



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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May 1, 2015

1. Available: Annual TIF Reporting Forms
2. Released: Pension Newsletter & TIF Newsletter
3. Avoiding Pitfalls: Vendor Gifts

1. Available: Annual TIF Reporting Forms

The 2014 Tax Increment Financing (TIF) Annual Reporting Form is now available. The Annual TIF Reporting Form and the Pooled Debt Form (if applicable) are to be submitted electronically to the OSA on or before August 1, 2015. The Forms can be found at:

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

Detailed instructions and sample forms for both the 2014 TIF Reporting Form and the Pooled Debt Form are available at:

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

2. Released: Pension Newsletter & TIF Newsletter

Pension Newsletter

The April **Pension Newsletter** has been released. The Newsletter provides information about a survey we are conducting on whether your fire department has members who solely provide volunteer emergency medical services. The Newsletter also provides information about how investment portfolio limits apply to investments made through the Minnesota State Board of Investment. Reminders about the annual business renewal requirement with the Minnesota Secretary of State and the annual broker certification requirement are also included.

The complete Newsletter can be accessed at:

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

TIF Newsletter

The April **TIF Newsletter** has been released. The Newsletter contains details and registration information on upcoming TIF trainings for development authorities and for counties. The Newsletter also includes information on the importance of the TIF Plan Certification Request Date.

To view the complete Newsletter, go to:

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

3. Avoiding Pitfalls: Vendor Gifts

Sometimes vendors with public contracts offer gifts to local government employees to foster goodwill. Although vendor relationships can be cordial, they should not involve gifts to public employees.

City and county officials are subject to [Minn. Stat. §471.895](#), which generally bans gifts. There are certain exceptions, such as a trinket or memento costing \$5 or less. In addition, under [Minn. Stat. §471.87](#), a public officer authorized to take part in making a contract in any manner generally is not allowed to have a personal financial interest in the purchase.

To avoid problems, government employees should not accept personal gifts from vendors or contractors. We recommend that entities create an ethics policy that expressly prohibits officers and employees from accepting personal gifts from vendors or contractors.

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

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