



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Training: Small City & Town Accounting System (CTAS)
2. Released: Pension Newsletter
3. Avoiding Pitfalls: Payroll Entries

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

The CTAS training session on Wednesday, April 24 has been relocated to allow more people to take part. The session will now be held in the League of Minnesota Cities Building, 145 University Avenue West, St. Paul. The session is 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.

2. Released: Pension Newsletter

The April **Pension Newsletter** has been released. The Newsletter contains information about municipal ratification requirements and issues that may arise if a relief association has an arrangement with its affiliated city or town to obtain financial services for the association. The Newsletter also provides reminders about a relief association's annual business renewal requirement, consultant insurance requirements, and treasurer bonds.

The complete Newsletter can be viewed at:

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

3. Avoiding Pitfalls: Payroll Entries

In many larger public entities, the personnel office notifies the payroll office of new hires, promotions, pay increases, and other personnel-related financial changes. The payroll office then enters the changes into the payroll system.

A person who is independent of the payroll function should review payroll checks issued or payroll reports to determine whether all payments were made to actual employees, any pay increases were authorized, and the hours worked appear to be correct. Where possible, the duties of generating and signing payroll checks should be segregated from the payroll processing function.

If you are interested in signing up to receive an e-mail version of the E-Update regularly, [click here](#).

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