



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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

April 29, 2016

1. New: Pension Instructional Video
2. Released: Pension Newsletter
3. Avoiding Pitfalls: Pay and Benefits Documentation

1. New: Pension Instructional Video

The Pension Division of the OSA has posted a new online training video to assist volunteer fire relief associations in preparing their Maximum Benefit Worksheet (MBW) forms. The video, "Completing the Maximum Benefit Worksheet", can be accessed at:

<http://www.auditor.state.mn.us/default.aspx?page=20130312.001>.

2. Released: Pension Newsletter

The April **Pension Newsletter** has been released. The Newsletter contains information on accessing investment performance information and annual business renewal. In addition, the Newsletter provides information on service pension rollovers and safe harbor notices, and answers to FAQs about the State Auditor's Form Entry System (SAFES).

To read the complete Newsletter, please go to:

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

3. Avoiding Pitfalls: Pay and Benefits Documentation

Accurate documentation of employee pay and benefits is essential.

A well-written employment contract can often prevent issues from arising in employment situations. Where a written contract is not used, it is especially important for governing bodies

to accurately record pay and benefit decisions in the meeting minutes. This is true both for decisions about individual employees and for decisions about employee benefits generally.

If pay and benefit decisions are not accurately documented, needless disputes may arise over pay raises, employer contributions to health insurance payments, accrual of leave time, and other payroll matters.

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