



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Forfeiture Reporting
 2. Available: Annual TIF Reporting Forms
 3. Reminder: Relief Association Reporting Forms
 4. Avoiding Pitfalls: Cashing Checks
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1. Deadline: Forfeiture Reporting

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

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

2. Available: Annual TIF Reporting Forms

The 2012 Tax Increment Financing (TIF) Annual Reporting Form is now available. The Annual TIF Reporting Form and the Pooled Debt Form (if applicable) are to be submitted electronically to the OSA on or before August 1, 2013. The forms can be found at:

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

Detailed instructions and sample forms for both the 2012 Annual TIF Reporting Form and the Pooled Debt Form are available at:

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

3. Reminder: Relief Association Reporting Forms

Reporting forms for volunteer fire relief associations with assets and liabilities of less than \$200,000 were due March 31. Reporting information should be submitted to the Office of the State Auditor as soon as possible to avoid a delay in receiving 2013 state fire aid.

Helpful hints for completing the reporting forms can be found under the heading “Resources for Completing Forms” at:

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

4. Avoiding Pitfalls: Cashing Checks

Thefts and embezzlements can occur when employees responsible for receiving checks on behalf of a public entity bring a check made out to the entity to the local bank and cash it, taking the money.

To reduce this risk, the back side of all checks received by a public entity should be stamped “For Deposit Only” as soon as they are received. In addition, a public entity should instruct their financial institution, in writing, not to cash checks made payable to the public entity.

Finally, money needed to replenish petty cash or to increase change funds should be paid out of a public entity’s general fund, rather than by cashing checks the entity received for other purposes.

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