



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Financial Reporting Form for Cash Towns
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1. Deadline: Financial Reporting Form for Cash Towns

The deadline for the 2013 Local Government Financial Reporting Form for towns reporting on a cash basis is Monday, March 31. The form can be accessed at:

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

2. Deadline: Financial Reporting Form for Cash Cities

Monday, March 31 is the deadline for the 2013 Local Government Financial Reporting Form for cities reporting on a cash basis. The form can be accessed at:

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

3. Deadline: Special District Reporting Form

The Special District Financial Reporting Form and Financial Statements are due Monday, March 31 for districts whose fiscal year ended September 30, 2013. The reporting form can be accessed at:

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

4. Available: 2014 Supplemental Benefit Reimbursement Amounts

A listing of the 2014 supplemental benefit reimbursement amounts, released by the Department of Revenue (DOR), is now available on the Office of the State Auditor's website at:

<http://www.auditor.state.mn.us/default.aspx?page=20140325.006>.

The supplemental benefit reimbursements were disbursed on or about March 15, 2014, for volunteer fire relief associations that properly submitted reimbursement application forms to the Minnesota Department of Revenue by February 17, 2014.

If your relief association paid supplemental benefits during the preceding year but did not submit a reimbursement application form to the DOR by the February 17 deadline, your association may still be eligible to receive reimbursement in March 2015 if a reimbursement application is properly submitted to the DOR. The form to file for reimbursement in March 2015 will be available on the DOR website in mid-November, and will be due to the DOR by February 15, 2015.

Information regarding supplemental benefit reimbursements is available on the DOR website at:

http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/sbr.aspx.

5. Released: Pension Newsletter

The March **Pension Newsletter** has been released. The Newsletter contains a legislative update and provides reminders about upcoming reporting form deadlines. The Newsletter also contains a reminder of investment broker certification requirements and information on IRS Filing and Application Fees.

The complete Newsletter can be viewed at:

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

6. Avoiding Pitfalls: Security for Checks

Public entities need to provide for the physical security of their blank checks. Check stock should be secured on a daily basis. For entities that print their own checks, this includes removing blank check forms from the printers and securely locking up all blank check stock.

For entities using checkbooks, all blank checks and the checkbook itself, when not in use, should be locked in a secure location. Security precautions should also be taken for all signature stamps, signature plates, and signature software.

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

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