



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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1. Deadline: 2013 Fire State Aid
2. Released: TIF Newsletter
3. Avoiding Pitfalls: Asset Inventories

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### **1. Deadline: 2013 Fire State Aid**

The first certification deadline for 2013 fire state aid for volunteer fire relief associations is September 15. To be certified as eligible for receipt of fire state aid in the first round of payments, all 2012 reporting information for a relief association must be submitted to the Office of the State Auditor, our review of the reporting information must be completed and any identified issues must be resolved by that date. Relief associations that have submitted reporting forms but have been notified by Pension Division staff that additional information is needed are encouraged to submit the requested information as soon as possible.

Relief associations that do not submit all required reporting information and resolve any identified issues by the September 15 deadline may be eligible to receive their 2013 fire state aid during the second round of aid payments, in November.

If you have questions regarding relief association reporting requirements, please contact the Pension Division at (651) 282-6110 or at [pension@osa.state.mn.us](mailto:pension@osa.state.mn.us).

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### **2. Released: TIF Newsletter**

The August **TIF Newsletter** has been released. The Newsletter provides information about Corrections on TIF reports and the Confirmation of Decertified TIF District Form. The Newsletter also contains a reminder on submitting TIF plans or TIF plan modifications.

The complete Newsletter can be viewed at:

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

### 3. Avoiding Pitfalls: Asset Inventories

Each governmental entity should have an inventory of assets. In addition to complying with auditing standards, an inventory may help determine the extent of loss if a break-in occurs and may also help detect employee thefts.

To develop and maintain an asset inventory system, we recommend that public entities:

- Set a minimum dollar value for assets that will be included on the asset inventory list(s);
- Assign actual or historical costs to each item;
- Create an inventory of all assets above the minimum dollar amount;
- Assign the responsibility for knowing the location of each asset to a department head or official;
- Label each asset with identifying information, such as the name of the public entity and a unique asset number;
- Record the disposal of assets, and the acquiring of new assets; and
- Keep your asset inventories current by conducting physical inventory inspections on a regular basis.

For “capital assets” as defined by GASB Statement 34:

- Identify and record capital asset information in your accounting system;
- Determine the useful life for various classes of assets to be used for depreciation purposes; and
- Create general ledger account codes to record capital asset transactions.

More information on inventories is found in “A Guide to Local Government Capital Assets,” at:

[http://www.osa.state.mn.us/other/GASBTools/capital\\_asset\\_guide.pdf](http://www.osa.state.mn.us/other/GASBTools/capital_asset_guide.pdf).

More information on GASB 34 can be found at:

<http://www.osa.state.mn.us/default.aspx?page=gasbimplementation>.

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