



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*

January 6, 2017

1. Deadline: Forfeiture Reporting
2. Deadline: Required Forfeiture Reporting When No Property Seized
3. Deadline: City & County Summary Budget Forms
4. Deadline: Local Government Lobbying Reporting Form
5. Reminder: Supplemental Benefit Reimbursement Form
6. Avoiding Pitfalls: First Meeting of the Year

1 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/>.

2. Deadline: Required Forfeiture Reporting When No Property Seized

Law enforcement agencies must file a no forfeitures report by January 31st, 2017 if they had no forfeitures to report in 2016. To complete this reporting requirement, please go to:

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

3. Deadline: City & County Summary Budget Forms

January 31st is the deadline for cities and counties to submit the Summary Budget Reporting Form. The forms can be accessed at:

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

4. Deadline: Local Government Lobbying Reporting Form

The Local Government Lobbying Costs Reporting Form is due January 31st. The form can be found at:

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

5. Reminder: Supplemental Benefit Reimbursement Form

Volunteer fire relief associations seeking reimbursement in March 2017 of supplemental benefits paid must submit Supplemental Benefit Reimbursement (SBR) forms to the Minnesota Department of Revenue (DOR) by February 15.

Relief associations must use the online SBR form that is available on the DOR website. The online form requires relief associations to provide their Minnesota Tax ID number. If a relief association does not know its ID number, call the DOR at (651) 282-5225 during business hours.

The reimbursement form and instructions are available on the DOR website at:

http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/sbr.aspx.

6. Avoiding Pitfalls: First Meeting of the Year

Local government entities have specific responsibilities at the beginning of a new year.

At the first meeting of the year, city councils and county boards must designate the entity's official newspaper. City councils must also elect an acting mayor to assume the mayor's duties in the mayor's absence or if the mayor becomes disabled. County boards must elect a chair and a vice-chair, unless the county has adopted either the at-large chair or the elected executive plan.

The first meeting of the year is also a good time to:

- Designate or re-designate official depositories for the entity's funds;
 - Make appointments to boards, commissions and committees;
 - Approve bonds for officers and employees who need to be bonded;
 - Review any expense reimbursement limits and mileage rates;
 - Obtain the annual broker certification forms, if required; and
 - Review fee schedules.
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