



State Auditor  
Rebecca Otto

## OFFICE OF THE STATE AUDITOR

# *E-Update*

*The official online news  
publication of the Office  
of the State Auditor*

**July 21, 2017**

1. Deadline: TIF Annual Reporting Form
  2. Released: Pension Newsletter
  3. Avoiding Pitfalls: Computer Access - Passwords
- 

### **1. Deadline: TIF Annual Reporting Form**

The 2016 TIF Annual Reporting Form is due on August 1. The form can be accessed at the OSA website at:

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

Instructions, sample forms, and videos with information for filling out and submitting the reporting form can be found on the OSA website at:

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

---

### **2. Released: Pension Newsletter**

The July **Pension Newsletter** has been released. The Newsletter provides information about requirements for a relief association's board of trustees, including responsibilities that are required by law to be performed by the board. Information about fiduciary education requirements and training options is also provided.

The Newsletter also includes a reminder about the upcoming Schedule Form certification deadline, information about municipal ratification of relief association benefit levels, and information about maximum allowable benefit levels.

The complete Newsletter can be accessed at:

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

---

### **3. Avoiding Pitfalls: Computer Access - Passwords**

Weak control over access to computer systems increases the risk that the systems may be accessed by unauthorized people. To strengthen these controls, employee passwords should be changed on a regular basis. Strong passwords, such as those using a greater number of characters and randomized characters, should be required. Employees should not share passwords or usernames.

Public entities should also consider computer system security issues when using volunteer staff.

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

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.  
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.  
Web: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).