



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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December 11, 2009

1. Posted: 2010 OSA Website Calendar
 2. Update: Fire Relief Association Working Group
 3. Deadline: Forfeiture Reporting Form
 4. Avoiding Pitfalls: First Meeting of the Year
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1. Posted: 2010 OSA Website Calendar

The Office of the State Auditor has posted the 2010 OSA calendar on our website which includes reporting form release dates, reporting form due dates, training sessions, and other events. The 2010 calendar can be viewed at:

<http://www.auditor.state.mn.us/default.aspx?page=calendar2010>.

2. Update: Fire Relief Association Working Group

The 2009-2010 Fire Relief Association Working Group held its last regularly-scheduled meeting on Tuesday, December 8. Group members reviewed draft legislation for each of the topics on which the Group had previously reached consensus.

The Group also continued its discussion on survivor benefits. A number of survivor benefit issues have been considered, including the desire to pay benefits to a trust, to allow members to have the ability to pay benefits to family members with medical or financial needs, and to limit the duration of payments for monthly plans that pay the benefits for an extended period of time. The Working Group decided to hold an additional meeting in January to wrap up its discussion on survivor benefits. Notice of the final meeting will be provided in the E-Update once it is scheduled.

Working Group agendas and meeting materials are available on the Office of the State Auditor's website at:

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

3. Deadline: Forfeiture Reporting Form

December 20th is the deadline for law enforcement agencies to report the disposition of property seized subject to forfeiture for the month of November. 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>.

4. Avoiding Pitfalls: First Meeting of the Year

Local government entities have specific responsibilities at the beginning of a new year.

At the first meeting of the year, city councils and county boards must designate the entity's official newspaper. City councils must also elect an acting mayor to assume the mayor's duties in the mayor's absence or if the mayor becomes disabled. County boards must elect a chair and a vice-chair, unless the county has adopted either the at-large chair or the elected executive plan.

The first meeting of the year is also a good time to:

- Designate or re-designate official depositories for the entity's funds.
 - Make appointments to boards, commissions and committees.
 - Approve bonds for officers and employees who need to be bonded.
 - Review any expense reimbursement limits and mileage rates.
 - Obtain the annual broker certification forms, if required.
 - Review fee schedules.
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