



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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April 2, 2010

1. Trainings: CTAS & Pension Online Trainings
2. Released: New and Revised Statements of Position
3. Released: Pension Newsletter
4. Avoiding Pitfalls: Municipal Liquor Store Internal Controls

1. Trainings: CTAS & Pension Online Trainings

CTAS Online Training

The Office of the State Auditor is offering a live online training for CTAS Version 7.0 on Monday, April 5 at 1:00PM. This training session will focus on the Accounting Module. Questions will be answered during the online training. To register for this training and for information on other upcoming live online trainings, go to:

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

Pension Online Training

The Pension Division has recorded three online trainings to assist with the completion of the Pension reporting forms. The training sessions are geared toward new relief association trustees but provide information that will be useful for experienced trustees as well.

The recorded trainings, which cover Deferred Interest, Completing the Maximum Benefit Worksheet, and Completing the Schedule Form can now be accessed from our website. To view the trainings, go to:

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

2. Released: New and Revised Statements of Position

County Bidding and Contract Requirements

The new Statement of Position entitled "County Bidding and Contract Requirements" has been released. The full Statement can be viewed at:

http://www.auditor.state.mn.us/other/statements/countybidcontractreq_1004_statement.pdf.

Employee Timekeeping Procedures

The Statement of Position on Employee Timekeeping Procedures has been revised to include information on employees paid on a daily basis. To view the complete Statement, go to:

http://www.auditor.state.mn.us/other/Statements/employeetimekeepingproc_0808_statement.pdf.

3. Released: Pension Newsletter

The March Pension Newsletter has been released. It provides an update on the Volunteer Fire Relief Association Working Group Bill, details problems that might arise if you are using Excel 2007 to open reporting forms, and has investment basics on exchange traded funds. The Newsletter can be viewed at:

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

4. Avoiding Pitfalls: Municipal Liquor Store Internal Controls

Municipal liquor stores are cash businesses which present financial risks that other city functions may not. As a result, cities need to actively monitor liquor store operations. We offer several practical liquor store internal control suggestions in our Statement of Position entitled "Internal Controls for Municipal Liquor Stores", which can be found at:

http://www.osa.state.mn.us/other/Statements/icmunicipalliquorstores_0703_statement.pdf.

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

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