



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Update: SAFES User Authorization Form
 2. Deadline: County Financial Reporting Form
 3. Released: Pension Newsletter
 4. Avoiding Pitfalls: Cooperative Purchasing Venture
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1. Update: SAFES User Authorization Form

Access to the State Auditor's Form Entry System (SAFES) will only expire at the end of the calendar year for accountants, auditors, and other consultants who submit TIF and Pension forms for local governments. SAFES access will not expire for accountants, auditors, and consultants who submit lobbying, cash, GAAP and other forms to the OSA's Government Information Division.

For those submitting TIF and Pension forms, the 2018 User Authorization Form is available at:

<http://www.auditor.state.mn.us/default.aspx?page=20130131.000>.

2. Deadline: County Financial Reporting Form

November 1st is the deadline for counties to submit their annual financial reporting form. The form can be found at:

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

3. Released: Pension Newsletter

The October **Pension Newsletter** has been released. The Newsletter provides tips for keeping SAFES login information secure and a link to a "Cyber Awareness Toolkit" provided by

Minnesota IT Services. The Newsletter also identifies two compliance issues and includes suggestions on how to avoid them. Reminders about deferred interest payment methods and the timing of interest rate changes are also included.

The complete Newsletter can be accessed at:

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

4. Avoiding Pitfalls: Cooperative Purchasing Venture

Vendors sometimes market their businesses by claiming that local units of government can purchase from them without bidding. Vendors may emphasize that they are part of the “state contract” or that they will sell at the “state contract price.” Public entities should be cautious before proceeding with these purchases. Public entities cannot avoid the normal bidding requirements simply by purchasing from these vendors.

The Cooperative Purchasing Venture (CPV) is a members-only joint powers program operated by the Minnesota Department of Administration. The CPV allows members to purchase goods and services under contract terms established by the State of Minnesota. It is available only to governmental units that have joined the CPV, but there is currently no fee. More information on the CPV, and how to become a member, can be found at:

<http://www.mmd.admin.state.mn.us/cpv2.htm>.

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

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