

February 2008



## Pension Division Newsletter

- 
- *2007 Reporting Year Forms*
  - *Reporting Form Helpful Hints*
  - *Training Reminder*
- 

### *2007 Reporting Year Forms*

The Office of the State Auditor is pleased to announce that the 2007 Pension Reporting Forms **are now available** for download from our website. The 2007 reporting year forms are due by March 31, 2008 for relief associations with less than \$200,000 in assets and liabilities or June 30, 2008 for associations with at least \$200,000 in assets or liabilities. Relief associations that have exceeded the \$200,000 threshold are required to have an audit prepared and to maintain the June 30 deadline, even if the association assets have subsequently dropped below the threshold. The 2008 Schedule will be available later this spring, for completion in July as required under state law.

Certain data has been pre-populated to assist with completion of the forms. Please be sure to review and confirm that all pre-populated data is correct.

To get started using the online reporting forms, please visit the Office of the State Auditor's website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us). Select the link to "Forms" from the menu bar on the main page, and then choose "Pension Forms." Next, choose "Pension Reporting Forms." A document entitled "Key Reporting Requirements" is provided at the top of the page. "Key Reporting Requirements" lists each form that is required to be submitted to the Office of the State Auditor, with the respective due date.

To access the online Excel forms, click on the link to "Current Online Reporting Forms." You will be asked to login to view the forms that are available for your specific relief association. Your login username and password are the same as the login information provided to your relief association last year. If you are unable to locate your login information or have changed the primary contact person, please contact Gail Richie at (651) 282-6110 or [Gail.Richie@state.mn.us](mailto:Gail.Richie@state.mn.us).

Please type the login username and password exactly as provided, as the letters in the password are case sensitive. The Pension Division will not be sharing usernames or passwords with anyone other than the designated relief association representatives on file with our Office. If your relief association has other staff or individuals who complete the forms, the login information will need to be forwarded to them by your association.

After you login, a list of forms will be displayed. These are the forms that are required to be submitted for your respective pension plan. Right click on the link for each form that you wish to complete to download the form to your computer and choose the *Save As* option.

When downloading forms to your computer, it is important to select SAVE when prompted, since the forms do not save automatically. Selecting OPEN from the message will save the files in a temporary location and make it difficult to locate them. Be sure to save each form in a location on your computer that can be easily found when the information is ready to be submitted.

After completing the forms, upload the files, one at a time, by going to <https://www.auditor.state.mn.us/safes/>. You will be asked to login before uploading the reporting information. Please remember to mail or fax a copy of the signature page to the Pension Division for forms requiring signatures. The Excel files contain messages to assist you with entering data into the forms, and most forms also contain detailed instructions. The online forms also provide data verification so that most data entry errors can be identified and corrected before the information is submitted.

You will receive confirmation for each form that has been successfully uploaded. If you receive an error message during the upload process close your web browser, re-open, and try to upload the file again. Keep in mind that the forms may take a few minutes to upload, depending upon your internet connection.

If your relief association elects not to use the online Excel forms, PDF copies of the forms will be available upon request. The PDF forms can be printed, manually completed, and submitted.

### ***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. To add additional rows to the pension payment sections click on the row at the bottom of the payment section and press the “Ctrl” key and the “g” key.
- **Pre-populated Data** – Please be sure to review and confirm that all pre-populated data is correct.
- **“Remove” Check-Boxes**  
Several of the reporting forms contain check-boxes with the heading “Remove.” These check-boxes are provided for you to indicate that the individual listed on the form is no longer a member of your relief association, and should be removed from your membership list. By checking the remove box, the individual will not be

displayed on the form when it is pre-populated next year. Remove boxes should only be checked when the individual has permanently separated from active service and no longer has an accrued liability or account balance with your relief association.

- **Instructions and Error Messages**

Instructions are provided for most of the reporting forms, and are included on the first tab when the form is opened. Please read the instructions thoroughly. You also will notice that messages are provided on the right-side of each form. Blue and green messages are informational, and are meant to remind you of data that needs to be entered or to check data that may not match our records. Red messages are error messages, indicating that required information is missing or numbers do not balance. All red error messages must be corrected before the form can be uploaded successfully.

### ***Training Reminder***

The Pension Division is offering free training sessions to relief association officers, municipal trustees, and accountants or auditors. Thirteen training sessions in eight different communities are being offered between March 5 and April 10. The training sessions will include interactive bylaw and investment policy components, a legislative update, and discussions of reporting requirements and reporting forms. Registration forms were provided by mail and email to each relief association last week. A registration form is also available in the “Training Opportunities” section of our website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us). If you have questions regarding the training sessions, please contact Gail Richie at (651) 282-6110 or [Gail.Richie@state.mn.us](mailto:Gail.Richie@state.mn.us). Detailed information on the specific training locations will be provided to each registered participant.

---

*If you have questions please contact us:*

***Paul Rosen, Pension Analyst***  
(651) 282-5430 [Paul.Rosen@state.mn.us](mailto:Paul.Rosen@state.mn.us)

***Aaron Dahl, Pension Analyst***  
(651) 297-2765 [Aaron.Dahl@state.mn.us](mailto:Aaron.Dahl@state.mn.us)

***Luke Hinz, Pension Analyst***  
(651) 296-6279 [Lucas.Hinz@state.mn.us](mailto:Lucas.Hinz@state.mn.us)

***Stephen McDaniel, Student Intern***  
(651) 282-5376 [Stephen.McDaniel@state.mn.us](mailto:Stephen.McDaniel@state.mn.us)

***Rose Hennessy Allen, Pension Director***  
(651) 296-5985 [Rose.Hennessy-Allen@state.mn.us](mailto:Rose.Hennessy-Allen@state.mn.us)

***Gail Richie, Office & Administrative Specialist***  
(651) 282-6110 [Gail.Richie@state.mn.us](mailto:Gail.Richie@state.mn.us)