



State Auditor  
Rebecca Otto

# OFFICE OF THE STATE AUDITOR

## *E-Update*

*The official online news  
publication of the Office  
of the State Auditor*

**January 10, 2014**

1. Revised: CTAS Tax Tables
2. Training: Small City & Town Accounting System (CTAS)
3. Reminder: SAFES User Authorization Form
4. Avoiding Pitfalls: Release of Not Public Data to the State Auditor

---

### **1. Revised: CTAS Tax Tables**

The 2014 Tax Tables for the Small City and Town Accounting System (CTAS) were revised as of noon on January 6. If you accessed them before that date, please download the new tables at:

[http://www.auditor.state.mn.us/other/ctas/docs/ctas\\_14\\_taxtables.pdf](http://www.auditor.state.mn.us/other/ctas/docs/ctas_14_taxtables.pdf).

---

### **2. Training: Small City & Town Accounting System (CTAS)**

The Office of the State Auditor (OSA) is offering a CTAS training session on Thursday, January 30. The training session will be held at 525 Park St in St. Paul from 9:00 a.m. until approximately 1:00 p.m.

This 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](mailto:Mark.Albarado@osa.state.mn.us). Resources available for training limit the session to a maximum of eight people.

---

### **3. Reminder: SAFES User Authorization Form**

Access to the State Auditor's Form Entry System (SAFES) for many accountants, auditors, and other consultants who work with volunteer fire relief associations expired at the end of the 2013 calendar year. SAFES access allows an authorized individual to download, submit,

and electronically-sign relief association reporting forms.

Volunteer Fire Relief Associations should renew SAFES access for their accountants, auditors, and consultants by completing the SAFES User Authorization Form that is available for download at:

<http://www.auditor.state.mn.us/default.aspx?page=20130131.000>.

Completed forms can be submitted to the Pension Division by e-mail at [pension@osa.state.mn.us](mailto:pension@osa.state.mn.us) or by fax at (651) 282-5298.

---

#### **4. Avoiding Pitfalls: Release of Not Public Data to the State Auditor**

Political subdivisions sometimes ask if they can release to the State Auditor information that is classified as “not public data” under the Minnesota Government Data Practices Act. Minnesota law expressly allows political subdivisions to provide the State Auditor with not public information for an examination, financial audit, compliance audit, or investigation performed by the State Auditor.

In addition, local government employees and officials may provide the State Auditor with not public information when evidence of financial fraud or the possible misuse of public funds is discovered, in compliance with the mandatory reporting obligations found in [Minn. Stat. § 609.456, subd. 1](#).

For more information about the classification of State Auditor data, see [Minn. Stat. § 6.715](#).

---

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

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103. Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.

Web: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).