



**State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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September 14, 2018

1. Save the Date: Annual Training Conference
2. Deadline: Special District Reporting Form
3. Available: OPEB Trust Investment Reporting Form
4. Opportunity: Volunteer Fire Relief Association Working Group
5. Avoiding Pitfalls: Dangerous E-mails

1. Save the Date: Annual Training Conference

The OSA annual Local Government Training Conference will be held on Wednesday, November 14th at the Mermaid Event Center in Mounds View.

The OSA makes this day of training available to people working with local government finances. More information on the conference, including links to location information, the conference agenda and an online registration form, will be announced in the E-Update soon.

2. Deadline: Special District Reporting Form

The Special District Financial Reporting Form and Financial Statements are due September 30 for districts whose fiscal year ended March 31, 2018. The reporting form can be found in the State Auditor's Form Entry System (SAFES) at:

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

3. Available: OPEB Trust Investment Reporting Form

The investment reporting form for OPEB trusts has been released and is available for completion through the State Auditor's Form Entry System (SAFES). OPEB (Other Postemployment

Benefits) includes all benefits, other than pensions, promised to retirees. Minnesota law permits local government entities to create trusts to set aside money to pay future OPEB obligations. Administrators for these trusts are to annually report and certify certain investment information by October 25 to the OSA.

An e-mail containing SAFES login information and instructions for accessing and completing the reporting form has been sent to each trust administrator. If you have any questions regarding the reporting requirement, or if you did not receive an e-mail with your login information, please contact us at OPEB@osa.state.mn.us.

4. Opportunity: Volunteer Fire Relief Association Working Group

There is currently one open seat on the State Auditor's Volunteer Fire Relief Association Working Group for a municipal representative. Potential candidates must be a city or town official who has experience with an affiliated volunteer fire relief association.

The Working Group typically holds about five weekday meetings during the fall and early winter at our office in Saint Paul. 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.

5. Avoiding Pitfalls: Dangerous E-mails

It is wise to be on the lookout for deceptive e-mails sent to government addresses which try to lure the recipient into sharing sensitive personal or government data or into following a link or opening an attachment which will unleash a virus that can infect the user's computer system.

These e-mails can seem benign and even friendly, with subject lines like "Happy Holidays!" or originating addresses that include familiar names like eBay, Hallmark, or the "Webmail Support Team". As a rule, always be suspicious of e-mails that request personal or government-related information or username/password data. In addition, be very cautious following links to unfamiliar websites or opening attachments in e-mails from unfamiliar addresses.

If you receive an e-mail you don't expect from a familiar source such as a bank or credit card company, don't click on any links in the e-mail. Log in to the source's website by typing in the web address or contact the source using a familiar phone number or e-mail to verify their request.

If you are interested in signing up to receive an e-mail version of the E-Update regularly, [click here](#).

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