



State Auditor  
Rebecca Otto

# OFFICE OF THE STATE AUDITOR

## *E-Update*

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

April 18, 2014

1. Released: City & County Summary Budget Reports
  2. Deadline: Forfeiture Reporting
  3. Survey: Volunteer Fire Relief Association Training
  4. Avoiding Pitfalls: Use of Credit Cards
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### **1. Released: City & County Summary Budget Reports**

The Office of the State Auditor has released the City Summary Budget Report and the County Budget Report. The reports include 2014 budget data together with 2013 revised budget data.

Budgets are simply plans for the coming year. The 2013 budgets are the budgets adopted by city councils or county boards in November and December of 2012. The 2014 budgets are the budgets adopted by city councils or county boards in November and December of 2013.

To view the City Budget Report, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20140414.000>.

To view the County Budget Report, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20140414.001>.

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### **2. Deadline: Forfeiture Reporting**

April 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of March. To report final disposition of forfeitures, please go to:

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

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### **3. Survey: Volunteer Fire Relief Association Training**

The Office of the State Auditor is conducting a brief survey to gather information on training opportunities and preferences for volunteer fire relief associations. If you are a member or trustee of a fire relief association who is interested in sharing your thoughts regarding relief association training sessions, please take a few moments to complete our survey. You will not be asked to enter your name or any personal contact information.

The survey can be accessed at:

<https://www.research.net/s/6BSSM27>.

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### **4. Avoiding Pitfalls: Use of Credit Cards**

Cities, towns and school districts have the authority to use credit cards to purchase goods and services. However, the use of credit cards can open up local units of government to numerous financial risks, including the loss of public funds. In an effort to minimize these risks, Minnesota law requires the implementation of a number of internal controls. We urge the adoption of a comprehensive credit card policy that implements statutory requirements, as well as good management practices.

For suggestions on safeguards that should be included in a credit card policy, see our Statement of Position “Credit Card Use & Policies” at:

<http://www.auditor.state.mn.us/default.aspx?page=20110607.011>.

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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).