



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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March 29, 2013

1. Available: 2013 Supplemental Benefit Reimbursement Amounts
2. Released: Pension Newsletter
3. Avoiding Pitfalls: Approval of Town Meeting Minutes

1. Available: 2013 Supplemental Benefit Reimbursement Amounts

A listing of the 2013 supplemental benefit reimbursement amounts, released by the Department of Revenue, is now available on the Office of the State Auditor's website at:

<http://www.auditor.state.mn.us/default.aspx?page=20130327.000>.

The supplemental benefit reimbursements were disbursed on or about March 15, 2013, for volunteer fire relief associations that properly submitted reimbursement application forms to the Minnesota Department of Revenue by February 15, 2013.

2. Released: Pension Newsletter

The March **Pension Newsletter** has been released. The Newsletter contains a legislative update and provides reminders about upcoming reporting form deadlines. The Newsletter also contains a reminder of investment broker certification requirements and information to assist relief association trustees in understanding the "return to service" law.

The complete Newsletter can be viewed at:

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

3. Avoiding Pitfalls: Approval of Town Meeting Minutes

The Office of the State Auditor often reviews town meeting minutes. We recommend that town meeting minutes include the following statutory requirements. Once the minutes are

prepared, they should be signed by the town clerk/treasurer. Once approved by the board, usually at the next board meeting, the minutes must be signed and dated by a board member, preferably the chair, to indicate that they are the official town board meeting minutes.

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