



March 2007

Pension Division Newsletter

- ***2006 Reporting Forms Available***
- ***Saint Cloud Training Session Change***
- ***FRPAS Update***
- ***Online Reporting Form Helpful Hints***

2006 Reporting Forms Available

The 2006 Reporting Year forms are now available in the Forms section of the State Auditor's website at www.auditor.state.mn.us. An email has been sent to a representative of each relief association containing a unique username and password to access the website and download online forms *specifically* for your association. The email also contains instructions for downloading the forms and uploading the reporting information. The online forms contain some data that has been pre-populated for your relief association based on prior year data submitted.

If your relief association has not received the email containing the username and password, please contact Gail Richie at (651) 282-6110 or Gail.Richie@state.mn.us. If your relief association elects not to use the online forms, PDF copies of the forms are also provided on the website. The PDF forms can be printed out, manually completed, and submitted.

Saint Cloud Training Session Change

The Saint Cloud training session has been re-scheduled for Thursday, April 12, from 6:00 PM to 9:00 PM. If you would like to register for the new Saint Cloud session, please contact Gail Richie at the number or email address provided in this newsletter. The other ten training sessions are quickly filling, so please contact Gail as soon as possible to register if you are planning to attend. A complete list of the training locations, dates, and times are provided below.

Marshall

Lyon County Government Center
Tuesday, March 6 - 6:00 PM to 9:00 PM

Rochester

Rochester City Hall
Thursday, March 15 - 6:00 PM to 9:00 PM

Duluth

Fire Training Center
Wednesday, March 21 - 6:00 PM to 9:00 PM
Thursday, March 22 - 9:00 AM to Noon

Saint Cloud

Public Utilities, Waste Water Treatment Plant
Thursday, April 12 - 6:00 PM to 9:00 PM

Morris

Best Western Inn Prairie Inn
Wednesday, March 7 - 6:00 PM to 9:00 PM

Bemidji

Bemidji State University
Tuesday, March 20 - 6:00 PM to 9:00 PM

Mankato

Mankato City Hall
Wednesday, March 28 - 6:00 PM to 9:00 PM

Saint Paul

Office of the State Auditor
Tuesday, March 27 - 1:00 PM to 4:00 PM
Wednesday, March 28 - 9:00 AM to Noon
Wednesday, April 4 - 6:00 PM to 9:00 PM

FRPAS Update

The Office of the State Auditor is aware of several errors with the Fire Relief Pension Accounting System (FRPAS). The Office hopes to have the program errors corrected, but is currently re-evaluating the long-term viability of the program based on user feedback and required maintenance. If your relief association is considering implementing FRPAS or is already using FRPAS and you have questions or concerns, please contact one of the Pension Division staff members listed at the bottom of this newsletter.

Online Reporting Form Helpful Hints

Several helpful hints are provided below that will assist you when using the online forms:

- **Enable Macros** – Remember to select the “Enable Macros” option when prompted. If you do not receive a message box prompting you to enable the macros when you open a form, your version of Excel is probably set to automatically disable all macros. To change this security setting open Excel and choose Tools from your menu bar, scroll down to Macro, and select Security. On the Security Level tab select Medium.
- **Unhide Rows** – Several of the reporting forms contain rows to report additional investments, cash flows, revenues or expenditures. The message boxes in the forms and the instructions explain where these additional rows are provided. To access these additional rows click on the last row in the section that you would like to expand and press the “Ctrl” key and the “u” key. The member sections in the Schedule contain more than one row for each member. In these cases, click on the thin row under the last member section and press the “Ctrl” key and the “u” key. To add additional rows to the pension payment sections click on the thin row at the bottom of the payment section and press the “Ctrl” key and the “g” key.
- **Defined Contribution Allocation Table** – The 2006 Defined Contribution Allocation Table contains rows to accommodate 200 members. Your relief association can hide member rows so that only rows that are needed are shown. To hide rows, completely highlight the three rows for the last member on the form and press the “Ctrl” key and the “h” key. Repeat this process for each member row that you would like hidden.
- **Pre-populated Data** – Please be sure to review and confirm all pre-populated data, since much of the data was manually entered into our database and typing errors can occur.

If you have questions regarding the online reporting forms please contact your pension analyst at the phone number or email address provided at the bottom of this newsletter.

If you have questions please contact us:

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