



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

September 19, 2014

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

1. Deadline: Special District Reporting Forms
 2. Update: First Certification for 2014 Fire State Aid
 3. Training: CTAS Version 8
 4. Avoiding Pitfalls: Written Contracts
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1. Deadline: Special District Reporting Forms

Special District Financial Reporting Forms and Financial Statements are due December 31 for districts whose fiscal year ended March 31, 2014. The reporting form can be found at:

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

2. Update: First Certification for 2014 Fire State Aid

The Office of the State Auditor is pleased to announce that 521 volunteer fire relief associations and other pension plans met all reporting requirements to be certified as eligible for receipt of their 2014 fire state aid and supplemental state aid in the first round of aid disbursements. State aid will be disbursed on or about October 1 for those plans that met the reporting requirements.

Listings of the fire and supplemental state aid amounts will be posted on the OSA website once they are available. A listing of police state aid amounts will also be posted.

3. Training: CTAS Version 8

There are still some available spots for CTAS Version 8 training. In October, the OSA will be offering hands-on training 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>.

4. Avoiding Pitfalls: Written Contracts

Public entities should have contracts whenever practicable. Even when the dollar amounts involved are small, contracts help both sides understand their obligations. The simple act of recording the contract provisions can help clarify what is expected, and can minimize disputes down the road.

Your entity's attorney should be able to assist you in drafting contracts. General guidance on contracts and sample contracts are available from the League of Minnesota Cities at <http://www.lmc.org/> and from the Minnesota Association of Townships at <http://www.mntownships.org/>.

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