



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Fire Relief Association Reporting Forms
2. Released: CTAS Version 8.1
3. Avoiding Pitfalls: Phishing Scams

1. Deadline: Fire Relief Association Reporting Forms

The 2014 reporting-year forms for volunteer fire relief associations with less than \$500,000 in assets and less than \$500,000 in liabilities are due to the Office of the State Auditor (OSA) by March 31, 2015. While relief associations with assets and liabilities below the statutory threshold need not obtain an audit, the financial Reporting Form must be certified by a certified public accountant.

The reporting forms can be accessed through the State Auditor's Form Entry System (SAFES) at:

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

Relief associations with assets or liabilities of at least \$500,000 must submit an audit report and reporting forms. The audit report and the reporting forms are due to the OSA by June 30, 2015.

2. Released: CTAS Version 8.1

The OSA has released CTAS Version 8.1, the update to Version 8.0 of the Small City and Town Accounting System (CTAS). If you have already purchased CTAS Version 8, Version 8.1.0 can be downloaded from the State Auditor's Form Entry System (SAFES) at:

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

Videos and downloadable documents with instructions for getting started with Version 8.1 can be found under the "CTAS Version 8" heading at:

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

Cities and towns that would like to order a copy of CTAS Version 8 can still do so. A link to the order form can be found by clicking on the link above.

3. Avoiding Pitfalls: Phishing Scams

Government entities, just like individuals, may be targets of "phishing" scams. In a phishing scam, an entity is sent an e-mail that may ask the recipient to "update", "verify" or "confirm" financial account information. Often the e-mail claims to be sent from an organization that works with the government entity.

If you receive an e-mail asking for your government entity's financial information, do not reply and do not click on any links in the message. If the message appears to be from an organization you know, the Federal Trade Commission (FTC) recommends that you contact the organization by using a telephone number that you know to be genuine or by opening a new Internet browser session and typing in the company's correct Web address.

Additional tips to help you avoid getting hooked by a phishing scam are available from the FTC at <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt127.shtm>.

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