



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Forfeiture Reporting
 2. Deadline: Relief Association Reporting
 3. Avoiding Pitfalls: Timely Deposits
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1. Deadline: Forfeiture Reporting

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

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

2. Deadline: Relief Association Reporting

Reporting forms for volunteer fire relief associations with less than \$500,000 in assets and liabilities are due by April 30. In addition to the reporting forms, each relief association with assets and liabilities below the statutory threshold must have an Agreed-Upon Procedures engagement and submit the certified public accountant's report on applying the procedures.

Form submissions are not complete until all required signatures are provided. For the new Financial and Investment Reporting Entry (FIRE) form, the signature pages are provided in the PDF version of the form that is created after the form is uploaded through the State Auditor's Form Entry System (SAFES). The FIRE form can be signed electronically in SAFES or paper signature pages can be submitted.

Reporting forms for volunteer fire relief associations with assets or liabilities of at least \$500,000 are due by June 30. Audited financial statements must be submitted with the reporting forms.

3. Avoiding Pitfalls: Timely Deposits

Deposits should be made as often as possible, preferably daily. Failing to make timely deposits increases the risk of error and the risk of misappropriation of funds.

In addition, by not making frequent deposits, a public entity is missing out on interest that could be earned if the deposits were made in a timely fashion.

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