



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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December 22, 2017

1. Scheduled: Volunteer Fire Relief Association Working Group
 2. Released: Pension Newsletter & TIF Newsletter
 3. Reminder: Relief Association Economic Interest Statements
 4. Avoiding Pitfalls: Update Bank Signature Cards
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1. Scheduled: Volunteer Fire Relief Association Working Group

The Volunteer Fire Relief Association Working Group was asked to convene this winter to discuss several pending topics. Specifically, the Group was asked to discuss the topics of municipal ratification of relief association benefit levels, the process for relief associations with a surplus to increase benefits on their own, and the maximum lump-sum benefit level increase to \$15,000 per year of service that will be before the Legislative Commission on Pensions and Retirement during the 2018 Legislative Session.

The Working Group members have agreed to hold two or three meetings. The first meetings have been scheduled for Wednesday, January 17 and Wednesday, January 31. Both meetings will be held from 11:00 a.m. to 1:00 p.m. at our 525 Park Street office in Saint Paul. Meetings are open to the public. Agendas and materials will be available on the OSA website at:

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

2. Released: Pension Newsletter & TIF Newsletter

Pension Newsletter

The December **Pension Newsletter** has been released. The Newsletter provides an update on the Volunteer Fire Relief Association Working Group and a notice regarding the Fire State Aid Work Group that was convened by the Legislative Commission on Pensions and Retirement. Links to updated informational documents for relief association trustees and an update on the

recent fire state aid forfeiture deadline are also provided. To view the complete Newsletter, please go to.

The complete Newsletter can be accessed at:

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

TIF Newsletter

The December **TIF Newsletter** has been released. The Newsletter contains information on expiring SAFES access for all consultants and non-authority employees and provides information on amending a TIF plan for project cost increases. To view the complete Newsletter, go to:

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

3. Reminder: Relief Association Economic Interest Statements

Every volunteer fire relief association board member and chief administrative officer is annually required to complete a *Statement of Economic Interest*. The Statement must be filed with the chief administrative officer of the relief association and be made available for public inspection.

The chief administrative officer of a relief association must also submit a *Certified Listing of Individuals Who Filed a Statement of Economic Interest* form to the Campaign Finance and Public Disclosure Board by **January 15, 2018**. This form must list all individuals who have filed *Statements of Economic Interest* with the relief association for the preceding 12 months, along with the address of the office at which the statements are available for public inspection.

The *Statement of Economic Interest* and *Certified Listing of Individuals Who Filed a Statement of Economic Interest* forms are available in the Pension Forms section of our website under the “Current Forms” heading, or by going to:

<http://www.auditor.state.mn.us/default.aspx?page=20070105.001>.

4. Avoiding Pitfalls: Update Bank Signature Cards

When an employee of a local government entity or public official with check-signing authority no longer has that authority, that person's name should be removed immediately from the entity's bank signature card(s). This is a key internal control designed to manage and reduce the risk of a theft of public funds.

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