



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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1. New: Council on Local Results and Innovation
2. Update: First Certification for 2010 Fire State Aid
3. Avoiding Pitfalls: Meeting Minutes

1. New: Council on Local Results and Innovation

The Council on Local Results and Innovation, created with bipartisan support during the 2010 legislative session, has been created to establish a standard set of performance measures for cities and a set for counties. The final appointments to the Council were just made by the appropriate lawmakers. The final membership of the Council includes local government officials and public policy professionals from across the state. To view the membership of the newly-formed Council, please go to:

<http://www.auditor.state.mn.us/default.aspx?page=20100916.000>.

2. Update: First Certification for 2010 Fire State Aid

The Office of the State Auditor is pleased to announce that 601 volunteer fire relief associations and other pension plans met all reporting requirements to be certified as eligible for receipt of their 2010 fire state aid in the first round of aid disbursements.

This is the largest number of plans certified for the first round of payments since the 2005 reporting year. State aid will be disbursed on or about October 1 for those relief associations that met the reporting requirements. Listings of the fire and police state aid amounts will be posted on the Office of the State Auditor website once they are available.

3. Avoiding Pitfalls: Meeting Minutes

Auditors review the minutes of a governing body when performing financial and compliance audits. Minutes are important because they help the public entity respond to questions and concerns about actions it has taken. For example, questions about whether a particular payment was authorized should be resolved if the minutes include a listing of all bills allowed or approved by the governing body for payment.

We recommend that the minutes be signed by the clerk. Once approved by the governing body, usually at the next meeting, the minutes should also be signed and dated by a designated member of the governing body to indicate that they are the official meeting minutes. For assistance in determining what should be included in meeting minutes, please review our Statement of Position on Meeting Minutes, found at:

http://www.osa.state.mn.us/other/Statements/meetingMinutes_0710_statement.pdf.

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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.