



State Auditor  
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## OFFICE OF THE STATE AUDITOR

# *E-Update*

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December 7, 2018

1. Deadline: Forfeiture Reporting
2. Available: Supplemental Benefit Reimbursement Form
3. Update: Fire State Aid
4. Avoiding Pitfalls: Security for Checks

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### **1. Deadline: Forfeiture Reporting**

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

[https://www.auditor.state.mn.us/safes/.](https://www.auditor.state.mn.us/safes/)

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### **2. Available: Supplemental Benefit Reimbursement Form**

The Minnesota Department of Revenue (DOR) has released the Supplemental Benefit Reimbursement Form for use by volunteer fire relief associations to seek reimbursement of supplemental benefits paid during 2018. The form must be completed on the DOR website by February 15, 2019, to receive reimbursement in March 2019. The reimbursement form and instructions are available on the DOR website at:

[http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/Pages/sbr.aspx.](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/sbr.aspx)

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### **3. Update: Fire State Aid**

The Office of the State Auditor is pleased to announce that all volunteer fire relief associations except one submitted their 2017 reporting-year forms prior to the forfeiture deadline on November 30.

We would like to thank the relief association trustees, municipal officials, auditors, investment brokers, Minnesota State Fire Marshal Division staff, and members of the OSA Pension Division team who worked right up to the deadline to ensure that reporting forms were submitted.

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#### **4. Avoiding Pitfalls: Security for Checks**

Public entities need to provide for the physical security of their blank checks. Check stock should be secured on a daily basis. For entities that print their own checks, this includes removing blank check forms from the printers and securely locking up all blank check stock.

For entities using checkbooks, all blank checks and the checkbook itself, when not in use, should be locked in a secure location. Security precautions should also be taken for all signature stamps, signature plates, and signature software.

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