provide that the funds may only be used for the fire department. Under Minnesota law, all donations to a municipality must be accepted by the city council or town board with a resolution approved by a two-thirds majority vote. Any conditions placed on the donation by the donor must be documented in the resolution.

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