



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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December 14, 2012

1. Deadline: Special District Reporting
 2. Meeting: Volunteer Fire Relief Association Working Group
 3. Available: Information for New Relief Association Trustees
 4. Avoiding Pitfalls: First Meeting of the Year
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1. Deadline: Special District Reporting

Special District Financial Reporting Forms and Financial Statements are due December 31 for districts whose fiscal year ended June 30, 2012. The reporting form can be found at:

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

2. Meeting: Volunteer Fire Relief Association Working Group

The next meeting of the Volunteer Fire Relief Association Working Group will be held on Tuesday, December 18 at 11:00 a.m. at our 525 Park Street 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>.

3. Available: Information for New Relief Association Trustees

Many volunteer fire relief associations will be holding their annual meeting and elections soon. The Office of the State Auditor has released a document that provides links to resources available on our website. These resources will help individuals who are elected to a relief association's board of trustees be successful in their new positions.

The informational document can be viewed at:

4. 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.
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