



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: 2014 Statewide Single Audit

The Office of the State Auditor has released the report on Federally Assisted Programs of Subrecipients of the State of Minnesota, also known as the Statewide Single Audit, for the year ended June 30, 2014. The report contains information on agencies that received federal funds from the State of Minnesota and provides information about subrecipients' compliance with federal award programs. The report can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20150211.000>.

2. Training: CTAS Version 8

The Office of the State Auditor (OSA) is offering hands-on training for CTAS Version 8. This training is designed for CTAS Version 7 users interested in learning about Version 8 and for beginning Version 8 users. The training will provide an overview to Version 8 and an opportunity to work with the program on computers provided by the OSA.

Two three-hour sessions will be held on Friday, February 27, in the League of Minnesota Cities Building, 145 University Avenue West, St. Paul, MN, 55103. The sessions are identical, so you only need to register for one. Use the links below to register (the link will bring you to an outside website).

To register for the 8:30 a.m. session, go to:

<https://www.surveymonkey.com/s/DSQ3TRC>.

To register for the 12:30 p.m. session, go to:

<https://www.surveymonkey.com/s/DSDXW9G>.

3. Deadline: Forfeiture Reporting

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

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

4. Pension: Fire Equipment Certification Reminder

The 2014 Fire Equipment Certification (FA-1) Form is due to the Minnesota Department of Revenue by March 15, 2015. Submission of the form is required for communities to be eligible for 2015 fire state aid. The form must be signed by the fire chief and by the municipal clerk or secretary of the independent nonprofit firefighting corporation, as applicable.

Five percent of a community's fire state aid is forfeited for each week or fraction of a week that the form is submitted past the March 15 due date. A copy of the FA-1 Form and a list of fire departments for which the form has been received are provided on the Minnesota Department of Revenue's website at:

http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/fsa.aspx.

5. Avoiding Pitfalls: Security for Portable Computing and Media Devices

Notebook computers, USB flash drives, and other removable media devices are often used outside a secure network environment, which makes them particularly susceptible to loss. As a result, extra care needs to be taken to protect the devices and any "not public" data contained on them.

All computers should be secured with a strong password. To protect both the data and the computer equipment, the following security measures should also be considered:

- Government data should not be stored on personal computers, personal USB flash drives, and other similar personal equipment.
- "Not public" data should be stored on a notebook computer or removable media device only when there is a business need.
- Data stored on a notebook computer or a removable media device should be strongly encrypted.

- When removable media are no longer in use, they should be securely destroyed.
- When disposing of computers, the hard drives should be securely erased.
- Cable locks should be used for all computers, except while in transit.
- Computers should never be left in an unattended vehicle.

The State of Minnesota's Information Technology organization, MN.IT Services, has a number of resources on their website for governmental entities who are drafting security policies for portable computing and media devices. To view this material, go to:

<http://mn.gov/mnit/programs/policies/security/>.

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

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