



State Auditor  
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# OFFICE OF THE STATE AUDITOR

## *E-Update*

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January 2, 2015

1. CTAS: Tax Tables
  2. Deadline: Forfeiture Reporting
  3. Updated: Summary of Selected Relevant Statutes
  4. Avoiding Pitfalls: Update Bank Signature Cards
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### **1. CTAS: Tax Tables**

The 2015 Tax Tables for the Small City and Town Accounting System (CTAS) are now posted to the OSA website. Separate versions of the tables have been posted for use in CTAS Version 7 and Version 8.

You can view and download the tax tables under the "CTAS Documents" heading at:

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

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### **2. Deadline: Forfeiture Reporting**

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

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

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### **3. Updated: Summary of Selected Relevant Statutes**

An updated version of the Selected Relevant Statutes summary is now available. The summary provides a short, easy-to-read companion to the Selected Relevant Statutes booklet prepared annually by the OSA. The booklet contains many of the State statutes relevant to relief associations. Relief association trustees are encouraged to download both documents

for reference when updating bylaws, making investment decisions, and calculating benefit payments.

The booklet and summary can be accessed at:

<http://www.auditor.state.mn.us/default.aspx?page=20120214.000>.

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#### **4. Avoiding Pitfalls: Update Bank Signature Cards**

When an employee of a local government entity or public official with check-signing authority no longer has that authority, that person's name should be removed immediately from the entity's bank signature card(s). This is a key internal control designed to manage and reduce the risk of a theft of public funds.

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