



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Revised: Statements of Position on TIF
2. Opportunity: Fire Relief Association Working Group
3. Avoiding Pitfalls: Internal Controls for Special Events

1. Revised: Statements of Position on TIF

Three Tax Increment Financing Statements of Position have been updated and/or revised for clarity.

The revised Statement “TIF’s Four-Year Knock-Down Rule” can be viewed at:

<http://www.auditor.state.mn.us/default.aspx?page=20110524.005>.

The revised Statement “TIF Jobs Stimulus Program” can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20110525.004>.

The revised Statement “TIF Administrative Expenses” can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20110518.001>.

2. Opportunity: Fire Relief Association Working Group

There is currently one open seat on the Volunteer Fire Relief Association Working Group for a municipal representative. Potential candidates must be a city or town official who has experience with an affiliated volunteer fire relief association.

The Working Group typically holds about five weekday meetings during the fall and early winter at our office in Saint Paul. Anyone who would like to be considered for this seat should contact Rose Hennessy Allen by September 20th at (651) 296-5985 or Rose.Hennessy-Allen@osa.state.mn.us.

3. Avoiding Pitfalls: Internal Controls for Special Events

Relief associations sometimes hold special events. When authorized by law, municipalities, including municipal liquor stores, counties and school districts, can also hold special events. For any entity hosting a special event, written policies and procedures documenting internal controls for the handling of funds at the event are important. Approval of the policies and procedures by the entity's governing body emphasizes their importance and authority.

Documentation of the policies and procedures will help people working at the event understand their role in the internal control system. Documentation will also improve the efficiency and consistency of transaction processing and support management's risk identification, evaluation, and mitigation. The documentation should:

- Describe procedures as they are intended to be performed;
- Indicate who is responsible for performing each procedure; and
- Explain the design and purpose of control-related procedures.

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