



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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June 6, 2014

1. Released: Criminal Forfeitures Report
2. Deadlines: City, Town, and Special District Financial Reporting Forms Due
3. Deadline: Performance Measurement Program Reporting
4. Deadline: Relief Association Reporting Forms
5. Avoiding Pitfalls: Audit Follow-Up

1. Released: Criminal Forfeitures Report

State Auditor Rebecca Otto has released the 2013 Criminal Forfeitures Report, which provides information on the amount of cash and property seized subject to forfeiture by Minnesota law enforcement agencies where the final disposition was completed in 2013.

The complete report, which includes an executive summary, tables and graphs, can be accessed at:

<http://www.auditor.state.mn.us/default.aspx?page=20140603.002>.

2. Deadlines: City, Town, and Special District Financial Reporting Forms Due

City Financial Reporting Form & Audited Financial Statements for cities in accordance with GAAP are due June 30. The financial reporting form can be found at:

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

Information on the requirements for Audited Financial Statements can be found at:

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

Town Financial Reporting Form & Audited Financial Statements for towns in accordance with GAAP are due June 30. The financial reporting form can be found at:

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

Reporting information for towns is available at:

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

Special District Financial Reporting Form & Audited Financial Statements are due June 30 for districts whose fiscal year ended December 31, 2013. The financial reporting form can be found at:

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

3. Deadline: Performance Measurement Program Reporting

Cities and counties that choose to participate in the Performance Measurement Program must file a report with the Office of the State Auditor by July 1. Details on the reporting requirements can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20130214.000>.

4. Deadline: Relief Association Reporting Forms

The 2013 reporting-year forms for volunteer fire relief associations with assets or liabilities of at least \$500,000 are due by June 30.

Relief associations with the June 30 reporting deadline are required to submit audited financial statements in addition to the reporting forms. After a relief association's assets or liabilities exceed \$500,000, the association's reporting deadline remains June 30 and the association must still submit an audit, even if the association's assets and liabilities subsequently drop below the \$500,000 threshold.

Reporting forms for relief associations with assets and liabilities of less than \$500,000 were due by March 31.

The 2013 reporting-year forms can be accessed through the State Auditor's Form Entry System at:

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

5. Avoiding Pitfalls: Audit Follow-Up

Making timely and practical use of audit findings should be a key part of a public entity's internal control system. When a public entity's auditor provides audit findings, the public

entity should develop a corrective action plan to resolve each finding. The corrective action plan should identify the person responsible for resolving the finding and a target date for resolution of the finding. Progress on resolving the findings should be monitored until the findings are either fully resolved or no longer applicable.

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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.