



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*

May 30, 2014

1. Update: Fire Relief Association Working Group Bill
2. Released: Pension Newsletter
3. Avoiding Pitfalls: Pre-numbered Receipts for Payments Received

1. Update: Fire Relief Association Working Group Bill

The 2014 Omnibus Retirement Bill, which included legislation proposed by the Volunteer Fire Relief Association Working Group, was signed into law by Governor Dayton on May 21. The Pension Division will issue a legislative update this summer with an in-depth explanation of the law changes affecting volunteer fire relief associations. The OSA Sample Bylaw Guides will also be updated to reflect the legislative changes.

The Bill's final language can be viewed at:

<https://www.revisor.mn.gov/laws/?id=296&doctype=Chapter&year=2014&type=0>.

The Working Group changes are located in Article 12 of the Bill.

2. Released: Pension Newsletter

The May **Pension Newsletter** has been released. The Newsletter contains reminders about audit requirements, instructions for submitting audit reports, and resources for relief association auditors. The Newsletter also provides information about the process for ratifying relief association bylaw changes and the consultant insurance requirement.

The complete Newsletter can be viewed at:

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

3. Avoiding Pitfalls: Pre-numbered Receipts for Payments Received

From time to time, some local governments receive payments from the public for items such as building or park rentals, swimming lessons, building permits, or animal licenses. Some entities only issue receipts for these payments if the customer requests a receipt. Some entities do not use pre-numbered receipts.

We recommend that public entities issue pre-numbered receipts for all such payments. Otherwise, it is much harder to determine whether all funds collected were turned in for deposit. Receipts should include the following information:

- Date of the transaction;
- The amount received;
- From whom payment was received;
- The method of payment (cash, check or credit card);
- The reason for payment; and
- The signature or initials of the person preparing the receipt.

The receipts can be hand-written or generated by a computer or cash register. When proper receipts are given for all payments, the daily reconciliation between the number of items sold (permits issued, rentals made, etc.) and the money collected is much easier to perform.

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