



**State Auditor
Rebecca Otto**

OFFICE OF THE STATE AUDITOR

E-Update

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May 11, 2018

1. Released: Forms 51 and 52
 2. Released: Local Government Lobbying Report
 3. Pension: Minnesota Deferred Compensation Plan
 4. Avoiding Pitfalls: Internal Controls for Special Events
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1. Released: Forms 51 and 52

Forms 51 (School Taxes Receivable for the year ending June 30, 2018), and 52 (School Tax Settlement Report for 2018) are now available. The Forms and instructions can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20180511.000>.

2. Released: Local Government Lobbying Report

State Auditor Rebecca Otto has released the 2017 Local Government Lobbying Services Report. The report shows the expenditures by local governments and their associations for lobbyists and lobbying services.

To view the complete report, which includes an executive summary, tables and graphs, go to:

<https://www.auditor.state.mn.us/default.aspx?page=20180503.001>.

3. Pension: Minnesota Deferred Compensation Plan

Volunteer firefighters are eligible to participate in the Minnesota Deferred Compensation Plan (MNDCP) administered by the Minnesota State Retirement System (MSRS). This plan offers a tax-deferred savings plan that can help supplement other retirement benefits. Volunteer firefighters may also choose to roll over their relief association service pension to their deferred

compensation account. Volunteer firefighters who would like to enroll in the deferred compensation plan must do so before terminating public employment.

Additional information is available on the MSRS website, at:

<https://www.msrs.state.mn.us/mndcp>.

4. Avoiding Pitfalls: Internal Controls for Special Events

For any entity hosting a special event, written policies and procedures documenting internal controls for the handling of funds at the event are important. Approval of the policies and procedures by the entity's governing body emphasizes their importance and authority.

Documentation of the policies and procedures will help people working at the event understand their role in the internal control system. Documentation will also improve the efficiency and consistency of transaction processing and support management's risk identification evaluation, and mitigation. The documentation should:

- Describe procedures as they are intended to be performed;
 - Indicate who is responsible for performing each procedure; and
 - Explain the design and purpose of control-related procedures.
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If you are interested in signing up to receive an e-mail version of the E-Update regularly, send an e-mail with your contact information to Jim.Levi@osa.state.mn.us

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