



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: TIF Reporting Forms
2. New: Statement of Position
3. Pension Update: Newsletter
4. Avoiding Pitfalls: Pre-numbered Receipts for Payments Received

1. Released: TIF Reporting Forms

The 2008 Tax Increment Financing (TIF) Reporting forms are now available. They are due by August 1, 2009, and must be submitted electronically. The forms can be found at:

<https://www.auditor.state.mn.us/safes>.

The TIF Division recently e-mailed information regarding the forms to authorized TIF representatives. If you are an authorized TIF representative and have not received this e-mail, please contact Jenna Ofstie at (651) 296-7001 or tifdivision@auditor.state.mn.us.

2. New: Statement of Position

The new Statement of Position entitled TIF Administrative Expenses discusses what constitutes a “qualifying” TIF administrative expense that can be paid with tax increment. The statement explains the percentage limit on administrative expenses set by the TIF Act that restricts the amount of administrative expenses that can be paid out of tax increment. Also, attached to the Statement is a spreadsheet showing which counties are requesting reimbursement and how those counties calculate TIF expenses. To view the complete statement and spreadsheet, go to:

http://www.auditor.state.mn.us/other/Statements/tif_administrative_expenses_0905_statement.pdf.

3. Pension Update: Newsletter

The April Pension Division Newsletter was released last week. It provides information regarding the Maximum Benefit Worksheet and a relief association's ability to temporarily decrease its benefit level. The Newsletter also includes an installment of our Investment Basics series, which provides definitions and explanations about different types of investment fees that relief associations may be charged. The Newsletter can be viewed at:

http://www.auditor.state.mn.us/other/PensionDocs/pensionNewsletter_0904.pdf.

4. Avoiding Pitfalls: Pre-numbered Receipts for Payments Received

From time to time, some local governments receive payments from the public for items such as building or park rentals, swimming lessons, building permits, or animal licenses. Some entities only issue receipts for these payments if the customer requests a receipt. Some entities do not use pre-numbered receipts.

We recommend that the public entity issue pre-numbered receipts for all such payments. Otherwise, it is much harder to determine whether all funds collected were turned in for deposit. Receipts should include the following information:

- Date of the transaction;
- The amount received;
- From whom payment was received;
- The method of payment (cash, check or credit card);
- The reason for payment; and
- The signature or initials of the person preparing the receipt.

The receipts can be hand-written or generated by a computer or cash register.

When proper receipts are given for all payments, the daily reconciliation between the number of items sold (permits issued, rentals made, etc.) and the money collected is much easier to perform.

If you are interested in signing up to receive an e-mail version of the E-Update regularly, [click here](#).

The Office of the State Auditor is located at 525 Park Street, Suite 500, Saint Paul, MN 55103. Phone: 651-296-2551 Fax: 651-296-4755 Web: www.auditor.state.mn.us