



State Auditor  
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# OFFICE OF THE STATE AUDITOR

## *E-Update*

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

May 6, 2011

1. Released: County Summary Budget Report
  2. Training: Small City & Town Accounting System (CTAS)
  3. Pension Reminder: Investment Transfer Verifiers
  4. Avoiding Pitfalls: Taxable Employee Expense Reimbursements
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### **1. Released: County Summary Budget Report**

The Office of the State Auditor has released the Minnesota County Summary Budget Report, which includes 2011 county budget data together with 2010 revised county budget data. The data in the Report is unaudited budgeted revenues and expenditures reported by counties to the Office of the State Auditor. To view the complete report, go to:

[http://www.auditor.state.mn.us/Reports/gid/2011/co\\_Budget/coBudget\\_11\\_report.pdf](http://www.auditor.state.mn.us/Reports/gid/2011/co_Budget/coBudget_11_report.pdf).

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### **2. Training: Small City & Town Accounting System (CTAS)**

The Office of the State Auditor offers training sessions on the CTAS system. The next training session is scheduled for May 25, 2011. The session will be held at the Office of the State Auditor's St. Paul Office from 9:00 a.m. until approximately 1:00 p.m.

This is a basic beginners' course designed for those users who have limited or no experience using CTAS. A training workbook will be provided.

To register for the training session, please call Mr. Curt Koester at (651) 297-3684 or email him at [Curt.Koester@state.mn.us](mailto:Curt.Koester@state.mn.us). The resources available for training limit the session to a maximum of eight people.

Directions to our St. Paul Office may be obtained from the Office of the State Auditor's website ([www.auditor.state.mn.us](http://www.auditor.state.mn.us)). Parking is available in the parking lot behind the building. When you arrive, please ask the receptionist for a temporary parking permit.

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### **3. Pension Reminder: Investment Transfer Verifiers**

Trustees of relief associations that invest through the State Board of Investment (SBI) should make sure that transfer verifiers are on file with the SBI. A verifier is an officer of the relief association whom the SBI will contact when it receives a wire transfer request, to confirm the account number to which the money should be transferred. It appears that few relief associations have a verifier on file with the SBI. Having a designated individual who will be the contact person to confirm transfer requests is a good internal control and helps to protect the pension assets.

### **4. Avoiding Pitfalls: Taxable Employee Expense Reimbursements**

If employee expenses are submitted for reimbursement more than 60 days after the expense is incurred, the reimbursement may be taxable and appropriate withholdings would need to be made.

For a detailed explanation of this issue, see IRS Publication 463, "Travel, Entertainment, Gift, and Car Expenses" found on the IRS website at:

<http://www.irs.gov/pub/irs-pdf/p463.pdf>.

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