



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Released: CTAS Version 8.4

The OSA has released the latest update to CTAS, the Small City and Town Accounting System, CTAS Version 8.4. If you have already purchased CTAS Version 8, Version 8.4.0 can be downloaded at no cost from the State Auditor's Form Entry System (SAFES) at:

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

Resources for getting started with Version 8.4 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.

2. Deadline: Forfeiture Reporting

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

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

3. Released: CTAS Newsletter

The Winter CTAS Newsletter has been released. In addition to information on CTAS Version 8.4.0, the Newsletter contains details on CTAS accounting closing procedures, CTAS year-end processing procedures, and tips for annual reporting. The Newsletter also includes a reminder that CTAS Version 7 is no longer being supported.

To view the complete Newsletter, go to:

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

4. Relief Associations: SAFES User Authorization Form

Access to the State Auditor's Form Entry System (SAFES) expired at the end of the 2015 calendar year for many accountants, auditors, and other consultants who work with volunteer fire relief associations. SAFES access allows an authorized individual to download, submit, and electronically sign relief association reporting forms.

Relief associations should renew SAFES access for their accountants, auditors, and consultants by completing the 2016 User Authorization Form that is available for download at:

<http://www.auditor.state.mn.us/default.aspx?page=20130131.000>.

Completed forms should be submitted to the Pension Division by e-mail at pension@osa.state.mn.us or by fax at (651) 282-5298.

5. Avoiding Pitfalls: Fire Department Checking Accounts

The Office of the State Auditor has seen instances where municipal fire department funds are handled in a manner that is different from other municipal department funds. Specifically, we have seen a separate fire department checking account under the control of someone within the fire department. All funds of a city or town fire department should be under the control of the city or town and treated in the same manner as any other city/town department funds.

In contrast to a city or town fire department, a fire relief association is an entity separate from the municipality. As a result, a relief association can have its own checking account.

To learn more about fire department and relief association funds, see our Statement of Position on Checking Accounts for Fire Departments and Fire Relief Associations at:

<http://www.auditor.state.mn.us/default.aspx?page=20110527.001>.

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