



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Pension: Schedule Form Information

Lump-sum volunteer fire relief associations were required to complete the 2016 Schedule Form during July and certify the Form to the affiliated municipality or independent nonprofit firefighting corporation by August 1. Some relief association trustees have inquired whether revisions can be made to the Form later this year to take into consideration investment gains or other revenue increases that occur after August 1.

Projected amounts on the Form are frozen as of the date of the certification. Once certified, the Form cannot be revised to update revenue or expenditure amounts that deviated from the originally-certified projected amounts. Minnesota law does not authorize any process by which a relief association may modify its Schedule Form to change projection amounts once the actual year-end amounts are known. Deviations between forecasted and actual revenues and expenditures will be reflected on the 2017 Schedule Form that will be completed next year.

Additional information about the Schedule Form is provided in the July 2012 Pension Division Newsletter, which can be viewed at:

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

2. Website: Avoiding Pitfalls Page

Due to the popularity of the Avoiding Pitfalls found within our weekly E-Update, all of them are available on the OSA website. The Avoiding Pitfalls are sorted by main topic alphabetically and are also cross-referenced.

To access this feature, click on the "For Local Officials" tab on the home page and scroll down to "Avoiding Pitfalls". You can also access this feature by clicking on the following link:

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

3. Avoiding Pitfalls: Uncashed Checks

Political subdivisions sometimes issue checks that are never cashed or are returned as undeliverable. Under Minnesota's Unclaimed Property Laws, uncashed and returned checks must generally be reported to the Minnesota Department of Commerce after three years. More information is available on the Department of Commerce website at:

<https://mn.gov/commerce/industries/unclaimed-property/>.

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

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