



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

*The official online news
publication of the Office
of the State Auditor*

February 26, 2010

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1. Deadline: Special Districts Financial Reporting Form

The Special Districts Financial Reporting Form for districts whose fiscal year ended September 30, 2009 or later are now available through the State Auditor's Form Entry System (SAFES). The completed forms are due with completed financial statements by March 31. The forms can be found at:

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

2. CTAS: Update to Version 7

An update to CTAS Version 7 is now available. The size of the update makes it easy to download, including with dial-up. The update can be obtained from the OSA website at:

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

3. Deadline: County TIF Information Form

The 2009 Request for County TIF District Information Form is due from county auditors on Friday, March 12. The form is available for download at:

<http://www.auditor.state.mn.us/default.aspx?page=20090112.001>.

The form may be submitted by e-mail to TIF@auditor.state.mn.us or by U.S. mail to TIF Division, 525 Park Street, Suite 500, St. Paul, MN 55103.

4. Released: Pension Newsletter

The February **Pension Newsletter** has been released. It provides an update on the Volunteer Fire Relief Association Working Group's activities, information about municipal ratification of relief association benefit levels, a reporting form reminder and details on a survey to gather topics for future online training sessions (webinars).

The newsletter also includes an invitation to all firefighters attending the annual Fire Service Day at the State Capitol on March 2 to stop by our office and meet their pension analyst and the Pension Division team. The Newsletter can be viewed at:

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

5. Avoiding Pitfalls: Disaster Recovery Plan

The arrival of spring brings with it the potential for flooding in parts of our state. This reinforces the need for public entities to adopt a disaster recovery plan to ensure continued governmental operations if faced with a disaster or a major computer breakdown. For example, counties would need to continue with the preparation of payroll, the calculation of tax assessments and settlements, and the recording of receipts and disbursements.

We recommend that a disaster recovery plan include, but not be limited to, the following:

- A list of key personnel, including the actual recovery team, who should be available during the recovery process;
- A description of the responsibilities of each member of the recovery team, and of all other entity employees;
- A plan as to how the entity will continue operations until normal operations are re-established;
- A list of materials the entity needs to continue operations and how they will be obtained;
- Identification of the space to be used by the entity during the disaster; and
- A schedule for developing and periodically reviewing and updating the plan.

The Minnesota Disaster Management Handbook, including sample resolutions that local units of government may need during a disaster, is found at:

http://www.dps.state.mn.us/dhsem/uploadedfile/dis_man_hand.pdf.

More information on disaster planning is available on the Department of Public Safety's Homeland Security and Emergency Management website at:

<http://www.hsem.state.mn.us/hsemhome.asp>.

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