



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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May 15, 2009

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1. Pension Update: 2009 Schedule Form

The online Excel 2009 Schedule Form (SC-09) for lump sum volunteer fire relief associations is now available for completion. The SC-09 calculates the relief association's projected assets and liabilities for 2009 and the municipal contribution requirement for 2010. The forms can be found at:

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

You will be asked to enter your username and password to download the SC-09. If you are unable to locate your username and password, please e-mail Gail Richie at Gail.Richie@state.mn.us to obtain the information.

2. New: Statement of Position

A new Statement of Position entitled Fire Relief Association Investment Policies provides information regarding the importance of investment policies for fire relief associations and recommends topics to include in a policy. To view the complete statement, go to:

http://www.auditor.state.mn.us/other/Statements/firereliefinvestmentpolicy_0905_statement.pdf.

3. Deadline: Forfeiture Reporting Forms

May 20th is the deadline for law enforcement agencies to report the disposition of property seized in April which is subject to forfeiture (excluding DWI forfeitures). The forms can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20031119.001>.

4. Avoiding Pitfalls: Report Evidence of Wrongdoing

Local government employees and officials must notify the Office of the State Auditor whenever evidence of theft, embezzlement, or any unlawful use of public funds or property is discovered. Under Minn. Stat. § 609.456, a detailed description of the alleged incident(s) must be made “promptly” and in writing. “Prompt” reporting means that the Office of the State Auditor should be contacted when the evidence is first discovered. The report may include information that is classified as not public data.

The reporting form can be found at:

http://www.auditor.state.mn.us/other/reportconcern_govtofficial_form.pdf.

The required reports should be sent to:

Office of the State Auditor
Legal/Special Investigations Division
525 Park Street, Suite 500
St. Paul, Minnesota 55103

Information that could reasonably be used to determine the identity of the individual providing the required notice is classified as private. If you have questions about whether a report should be made, feel free to contact one of our attorneys, Nancy Bode, at 651-297-5853 or Nancy.Bode@state.mn.us.

Additional information about this reporting obligation can be viewed at:

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

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

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