



**State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Forfeiture Reporting
2. Pension: Relief Association Municipal Trustees
3. Avoiding Pitfalls: Meal Reimbursements May Be Taxable

1. Deadline: Forfeiture Reporting

May 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of April. To report final disposition of forfeitures, please go to the OSA website at:

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

2. Pension: Relief Association Municipal Trustees

Volunteer fire relief associations are required to be governed by a board of trustees consisting of nine trustees. Six trustees are elected by and from the relief association's membership. The remaining three trustees are municipal trustees. A municipal trustee has all the rights and duties of any other trustee except the right to be an officer of the relief association board of trustees.

The legal structure of the fire department with which the relief association is affiliated determines who is eligible to serve as a municipal trustee. For a relief association affiliated with a city fire department, the municipal trustees must be the fire chief, an elected municipal official, and an elected or appointed municipal official. For a relief association affiliated with a town fire department, the municipal trustees must be the fire chief and two trustees designated by the township board. For a relief association affiliated with a fire department operated as or by a joint powers entity, the municipal trustees must be the fire chief and two trustees designated by the joint powers board.

For more information about relief association governance, see the OSA's Statement of Position on this topic, at:

<http://www.auditor.state.mn.us/default.aspx?page=20110527.004>.

3. Avoiding Pitfalls: Meal Reimbursements May Be Taxable

Local governments must carefully consider whether reimbursements for employee meals are taxable. For example, when an employee is reimbursed for meals but does not stay overnight, the Internal Revenue Service (IRS) code and regulations generally require withholding of taxes.

For more information, see the following publications available from the IRS (a pdf document will download when you click on the link): IRS Publication 463, "[Travel, Entertainment, Gift and Car Expenses](#)"; IRS Publication 15-B, "[Employer's Tax Guide to Fringe Benefits](#)"; and [IRS Publication 15, "\(Circular E\) Employer's Tax Guide"](#).

Additional information is available from a publication from the IRS Office of Federal, State and Local Governments, "[The Taxable Fringe Benefits Guide](#)".

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