



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

*The official online news
publication of the Office
of the State Auditor*

December 11, 2015

1. Deadline: Forfeiture Reporting
 2. Meeting: Volunteer Fire Relief Association Working Group
 3. Available: Information for New Relief Association Trustees
 4. Avoiding Pitfalls: First Meeting of the Year
-

1. Deadline: Forfeiture Reporting

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

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

2. Meeting: Volunteer Fire Relief Association Working Group

The Volunteer Fire Relief Association Working Group will meet on Wednesday, December 16 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>.

3. Available: Information for New Relief Association Trustees

Many volunteer fire relief associations will be holding their annual meeting and elections soon. The Office of the State Auditor makes available a one-page document that provides links to resources available on our website. These resources are intended to help individuals who are elected to a relief association's board of trustees be successful in their new positions.

The informational document can found under the "Other Resources" heading on the Pension

Documents page at:

<http://www.auditor.state.mn.us/default.aspx?page=20120214.000>.

4. Avoiding Pitfalls: First Meeting of the Year

Local government entities have specific responsibilities at the beginning of a new year.

At the first meeting of the year, city councils and county boards must designate the entity's official newspaper. City councils must also elect an acting mayor to assume the mayor's duties in the mayor's absence or if the mayor becomes disabled. County boards must elect a chair and a vice-chair, unless the county has adopted either the at-large chair or the elected executive plan.

The first meeting of the year is also a good time to:

- Designate or re-designate official depositories for the entity's funds;
 - Make appointments to boards, commissions and committees;
 - Approve bonds for officers and employees who need to be bonded;
 - Review any expense reimbursement limits and mileage rates;
 - Obtain the annual broker certification forms, if required; and
 - Review fee schedules.
-

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.