



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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November 13, 2009

1. Deadline: Forfeiture Reporting Form
2. Update: Fire Relief Association Working Group
3. Avoiding Pitfalls: Check the CPV for Purchases over \$25,000

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### **1. Deadline: Forfeiture Reporting Form**

November 20th is the deadline for law enforcement agencies to report the disposition of property seized subject to forfeiture for the month of October. DWI forfeitures do not need to be included in the reports. The forms can be found at:

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

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### **2. Update: Fire Relief Association Working Group**

The Working Group held its fifth meeting on Tuesday, November 10. The Group continued its discussion on a proposal to change the order of payment for survivor benefits. Several changes to the proposal were suggested, and the Group agreed to gather more information from affected plans and revisit the topic at the December meeting.

The Group also decided to work on creating a general record retention schedule for volunteer fire relief associations that will be presented to the Records Disposition Panel for review. The record retention schedule will provide guidance for relief associations on the maintenance of records, and would also provide authority for certain types of records to be destroyed after designated periods of time. Currently, Fire Relief Associations must retain all records.

The final scheduled Working Group meeting of the year is Tuesday, December 8. Working Group agendas and meeting materials are available at:

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

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### **3. Avoiding Pitfalls: Check the CPV for Purchases over \$25,000**

Many municipalities purchase supplies, materials, or equipment through the State of Minnesota's Cooperative Purchasing Venture (CPV). Minnesota law now requires municipalities to consider the CPV for contracts estimated to exceed \$25,000. For these contracts, a municipality must "consider the availability, price and quantity of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source." [Minn. Stat. § 471.345, subd. 15](#) (2009).

The Minnesota Department of Administration oversees the CPV. More information on the CPV can be found at:

<http://www.mmd.admin.state.mn.us/cpv2.htm>.

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