



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. CTAS: Rewrite Update and Training Announcement

The Office of the State Auditor is pleased to announce that the rewrite of the Small City and Town Accounting System (CTAS) is near completion. CTAS Version 8 is scheduled to be released later this fall.

If you have already purchased Version 8, you'll be receiving information in the coming weeks on how to securely download the program to your computer. If you are interested in purchasing the new version, an order form is available by going to:

http://www.auditor.state.mn.us/other/ctas/docs/CTAS_v8_Order_Form.pdf.

In October, the OSA will be offering hands-on training sessions for current CTAS users on Version 8. The three-hour training sessions, which will be held at sites around the state, will include an overview of CTAS Version 8 and an opportunity to work with it.

More information on the training sessions including dates, locations, and how to register is available at:

<http://www.auditor.state.mn.us/default.aspx?page=20140904.000>.

2. Deadline: Forfeiture Reporting

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

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

3. Website: Pension Newsletter Index

The OSA website has an index which allows you to search alphabetically by topic through our past Pension Division Newsletters.

Topics include Benefit Levels, Board of Trustees and Membership, Fundraising, Internal Controls, Investment Information, Pension and Benefit Payment Information, and State Aid.

The Index can be accessed from the Pension Newsletter page on the website, or by going to:

<http://www.auditor.state.mn.us/default.aspx?page=20120703.010>.

4. Avoiding Pitfalls: Claims Payment Period

Public entities should review vendor invoices to determine when payments are due. Some vendors set payment periods of less than 30 days.

Generally the governing body of a public entity must approve the payment of all claims prior to payment being made. Shortened payment periods may make it difficult to present claims to the governing body for approval at a regularly scheduled meeting. Public entities should contact vendors for clarification if a shortened payment period appears on an invoice.

Payment periods are often set by contract. If the contract does not specify payment periods, standard payment periods are found in [Minn. Stat. § 471.425](#).

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

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