



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: Municipal Liquor Store Report

The Office of the State Auditor has released the 2011 Analysis of Municipal Liquor Store Operations. The report provides comparative data on municipal liquor operations owned and operated by Minnesota cities. To view the complete report, which includes an Executive Summary, tables, charts and graphs, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20130329.000>.

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

The Office of the State Auditor is offering a CTAS training session on Wednesday, April 24. The training 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.

The session will be designed for those users who have limited or no experience using CTAS. A training workbook will be provided.

To register for the session, please contact Mr. Mark Albarado at (651) 282-6114 or at Mark.Albarado@osa.state.mn.us. Resources available for training limit the session to a maximum of eight people. Only a few spots remain for this session.

3. Deadline: Forfeiture Reporting

April 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of March. To report final disposition of forfeitures, please go to:

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

4. Reminder: Broker Certification Form for Public Pension Plans

Volunteer fire relief associations and other local public pension plans using the services of a broker must complete a uniform Broker Certification Form that is provided by the Office of the State Auditor. The Broker Certification Form must be completed before a public pension plan (which includes relief associations) may enter into a business arrangement with a broker, and must be completed annually thereafter. A copy of each completed form should be submitted to the Office of the State Auditor with the pension plan's annual reporting forms.

If any portion of the pension plan's assets are held by a security broker or its agent, the security broker or its agent must acknowledge in writing annually that sufficient insurance has been obtained from the Securities Investor Protection Corporation (SIPC), supplemented by additional insurance, if necessary, to cover the full amount of the pension plan's assets held by the security broker or its agent.

The Broker Certification Form for volunteer fire relief associations is available on the Pension Forms page of our website, under "Current Forms". The Pension Forms page can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20070105.001>.

5. Avoiding Pitfalls: Approval of Town Meeting Minutes (expanded version)

The Office of the State Auditor often reviews town meeting minutes. We recommend that regular board meeting minutes are handled as follows: Once the minutes are prepared they should be signed by the town clerk. Once approved by the board, usually at the next board meeting, the minutes should be signed and dated by a board member, preferably the chair, to indicate that they are the official town board meeting minutes.

Minnesota law requires that meeting minutes of the annual meeting and of special meetings of the electors be signed by the clerk and by the moderator of the meeting. If the town clerk is elected as moderator, the minutes must also be signed by a supervisor in attendance at the meeting.

For additional general information, see our Statement of Position on Meeting Minutes, which can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20110531.010>.

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