



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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January 8, 2010

1. Reminder: Fire Relief Association Economic Interest Statements
 2. Deadline: Summary Budget and Lobbying Reporting Forms Due
 3. Available: Town & City Financial Reporting Forms
 4. Avoiding Pitfalls: Update Bank Signature Cards
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1. Reminder: Fire Relief Association Economic Interest Statements

Every year, the chief administrative officer and each board member of a volunteer fire relief association are required to complete a *Statement of Economic Interest*. The Statement must be filed with the chief administrative officer of the relief association and must be made available for public inspection during regular office hours at the association's office.

The chief administrative officer of a relief association must submit a completed *Certified Listing of Individuals Who Filed a Statement of Economic Interest* form to the Campaign Finance and Public Disclosure Board by **January 15**. This form must list all individuals who have filed *Statements of Economic Interest* with the relief association for the preceding 12 months, along with the address of the office at which the statements are available for public inspection.

The *Statement of Economic Interest* and *Certified Listing of Individuals Who Filed a Statement of Economic Interest* forms are available on our website at:

<http://www.auditor.state.mn.us/default.aspx?page=20070105.001>.

2. Deadline: Summary Budget and Lobbying Reporting Forms Due

January 31st is the deadline for submitting the 2010 City and County Summary Budget Reporting Forms and the 2009 Local Government Lobbying Reporting Forms to the Office of the State Auditor. The forms can be found at:

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

3. Available: Town & City Financial Reporting Forms

Town Financial Reporting Forms

The 2009 Town Financial Reporting Forms for towns reporting on a cash basis are now available on our website. The completed forms are due on March 1, 2010. The forms can be found at:

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

City Financial Reporting Forms

The 2009 City Financial Reporting Forms for cities reporting on a cash basis are available on our website. The deadline for completed forms is March 31, 2010. The forms can be accessed at:

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

4. Avoiding Pitfalls: Update Bank Signature Cards

When an employee of a local government entity or public official with check-signing authority no longer has that authority, that person's name should be removed immediately from the entity's bank signature card(s). This is a key internal control designed to manage and reduce the risk of a theft of public funds.

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

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