



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: County Finances Report

The Office of the State Auditor released the 2008 Minnesota County Finances Report. It is a comprehensive report that summarizes the financial data of Minnesota Counties for calendar year 2008. The report also examines long-term trends. To view the complete report, which includes an Executive Summary, graphs and tables, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20100426.000>.

2. Training: CTAS Online Training

The Office of the State Auditor is offering a live online training for CTAS Version 7.0 on Monday, May 3 at 1:30 p.m. The training session will be on the Investments and Indebtedness Module. Questions will be answered during the online training. To register, and for information on other online trainings, go to:

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

3. Available: 2009 TIF Reporting Forms

The 2009 Tax Increment Financing (TIF) Reporting Form is now available for download. It is due August 1 and must be submitted electronically. The forms can be found at:

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

Detailed instructions on how to complete the 2009 TIF Reporting Form are available at:

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

4. Pension: Broker Certification Form

Volunteer fire relief associations and other public pension plans using the services of a broker must complete a uniform Broker Certification (BC-1) Form. For purposes of this reporting requirement, a “broker” means a broker, broker-dealer, investment advisor, investment manager, or third-party agent who transfers, purchases, sells, or obtains investment securities for, or on behalf of, a covered pension plan.

The BC-1 Form must be completed before a public pension plan (including relief associations) may enter into a business arrangement with a broker, and the form must be completed annually thereafter. A copy of each completed form should be submitted to the Office of the State Auditor with the pension plan’s annual reporting forms.

The BC-1 Forms are available on our website at:

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

5. Avoiding Pitfalls: Sale of Public Property to Public Officers and Employees

Generally, political subdivisions may not sell property or materials owned by the political subdivision to its officers or employees.

The relevant statute, [Minn. Stat. § 15.054](#), contains an exception to this general prohibition for employees, but not for officers, if the property or materials are no longer needed by the political subdivision and the sale is made after reasonable public notice (at least one week’s published notice) at a public auction or by sealed bids. To qualify for the exception, the employee must not be directly involved in the auction or the sealed bid process. The general prohibition also does not apply to property or materials acquired or produced by the political subdivision for sale to the general public in the ordinary course of business.

A separate law, [Minn. Stat. § 382.18](#), prohibits county officials and employees, and commissioners of tax-forfeited lands and their assistants, from purchasing any property, real or personal, from the county. In a 1979 opinion, the Attorney General’s Office stated that, notwithstanding the prohibitions of this statute, county employees may purchase county property if the requirements of [Minn. Stat. § 15.054](#) are satisfied.

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The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103. Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755

Web: www.auditor.state.mn.us.