



**State Auditor  
Rebecca Otto**

## **OFFICE OF THE STATE AUDITOR**

# ***E-Update***

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of the State Auditor*

**January 20, 2017**

1. Deadline: City & County Summary Budget Forms
2. Deadline: Forfeiture Reporting When No Property Seized
3. Update: Volunteer Fire Relief Association Working Group
4. Deadline: Lobbying Costs Reporting Form
5. Reminder: Relief Association Amended Bylaws
6. Avoiding Pitfalls: Claims Payment Period

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### **1. 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/>.

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### **2. Deadline: Forfeiture Reporting When No Property Seized**

Law enforcement agencies must file a no forfeitures report by January 31<sup>st</sup>, 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/>.

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### **3. Update: Volunteer Fire Relief Association Working Group**

The Volunteer Fire Relief Association Working Group met on January 17. The Working Group members finalized their legislative proposals for introduction this session. The proposals include a clarification of the restriction on investment in corporate stocks, a clarification that audits of relief associations with assets or liabilities of at least \$500,000 include a legal

compliance audit, and several technical changes to relief association statutes to accommodate joint powers fire departments.

All Working Group materials are available on the OSA website at:

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

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#### **4. Deadline: Lobbying Costs 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/>.

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#### **5. Reminder: Relief Association Amended Bylaws**

Many volunteer fire relief associations are holding their annual meetings now and may be adopting changes to their bylaws. Any amendments to the bylaws which have been adopted should be incorporated into the bylaws.

Please submit copies of the amended bylaws to the OSA. When submitting amended bylaws, also submit copies of the relief association meeting minutes and municipal meeting minutes or resolution reflecting approval of the bylaw changes.

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#### **6. Avoiding Pitfalls: Claims Payment Period**

Public entities should review vendor invoices to determine when payments are due. Some vendors set payment periods of less than 30 days.

Generally the governing body of a public entity must approve the payment of all claims prior to payment being made. Shortened payment periods may make it difficult to present claims to the governing body for approval at a regularly-scheduled meeting. Public entities should contact vendors for clarification if a shortened payment period appears on an invoice.

Payment periods are often set by contract. If the contract does not specify payment periods, standard payment periods are found in [Minn. Stat. § 471.425](#).

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