



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Town Financial Reporting Forms

The Financial Reporting Forms for towns reporting on a cash basis are due next Friday, March 1. The forms can be accessed at:

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

2. Deadline: County Outstanding Indebtedness Reporting Form

The County Outstanding Indebtedness Reporting Form is due March 1st. The forms can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20030101.047>.

3. Reminder: Revenue's Fire Equipment Certification Form

The 2012 Fire Equipment Certification (FA-1) Form is due to the Minnesota Department of Revenue by March 15, 2013. Submission of the form is required for communities to be eligible for 2013 fire state aid. The form must be signed by the fire chief and by the municipal clerk or secretary of the independent nonprofit firefighting corporation, as applicable.

Five percent of a community's fire state aid is forfeited for each week or fraction of a week that the form is submitted past the March 15 due date. A copy of the FA-1 Form and

instructions for completing the form are provided on the Minnesota Department of Revenue's website, at:

http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/pfa.aspx.

4. Avoiding Pitfalls: Reconciling Bank Balances/Federal Check 21 Act

Local units of government should reconcile bank balances on a monthly basis to identify potential problems, such as error or theft. With the enactment of the Federal Check 21 Act, it may no longer be possible to obtain canceled checks from depository banks. By promptly identifying potential problem checks, local units of government may be able to avoid destruction of the checks by their banks. The checks being destroyed may contain important evidentiary information that is not being preserved in an electronic version.

For more information, please see the Statement of Position on Federal Check 21 Act, available at:

<http://www.auditor.state.mn.us/default.aspx?page=20110527.012>.

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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.