



**State Auditor  
Rebecca Otto**

## **OFFICE OF THE STATE AUDITOR**

# ***E-Update***

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publication of the Office  
of the State Auditor*

**September 7, 2018**

1. Opportunity: Volunteer Fire Relief Association Working Group
2. Deadline: Forfeiture Reporting
3. Revised: TIF Statement of Position
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5. Avoiding Pitfalls: Internal Control -- More than the Annual Audit

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

There is currently one open seat on the State Auditor Volunteer Fire Relief Association Working Group for a municipal representative. The Working Group typically holds about five weekday meetings during the fall and early winter at our office in Saint Paul. Potential 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 September 19 at (651) 296-5985 or [Rose.Hennessy-Allen@osa.state.mn.us](mailto:Rose.Hennessy-Allen@osa.state.mn.us).

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### **2. Deadline: Forfeiture Reporting**

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

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

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### **3. Revised: TIF Statement of Position**

The OSA's Statement of Position entitled Small Cities' Expanded TIF Powers has been revised. The revisions were not substantive. The revised Statement can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20110525.010>.

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#### **4. Pension: Special Fund Deposit Errors**

Assets in a volunteer fire relief association's special fund assets may be disbursed only for purposes expressly authorized under Minnesota law. The special fund may be used to pay benefits, such as service pensions, disability benefits, survivor benefits, and certain fees and other expenses specifically authorized by law.

Funds erroneously deposited into a relief association's special fund cannot be taken out of the special fund unless the association obtains specific written authorization from the OSA. The OSA has authority, after a relief association has presented evidence that the deposit error occurred in good faith, to order the transfer from the special fund to the appropriate fund or account an amount equal to the funds deposited in error.

Funds cannot be transferred from the special fund unless and until a relief association obtains written authority from the OSA. If a relief association discovers that funds have been deposited into the special fund in error, please contact the OSA right away at [pension@osa.state.mn.us](mailto:pension@osa.state.mn.us).

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#### **5. Avoiding Pitfalls: Internal Control -- More than the Annual Audit**

To lessen the risk of fraud, public entities need more than an annual audit. They need to design and implement internal controls to prevent and detect fraud.

Every public employee plays a role in the internal control process. Discussions about internal controls should take place at all levels to emphasize the importance that the public entity places on fraud prevention, and to help employees understand their role in the process.

For more information, see our Statement of Position on Internal Controls at:

<http://www.auditor.state.mn.us/default.aspx?page=20110607.013>.

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The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.  
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.  
Web: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).