



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadlines: City/County Budget Form & Lobbying Reporting Form
2. Relief Associations: SAFES User Authorization Form
3. Released: Pension Newsletter
4. Avoiding Pitfalls: Approval of Claims

1. Deadlines: City/County Summary Budget Form & Lobbying Reporting Form

City and County Summary Budget Reporting Form

January 31st is the deadline for cities and counties to submit the Summary Budget Reporting Form. The forms can be accessed at:

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

Local Government Lobbying Costs Reporting Form

The Local Government Lobbying Costs Reporting Form is due January 31st. The form can be found at:

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

2. Relief Associations: SAFES User Authorization Form

Access to the State Auditor's Form Entry System (SAFES) expired at the end of the 2014 calendar year for many accountants, auditors, and other consultants who work with volunteer fire relief associations. SAFES access allows an authorized individual to download, submit, and electronically sign relief association reporting forms.

Relief associations should renew SAFES access for their accountants, auditors, and consultants by completing the SAFES User Authorization Form that is available for download at:

<http://www.auditor.state.mn.us/default.aspx?page=20130131.000>.

Completed forms should be submitted to the Pension Division by e-mail at pension@osa.state.mn.us or by fax at (651) 282-5298.

3. Released: Pension Newsletter

The January **Pension Newsletter** has been released. The Newsletter provides information about records retention requirements for volunteer fire relief associations and includes links to a General Records Retention Schedule for relief associations and to other helpful resources on this topic. The Newsletter also includes a reminder to submit supplemental benefit reimbursement forms and amended bylaws.

The complete Newsletter can be viewed at:

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

4. Avoiding Pitfalls: Approval of Claims

In many public entities, the governing body must approve the payment of all claims.

Before the meeting where the claims will be considered, members of the governing body should fully review each claim for appropriateness and accuracy. If necessary, the supporting documentation for the claim should be examined.

The minutes of the meeting where the claims are considered should identify the claims that are approved. This can be accomplished by attaching a list of claims to the meeting minutes. The minutes should also reference the total amount of the claims list and identify how each member voted.

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

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