



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

*The official online news
publication of the Office
of the State Auditor*

February 11, 2011

1. Deadline: Supplemental Benefit Reimbursement Forms
2. Deadline: Forfeiture Reporting Form
3. Website: Statements of Position
4. Avoiding Pitfalls: Paying Vendors

1. Deadline: Supplemental Benefit Reimbursement Forms

The deadline is quickly approaching for relief associations seeking reimbursement of any supplemental benefits paid during 2010. Supplemental Benefit Reimbursement (SBR) Forms are due to the Minnesota Department of Revenue by February 15, 2011, to receive reimbursement on or about March 15, 2011. Relief associations that submit reimbursement forms to the Department of Revenue after the February 15 filing deadline will be eligible for reimbursement in March 2012.

Copies of the SBR Form, instructions, and a sample form are available on the Department of Revenue's website at:

http://taxes.state.mn.us/property_tax_administrators/pages/sbrmainpage11.aspx.

2. Deadline: Forfeiture Reporting Form

February 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of January. DWI forfeitures are now required to be included. To report forfeitures, go to:

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

3. Website: Statements of Position

The Office of the State Auditor website contains a variety of Statements of Position. The topics they cover include Pensions, Tax Increment Financing, Contracting, Internal Controls, Municipal Liquor Stores, Deposits and Investments, and more. They are updated regularly to reflect changes in the law. Please visit our Statements of Position page at:

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

4. Avoiding Pitfalls: Paying Vendors

Adequate support for payments is a fundamental requirement of a sound accounting system. Before vendor claims are paid, the corresponding invoice should be reviewed, then initialed and dated as approved for payment by an authorized individual.

Marking the invoice as “paid” or “canceled” will also help prevent a second payment from being made for the same invoice. In addition, we suggest that invoices contain the fund and account codes from which the payment will be made, ensuring more accurate posting in the entity’s general ledger.

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

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.