



**State Auditor  
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## **OFFICE OF THE STATE AUDITOR**

# ***E-Update***

*The official online news  
publication of the Office  
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**May 25, 2018**

1. Pension: Submitting Agreed-Upon Procedures and Audit Reports
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### **1. Pension: Submitting Agreed-Upon Procedures and Audit Reports**

Agreed-upon procedures reports and audit reports for volunteer fire relief associations should be submitted to the Office of the State Auditor electronically through the State Auditor's Form Entry System (SAFES). Both types of reports must be saved as PDF documents. To submit the report, choose the "Submit Documents" tab within SAFES and select the document for submission. When submitting the agreed-upon procedures report, choose "Agreed-Upon Procedures Report" when specifying the document type.

To submit an audit report through SAFES, choose "Pension Audit Report" when specifying document type. When submitting audit reports, please be sure that the financial statements, required supplementary information, legal compliance report, and management letter are saved and submitted as one PDF document.

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### **2. Website: Avoiding Pitfalls Webpage**

The OSA has made all Avoiding Pitfalls available on the OSA website. They are sorted by main topic alphabetically and are also cross-referenced.

To access this feature, click on the "For Local Officials" tab on the home page and select "Avoiding Pitfalls" or click on the following link:

[http://www.auditor.state.mn.us/default.aspx?page=pitfalls.](http://www.auditor.state.mn.us/default.aspx?page=pitfalls)

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### **3. Avoiding Pitfalls: Mandatory Vacations**

Public entities should consider a mandatory vacation policy for employees – especially those with financial responsibilities. When an employee never takes a day off from work, it may be a red flag for fraud. Employees who engage in fraud may resist taking a vacation, fearing that someone else doing their job in their absence may discover the irregularities.

For a mandatory vacation to be effective as a fraud deterrent and detection tool, someone else must be cross-trained in the bookkeeping and cash functions and must perform the work during the mandated vacation.

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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](mailto:Jim.Levi@osa.state.mn.us)

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