



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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July 30, 2010

1. Deadline: TIF Reporting Form
2. Released: Pension Newsletter & TIF Newsletter
3. Avoiding Pitfalls: Credit Cards – Detailed Receipts Required

1. Deadline: TIF Reporting Form

The 2009 TIF Reporting Form is due by August 1. The Form can be found at:

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

If you have questions regarding your reporting requirements or need to obtain the username and password to access your online forms, please contact Jenna Ofstie at (651) 296-7001 or tifdivision@auditor.state.mn.us.

2. Released: Pension Newsletter & TIF Newsletter

Pension Newsletter

The July Pension Newsletter was released this week. It provides answers to several frequently-asked questions about the new return-to-service law and helpful hints for avoiding common compliance mistakes. The Newsletter also includes information about investment certificates. The Newsletter can be viewed at:

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

TIF Newsletter

The July TIF Newsletter has been released. The Newsletter contains information on economic development districts and an upcoming deadline. To view the complete newsletter, go to:

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

3. Avoiding Pitfalls: Credit Cards – Detailed Receipts Required

Counties, cities, towns, school districts, watershed districts, and soil and water conservation districts have the authority to use credit cards for purchases. The bills received from the credit card company generally do not provide sufficient detail to make sure that a particular purchase was made for a public purpose and not for a public employee's personal use. As a result, public employees should be required to turn in the original, detailed receipt for every purchase made with the public entity's credit card. For more information on this topic, see our Statement of Position on Credit Card Use and Policies at:

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

To review the State of Minnesota's Purchasing Card Use Policy 2.1, effective July 19, 2010, go to:

<http://www.mmd.admin.state.mn.us/pdf/alpappnpolicy1.pdf>.

The State's policy was amended to include recommendations contained in the Purchasing Card Program Internal Control and Compliance Audit Report released by the Office of the Legislative Auditor on July 23, 2010, available at:

<http://www.auditor.leg.state.mn.us/FAD/pdf/fad1025.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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