



State Auditor  
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# OFFICE OF THE STATE AUDITOR

## *E-Update*

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

**January 17, 2014**

1. Deadlines: City/County Budget & Lobbying Reporting Forms
2. Deadline: Forfeiture Incident Reporting Form - No Property Seized
3. Meeting: Volunteer Fire Relief Association Working Group
4. Avoiding Pitfalls: Update Computers With Windows XP or Office 2003

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### **1. Deadlines: City/County Budget & Lobbying Reporting Forms**

#### **City and County Summary Budget Reporting Forms**

January 31st is the deadline for cities and counties to submit the Summary Budget Reporting Form. The city and county forms can be accessed at:

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

#### **Local Government Lobbying Costs Reporting Form**

The Local Government Lobbying Costs Reporting Form is due January 31st. The form can be found at:

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

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### **2. Deadline: Forfeiture Incident Reporting Form - No Property Seized**

Law enforcement agencies must file a report if they had no forfeitures in 2013 by January 31 of this year. To report no forfeitures for the year 2013, please go to:

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

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### **3. Meeting: Volunteer Fire Relief Association Working Group**

The Volunteer Fire Relief Association Working Group will meet on Wednesday, January 22 at 11:00 a.m. at our 525 Park Street office in Saint Paul. Meetings are open to the public. Working Group meeting materials are available at:

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

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#### **4. Avoiding Pitfalls: Update Computers With Windows XP or Office 2003**

On April 8, 2014, Microsoft will no longer support the Windows XP operating system or any of the programs in its Office 2003 software suite, which includes Word 2003 and Excel 2003. Specifically, Microsoft will not offer bug or security fixes to users of these products from that date forward.

This lack of technical support will create a serious security issue for computers running Windows XP and/or Office 2003. Computer security experts believe that hackers are targeting that date to unleash a wide variety of malware, which can include computer viruses, “Trojan Horses”, or “worms”, which can invade a computer’s system and cause serious damage.

The Office of the State Auditor strongly recommends that any local government offices with computers running Windows XP, Office 2003, or any prior versions update your computers to a supported operating system and software before April 8, 2014.

*It is important to note that because of the security issues that may occur due to the lack of technical support for Windows XP and Office 2003, the OSA’s State Auditor’s Form Entry System (SAFES) will no longer accept documents saved in the default file format created by Office 2003, which includes Excel files with the extension “.xls”, after April 8, 2014.*

More information is available on the Microsoft website at:

<http://www.microsoft.com/en-us/windows/endofsupport.aspx>.

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

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