



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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of the State Auditor*

**December 8, 2017**

1. Deadline: Forfeiture Reporting
2. Update: Fire State Aid Forfeiture Deadline
3. Opportunity: Volunteer Fire Relief Association Working Group
4. Avoiding Pitfalls: Prompt Payment of Bills

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### **1. Deadline: Forfeiture Reporting**

December 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of November. To report final disposition of forfeitures, please go to:

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

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### **2. Update: Fire State Aid Forfeiture Deadline**

The OSA is pleased to announce that all but two volunteer fire relief associations submitted their 2016 reporting-year forms by the November 30 deadline. State law requires automatic forfeiture of fire state aid for relief associations that do not file all reporting information by November 30.

We would like to thank the relief association trustees, municipal officials, auditors, investment brokers, Minnesota State Fire Marshal Division staff, and members of the OSA Pension Division team, who worked right up to the deadline to ensure that reporting forms were submitted.

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

There is currently one open seat on the Volunteer Fire Relief Association Working Group for a municipal representative. The Working Group will be holding two or three weekday meetings

during January and February at our office in Saint Paul. Candidates must be a city or town official who has experience with an affiliated volunteer fire relief association.

Anyone who would like to be considered for this open seat should contact Rose Hennessy Allen by December 22 at (651) 296-5985 or at [rose.hennessy-allen@osa.state.mn.us](mailto:rose.hennessy-allen@osa.state.mn.us).

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#### **4. Avoiding Pitfalls: Prompt Payment of Bills**

Cities, counties, towns, school districts, and political subdivisions or agencies of local government must pay vendor bills according to the terms of the contract with the vendor. If no contract term applies, the bill must be paid within a “standard payment period” unless there is a good faith dispute over the bill. See [Minn. Stat. § 471.425](#). If the bill is not paid within the standard payment period, the public entity must pay interest charges.

Under the statute, the standard payment period from the date of receipt of the goods or services, or the invoice for the goods or services, whichever is later, is:

- 35 days for governing boards with regularly scheduled meetings at least once a month;
- 45 days for governing boards that do not regularly meet at least once a month; and
- 45 days for joint powers organizations.

If an invoice is incorrect, defective or otherwise improper, the statute requires the entity to notify the vendor within ten days of the date of receipt.

This statute applies to all goods, leases and rents, and contracts for services, construction, repair and remodeling. It provides a specific exception for certain contracts with a public utility or telephone company.

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