



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Pension Reporting Information
 2. Meeting: Volunteer Fire Relief Association Working Group
 3. Avoiding Pitfalls: Cash Drawer Accountability
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1. Deadline: Pension Reporting Information

Minnesota law requires forfeiture of fire state aid for volunteer fire relief associations that do not submit all required reporting information to the Office of the State Auditor (OSA) by November 30. If 2017 reporting forms are not fully received by that date, a relief association's 2018 state aid will be forfeited and the relief association will not be eligible for future state aid until the 2017 reporting forms are received. The OSA does not have authority to grant filing extensions past the November 30 deadline.

If you have questions regarding reporting requirements or need access to online reporting forms, please contact the Pension Division at (651) 282-6110 or pension@osa.state.mn.us.

2. Meeting: Volunteer Fire Relief Association Working Group

The next meeting of the Volunteer Fire Relief Association 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 will be available on the OSA website at:

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

3. Avoiding Pitfalls: Cash Drawer Accountability

Whenever possible, one employee should be responsible for a cash drawer. For example, at most retail establishments, employees remove their drawers at the end of their shifts and the next employees bring their own drawers.

This procedure makes it clear which employee is responsible for the cash in each cash drawer. When two or more employees place cash into the same cash drawer, this simple internal control is corrupted.

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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.