



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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December 3, 2010

1. Meeting: Volunteer Fire Relief Association Working Group
2. Meeting: Collaborative Governance Council
3. Update: Fire State Aid Forfeiture Deadline
4. Released: Pension Newsletter & TIF Newsletter
5. Avoiding Pitfalls: First Meeting of the Year

1. Meeting: Volunteer Fire Relief Association Working Group

The next meeting of the Volunteer Fire Relief Association Working Group will be held on Tuesday, December 7 at 11:00 a.m. at the OSA office in Saint Paul. Meetings are open to the public. Working Group meeting materials are available at:

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

2. Meeting: Collaborative Governance Council

The next meeting of the Collaborative Governance Council will be held on Friday, December 10 at 11:00 a.m. in the League of Minnesota Cities building, 145 University Avenue West, St. Paul. Council meetings are open to the public. For more information on the Council and to access meeting materials, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20100702.000>.

3. Update: Fire State Aid Forfeiture Deadline

The Office of the State Auditor is pleased to announce that all but three volunteer fire relief associations submitted their 2009 reporting-year forms prior to the forfeiture

deadline on November 30. State law requires automatic forfeiture of fire state aid for relief associations that do not file all reporting information by November 30.

We would like to thank the relief association trustees, municipal representatives, accountants, and members of the Pension Division team, who worked right up to the deadline to ensure that reporting forms were submitted.

4. Released: Pension Newsletter & TIF Newsletter

Pension Newsletter

The November **Pension Newsletter** was released this week. It provides updates on the Volunteer Fire Relief Association Working Group and the Public Pension Investment Study Group. The Newsletter also contains reminders about the deposit of state aid and the Open Meeting Law, as well as a state aid certification update and a request for feedback on a draft record retention schedule for volunteer fire relief associations. The complete Newsletter can be viewed at:

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

TIF Newsletter

The November **TIF Newsletter** has been released. The Newsletter contains information on temporary authority to use available and uncommitted tax increment revenues from existing TIF districts as granted by 2010 Legislature. To view the complete Newsletter, go to:

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

5. Avoiding Pitfalls: First Meeting of the Year

Local government entities have specific responsibilities at the beginning of a new year. At the first meeting of the year, city councils and county boards must designate the entity's official newspaper. City councils must also elect an acting mayor to assume the mayor's duties in the mayor's absence or if the mayor becomes disabled. County boards must elect a chair and a vice-chair, unless the county has adopted either the at-large chair or the elected executive plan.

The first meeting of the year is also a good time to:

- Designate or re-designate official depositories for the entity's funds;
- Make appointments to boards, commissions and committees;
- Approve bonds for officers and employees who need to be bonded;
- Review any expense reimbursement limits and mileage rates;
- Obtain the annual broker certification forms, if required; and

- Review fee schedules.

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

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