



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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October 4, 2013

1. Reminder: Fire State Aid
 2. Revised: Statement of Position on TIF
 3. Released: Pension Newsletter & TIF Newsletter
 4. Avoiding Pitfalls: Meeting Minutes
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1. Reminder: Fire State Aid

Fire state aid was disbursed this week for most volunteer fire relief associations in Minnesota. The municipal treasurer is required under State law to transmit fire state aid (both the regular fire state aid and the new supplemental state aid) to the treasurer of the affiliated relief association within 30 days after receipt, if there is a relief association organized and the association has filed a financial report with the municipality.

The Reporting Form that must annually be signed by the municipal clerk and submitted to the Office of the State Auditor may be used as the financial report referred to in this statutory provision. The relief association treasurer should ensure that the fire state aid is promptly deposited into the association's Special Fund.

A listing of the 2013 fire state aid and supplemental state aid amounts is available on our website at:

<http://www.auditor.state.mn.us/default.aspx?page=20130927.000>.

2. Revised: Statement of Position on TIF

The Statement of Position entitled "Redistribution of Tax Increment" has been revised for clarity. The Statement can be viewed at:

<http://www.auditor.state.mn.us/default.aspx?page=20110525.008>.

3. Released: Pension Newsletter & TIF Newsletter

Pension Newsletter

The September **Pension Newsletter** has been released. The Newsletter contains information about deferred-service pension payment methods. The Newsletter also provides notices regarding 2013 fire state aid and the new supplemental state aid program, and a link to helpful information for relief association trustees. The complete Newsletter can be viewed at:

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

TIF Newsletter

The September **TIF Newsletter** has been released. The Newsletter provides information on when an authority stops filing annual TIF reports, in addition to an excess increment reminder and a reporting reminder. The Newsletter also contains information on TIF-related Statements of Position. The complete Newsletter can be viewed at:

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

4. Avoiding Pitfalls: Meeting Minutes

Auditors review the minutes of the governing body of a public entity when performing financial and compliance audits. Minutes are important because they help the public entity respond to questions and concerns about actions it has taken. For example, questions about whether a particular payment was authorized should be resolved if the minutes include a listing of all bills allowed or approved by the governing body for payment.

We recommend that the minutes be signed by the clerk. Once approved by the governing body, usually at the next meeting, the minutes should also be signed and dated by a designated member of the governing body to indicate that they are the official meeting minutes.

For assistance in determining what should be included in meeting minutes, please review our Statement of Position on Meeting Minutes, found at:

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

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