



June vol. 2, 2007

## Pension Division Newsletter

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### *2007 Schedule Now Available*

The online Excel 2007 Schedule (SC-07) is now available for completion. To access the online SC-07, visit the Office of the State Auditor website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us). Click on the link to *Forms* on the left side of the home page. Next, click on *Pension*, and then *Pension Reporting Forms*. Finally, click on the link to *Current Online Reporting Forms*. You will be asked to enter your username and password to download the SC-07. The login information was distributed to the primary contact person of each relief association at the beginning of March. If you are unable to locate your username and password, please email Gail Richie at [Gail.Richie@state.mn.us](mailto:Gail.Richie@state.mn.us) to obtain the information.

Relief associations that submitted their 2006 Schedule prior to June 15, 2007, will find that most of the data on the SC-07 has been pre-populated. Please carefully review the pre-populated data and make any updates or corrections that may be necessary. Instructions for completing the form can be found on the first tab when the form is opened, and helpful reminders and error messages are provided within the form itself.

Once the form has been completed, please upload the file to the same login page on the Office of the State Auditor website. A copy of the signature page must be submitted to the Pension Division by fax, email or mail. If you experience difficulties logging in to the webpage, please make sure that your username and password are entered correctly, as both are case sensitive. If you experience difficulties uploading the form, please review the form to make sure that there are no red error messages displayed. Red error messages indicate a data error or data omission, and must be corrected before the form can be uploaded. If difficulties persist, please contact one of the Pension members listed at the bottom of this newsletter.

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### *2007 Schedule Helpful Hints*

- **Printing** – The 2007 Schedule (SC-07) allows entry of 100 active members and 50 deferred members. You can selectively print active member and deferred member pages so that only pages that contain member data are printed. To print pages, select

File from the menu bar and scroll down to *Print*. In the Print Range box select the pages that you want to print. The first page of active members contains members 1 through 32, the second page contains members 33 through 81, and the third page contains members 82 through 100. If your relief association has 25 active members, for example, you could choose to just print page 1 of the Page 1 - Active and Inactive Members tab. For deferred members, two members print to a page. Subtotals for the active and deferred members are provided on the last page of the active and deferred member tabs, respectively.

- **Enable Macros** – Previous versions of the Schedule form required that you choose to enable macros when opening the form to properly utilize formulas embedded in the form. Macros have been removed from the SC-07, so you no longer will receive a prompt when opening the form.
- **Deferred Interest** – For relief associations that pay interest to deferred members at one of the “up to five percent” options, the 2007 interest rate will be automatically calculated based on the projected investment earnings and assets entered into the form. Please remember that the interest rate is just a projection, and must be updated after the year end when your actual interest rate is known. Also, please remember to carefully check the other interest rates, in particular the 2006 rate, to ensure that the actual rate of return is used.

### ***Legislative Update Correction***

The last Pension Newsletter incorrectly stated that volunteer fire relief associations no longer need to complete the annual corporate charter registration with the Secretary of State’s Office. The legislation that passed conformed the law on filing requirements for volunteer fire relief associations to match the process the Secretary of State’s Office has been using in recent years, and to reflect the actual filing practices of relief associations. **Volunteer fire relief associations must complete the annual corporate charter registration either online at the Secretary of State’s website or by using a paper form.**

### ***Reporting Reminder***

The 2006 reporting year forms are due by June 30, 2007, for volunteer fire relief associations with assets or liabilities of at least \$200,000. Copies of the reporting forms are available on the Office of the State Auditor website. Relief association trustees can choose the online automated Excel forms or can manually complete PDF copies of the forms. Reporting information for relief associations with assets and liabilities below the \$200,000 threshold was due by March 31.

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*If you have questions please contact us:*

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