



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

*The official online news
publication of the Office
of the State Auditor*

October 19, 2018

1. Deadline: OPEB Trust Investment Reporting Form
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1. Deadline: OPEB Trust Investment Reporting Form

October 25 is the reporting deadline for administrators of OPEB (Other Postemployment Benefits) trusts. 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 to the OSA. The reporting form is available for completion on the OSA's State Auditor's Form Entry System (SAFES) at:

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

2. Update: Volunteer Fire Relief Association Working Group

The Volunteer Fire Relief Association Working Group met on October 16. The Working Group members discussed benefit levels for members who become disabled or pass away while in deferred status, and benefit levels for members who have a break in service or leave of absence at the end of their firefighting career.

Working Group members also discussed vesting requirements for firefighters who resume active service after being paid a service pension and agreed to discuss changing the current 20-year full-vesting requirement for defined-benefit plan members.

The next meeting of the Working Group will be held on Thursday, November 29 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 are available on the OSA website at:

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

3. Avoiding Pitfalls: Cash Register Theft Schemes: Voids and Returns

For public entities using cash registers, it is important to recognize that voids and returns can be used to cover up cash register theft schemes. To reduce the risk of becoming a target of such a scheme, remember to segregate duties: the person ringing up the sale should not be able to approve voids or returns.

One very simple internal control is the use of void and return forms at each register. The form should identify the amount of the void or return, the employee working the cash register, and the customer involved in the return. The form should require a manager's approval of the void or return. If the manager is the person initiating the void or handling the return, a second person's approval should be required. Once the void or return is approved, the form should be placed in the cash register drawer and maintained with the cash register tapes.

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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