



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Announced: OSA Annual Training
 2. Deadline: Forfeiture Reporting
 3. Scheduled: Volunteer Fire Relief Association Working Group
 4. Avoiding Pitfalls: Security for Checks
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1. Announced: OSA Annual Training

The Office of the State Auditor Annual Training Conference will be held in Bloomington on Wednesday, November 16th. Topics covered will include legal compliance, procurement requirements, ethics, and governmental accounting and auditing.

The OSA is once again making this day of training available to people working with local government finances. More information on the conference, including links to location information, the conference agenda and an online registration form, will be available soon on the State Auditor's website and will be announced in an upcoming E-Update.

2. Deadline: Forfeiture Reporting

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

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

3. Scheduled: Volunteer Fire Relief Association Working Group

The OSA will be reconvening the Volunteer Fire Relief Association Working Group. The Working Group meets to identify and work through current and pressing relief association

issues. The first meeting of the Working Group is set for September 29 and will be held from 11:00 a.m. to 1:00 p.m. at the OSA offices in Saint Paul at 525 Park Street, Suite 500.

Additional Working Group meetings have been scheduled for October 11, October 20, November 9, December 6, and December 15.

Meetings are open to the public. Agendas and materials will be available on the OSA website at:

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

4. Avoiding Pitfalls: Security for Checks

Public entities need to provide for the physical security of their blank checks. Check stock should be secured on a daily basis. For entities that print their own checks, this includes removing blank check forms from the printers and securely locking up all blank check stock.

For entities using checkbooks, all blank checks and the checkbook itself, when not in use, should be locked in a secure location. Security precautions should also be taken for all signature stamps, signature plates, and signature software.

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

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