



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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November 6, 2015

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1. Peer Review: Results of 2015 Peer Review

Maintenance of an appropriate internal quality control system is essential to performing effective audits and attestation engagements that comply with professional standards. To help ensure the adequacy of and compliance with internal quality control systems, the Office of the State Auditor is required to participate in an external peer review program. The Office of the State Auditor participates in the National State Auditor's Association (NSAA) Peer Review Program to fulfill the peer review requirement. NSAA's peer reviews are conducted in accordance with policies and procedures developed by the NSAA Peer Review Committee and approved by NSAA members.

NSAA has also coordinated with the American Institute of Certified Public Accountants to adapt portions of its copyrighted peer review program materials to fit the NSAA model. NSAA's policies and procedures have been developed to provide detailed guidance in performing and reporting on external peer reviews.

To see the results of the Office of the State Auditor's 2015 Peer Review, go to:

http://www.auditor.state.mn.us/Other/nsaaPeerReview/nsaaPeerReview_2015.pdf.

2. Deadline: Forfeiture Reporting

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

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

3. Meeting: Volunteer Fire Relief Association Working Group

The Volunteer Fire Relief Association Working Group will meet on Tuesday, November 10 from 11:00 a.m. to 1:00 p.m. at our 525 Park Street office in Saint Paul. Meetings are open to the public. Working Group materials are available on the OSA website at:

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

4. Update: Second Certification for 2015 Fire State Aid

The Office of the State Auditor is pleased to announce that 188 volunteer fire relief associations met all reporting requirements to be certified as eligible for receipt of their 2015 fire state aid and supplemental state aid in the second round of aid disbursements. State aid will be disbursed on or about November 15 for those plans that met the reporting requirements.

A link to a listing on the Minnesota Department of Revenue's website of the 2015 fire state aid and supplemental state aid amounts is available online at:

<http://www.auditor.state.mn.us/default.aspx?page=20151002.001>.

5. Avoiding Pitfalls: Payroll Entries

In many larger public entities, the personnel office notifies the payroll office of new hires, promotions, pay increases, and other personnel-related financial changes. The payroll office then enters the changes into the payroll system.

A person who is independent of the payroll function should review payroll checks issued or payroll reports to determine whether all payments were made to actual employees, any pay increases were authorized, and the hours worked appear to be correct. Where possible, the duties of generating and signing payroll checks should be segregated from the payroll processing function.

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

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.
Web: www.auditor.state.mn.us.