



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Pension Reporting Forms
 2. Deadline: City Financial and Special District Reporting Forms
 3. Avoiding Pitfalls: Use of Credit Cards
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1. Deadline: Pension Reporting Forms

March 31 is the due date for forms for the 2009 reporting year forms from volunteer fire relief associations with assets and liabilities of less than \$200,000.

Once a relief association's assets or liabilities have exceeded the \$200,000 statutory threshold, that relief association maintains the June 30 reporting deadline and audit requirement, even if the association's assets and liabilities subsequently drop below the threshold. Relief associations with the June 30 reporting deadline are also required to submit audited financial statements with the reporting forms.

Forms for the 2009 reporting year can be accessed through the State Auditor's Form Entry System at:

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

2. Deadline: City Financial and Special District Reporting Forms

City Financial Reporting Form

Wednesday, March 31st is the deadline for cities using the cash basis of accounting to submit their financial reporting forms. Those forms can be found at:

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

March 31st is also the deadline for cities using the cash basis of accounting to file their audited or unaudited financial statements. Financial Statement reporting requirements can be found at:

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

Special District Financial Reporting Form

Special District Financial Reporting Forms are due March 31st for districts whose fiscal year ended September 30, 2009. The Financial Reporting Form can be found at:

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

March 31st is also the deadline for Special Districts whose fiscal year ended September 30, 2009 to file their audited or unaudited financial statements. Special Districts use the city financial statement reporting requirements, which can be found at:

http://www.auditor.state.mn.us/other/AccountingDocs/min_rep_req_cash.pdf.

3. Avoiding Pitfalls: Use of Credit Cards

Cities, towns and school districts have the authority to use credit cards to purchase goods and services. However, the use of credit cards can open up local units of government to numerous financial risks, including the loss of public funds. In an effort to minimize these risks, Minnesota law requires the implementation of a number of internal controls. We urge the adoption of a comprehensive credit card policy that implements statutory requirements, as well as good management practices.

For suggestions on safeguards that should be included in a credit card policy, see our Statement of Position "Credit Card Use and Policies" at:

http://www.auditor.state.mn.us/other/Statements/creditcardusepolicies_0703_statement.pdf.

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