



State Auditor  
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# OFFICE OF THE STATE AUDITOR

## *E-Update*

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publication of the Office  
of the State Auditor*

June 5, 2015

1. Released: Local Government Lobbying Costs
2. Deadline: TIF Enforcement Deduction Report
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### **1. Released: Local Government Lobbying Costs**

The Office of the State Auditor has released the 2014 Local Government Lobbying Services Report. The report shows the expenditures by local governments and their associations for lobbyists and lobbying services.

To view the complete report, which includes an executive summary, tables and graphs, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20150529.000>.

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### **2. Deadline: TIF Enforcement Deduction Report**

June 5 is the deadline for County Treasurers to submit the TIF Enforcement Deduction Report to the OSA. For more information, contact Bob Odell at (651) 296-4716 or [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us). The reporting form can be accessed at:

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

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### **3. Deadline: Forfeiture Reporting**

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

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

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#### **4. Pension: Paying for GASB 67/68 Actuarial Valuations**

The Office of the State Auditor has received questions regarding the payment of fees for actuarial valuations performed as part of a volunteer fire relief association's or a municipality's implementation of the Governmental Accounting Standards Board (GASB) Statements No. 67 and 68. Specifically, questions have arisen as to whether a relief association may use special fund assets to pay for an actuarial valuation performed to obtain data needed to implement the new standards.

For further information on this topic, please see the latest Pension Newsletter at:

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

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#### **5. Avoiding Pitfalls: Petty Cash (Imprest) Funds - Part II**

Part I of the Petty Cash (Imprest Funds) Avoiding Pitfalls series discusses the establishment of petty cash (imprest) funds. This entry provides information on making withdrawals from these funds.

There are two possible methods of withdrawing petty cash funds: the reimbursement method and the advance method. When using the reimbursement method, an individual purchases an authorized item with personal funds, provides the original detailed vendor receipt to the petty cash fund's custodian, and is then reimbursed from the petty cash fund. This method is less complicated than the advance method. There is no risk of loss of petty cash funds due to the purchaser failing to buy the item and/or to submit supporting documentation for the purchase. It also allows the petty cash fund to be replenished more quickly than with the advance method. For these reasons, the reimbursement method is generally preferred.

The advance method consists of the fund's custodian advancing petty cash funds to an individual for the purchase of a specific item. The custodian should document the date and person to whom the funds were provided, the amount provided, and the purpose for the advance. The individual receiving the advance then purchases the authorized item, returning the original detailed vendor receipt and any remaining change to the petty cash custodian. Under the advance method, the custodian may need to follow up if the individual does not return the receipt and change in a timely manner.

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