



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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October 26, 2012

1. Deadline: County Financial Reporting Form
2. Meeting: Council on Local Results and Innovation
3. Pension: Withholding Relief Association Dues
4. Released: Pension Newsletter
5. Avoiding Pitfalls: Personal Portable Computing Devices

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### **1. Deadline: County Financial Reporting Form**

November 1st is the deadline for counties to submit their annual financial reporting forms. The form can be accessed at:

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

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### **2. Meeting: Council on Local Results and Innovation**

The next meeting of the Council on Local Results and Innovation will be held on Thursday, November 1 at 1:00 p.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=20100916.000>.

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### **3. Pension: Withholding Relief Association Dues**

A few volunteer fire relief associations have recently inquired about setting up an arrangement with their affiliated city or town for membership dues to be withheld from firefighters' per-call payments. Under the arrangement, the city or town would deduct the amount of relief association membership dues from a firefighter's payment, collect the dues

for all participating firefighters, and transmit the collected dues to the association.

Minnesota law on paychecks and wages only allows employers to deduct certain specific items from employee paychecks. Relief association membership dues are not listed as an authorized deduction. Therefore, an arrangement for a municipality to withhold membership dues for transmittal to the affiliated relief association would not be allowed.

The League of Minnesota Cities prepared an informational document on paychecks and wages, which provides additional information on this topic. The document can be viewed on their website at <http://www.lmnc.org/media/document/1/flsa8.pdf>.

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#### **4. Released: Pension Newsletter**

The October **Pension Newsletter** has been released. The Newsletter provides information about the annual Schedule Form and an update on the Volunteer Fire Relief Association Working Group. The Newsletter also contains a reporting reminder and information about the upcoming state aid forfeiture deadline.

The complete Newsletter can be viewed at:

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

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#### **5. Avoiding Pitfalls: Personal Portable Computing Devices**

Smart phones, tablets, personal digital assistants and other portable computing devices provide convenience and flexibility. Data practice issues may arise, however, if government data is stored on devices owned personally by public officials or employees. The risk that “not public” data may be disclosed is increased, and the devices also create record retention and record administration issues. As a result, we recommend that government data not be stored on any personally-owned portable computing devices.

Information on government data requirements is available from the Minnesota Department of Administration’s Information Policy Analysis Division (IPAD) at <http://www.ipad.state.mn.us>. The State’s Office of Enterprise Technology has also issued an “Enterprise Security Portable Computing Device Standard” available at:

[http://mn.gov/oet/images/SEC\\_S\\_Enterprise\\_Security\\_Portable\\_Computing\\_Devices.pdf](http://mn.gov/oet/images/SEC_S_Enterprise_Security_Portable_Computing_Devices.pdf).

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