



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: Pension Newsletter
 2. Reminder: Schedule Form Certification Deadline
 3. Avoiding Pitfalls: Cash Drawer Accountability
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1. Released: Pension Newsletter

The July **Pension Newsletter** has been released. The Newsletter contains a reminder about the upcoming Schedule Form certification deadline and answers to frequently asked questions about supplemental benefits. The Newsletter also provides information about combined service pensions for relief association members with service in more than one volunteer fire department.

The complete Newsletter can be viewed at:

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

2. Reminder: Schedule Form Certification Deadline

The 2014 Schedule Form for lump-sum volunteer fire relief associations must be certified to the entity responsible for satisfying the minimum required contribution to the relief association's special fund. If a relief association is affiliated with a city fire department and the city is responsible for satisfying any contribution requirement, the Schedule Form must be certified to the city council. The certification must be completed on or before August 1, 2014.

The 2014 Schedule Form is designed to help determine the relief association's projected assets and liabilities for 2014 and the minimum required contribution for 2015. The Schedule Form is available for download from the State Auditor's Form Entry System (SAFES) at:

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

For additional information about required contributions, see the Office of the State Auditor

(OSA)'s Statement of Position on this topic at:

<http://www.auditor.state.mn.us/default.aspx?page=20110527.009>.

Relief associations are encouraged to submit their Schedule Form to the OSA following certification so that a preliminary review of the form data can be conducted.

3. Avoiding Pitfalls: Cash Drawer Accountability

Whenever possible, one employee should be responsible for a cash drawer. For example, at most retail establishments employees remove their drawers at the end of their shifts and the next employees bring their own drawers. This procedure makes it clear which employee is responsible for the cash in each cash drawer. When two or more employees place cash into the same cash drawer, this simple internal control is corrupted.

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