

# Key Reporting Requirements

For the 2012 Calendar Year

Date *	Form	Send To	Required For	Website Links
*Due on or before				
<b>January</b>				
1/15/2012	Statement of Economic Interest	Retain for Public Inspection	<b>All Plans</b> - Must be completed annually by each relief association board member (including municipal trustees) and the chief administrative officer.	<a href="http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_economicinterest_statement.pdf">http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_economicinterest_statement.pdf</a>
1/15/2012	Certified Listing of Individuals Who Filed a Statement of Economic Interest	Campaign Finance & Public Disclosure Board	<b>All Plans</b> - The certification lists all individuals who have filed Statements of Economic Interest with the relief association during the preceding 12 months, and the address of the office where the Statements are available for public inspection.	<a href="http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_economicinterest_certification.pdf">http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_economicinterest_certification.pdf</a>
<b>February</b>				
2/15/2012	Supplemental Benefit Reimbursement	Department of Revenue	<b>All Plans</b> - Application for reimbursement of Supplemental Benefits paid (if applicable).	<a href="http://taxes.state.mn.us/property_tax_administrators/pages/sbrmainpage11.aspx">http://taxes.state.mn.us/property_tax_administrators/pages/sbrmainpage11.aspx</a>
<b>March</b>				
3/15/2012	FA-1, Fire Equipment Certification	Department of Revenue	<b>All Plans</b> - Survey of fire equipment.	<a href="http://taxes.state.mn.us/property_tax_administrators/Documents/pfa_fa1_form.pdf">http://taxes.state.mn.us/property_tax_administrators/Documents/pfa_fa1_form.pdf</a>
3/31/2012	Investment Business Recipient Disclosure Form	Legislative Commission on Pensions & Retirement	<b>All Plans</b> - List all recipients of investment business.	<a href="http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_recipientDisc_form.pdf">http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_recipientDisc_form.pdf</a>
3/31/2012	RF-11, Reporting Form	State Auditor	<b>All Plans</b> with assets <i>less than \$200,000</i> and liabilities <i>less than \$200,000</i> .	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>

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3/31/2012	Certification/ Attestation	State Auditor	<b>All Plans</b> with assets <i>less than \$200,000</i> and liabilities <i>less than \$200,000</i> on or attached to Form RF-11.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
3/31/2012	DC-11, Defined Contribution Allocation Table	State Auditor	<b>Defined Contribution Plans</b> with assets <i>less than \$200,000</i> and liabilities <i>less than \$200,000</i> .	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
3/31/2012	SC-11, Schedule Form	State Auditor	<b>Lump-Sum Plans</b> with assets <i>less than \$200,000</i> and liabilities <i>less than \$200,00</i> . (If not already submitted.)	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
3/31/2012	MBW-11, Maximum Benefit Worksheet	State Auditor	<b>Lump-Sum, Monthly &amp; Combination Plans</b> with assets <i>less than \$200,000</i> and liabilities <i>less than \$200,000</i> . (If not already submitted.)	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
3/31/2012	SID-11, Investment Disclosure Report Form	State Auditor	<b>All Plans</b> with assets <i>less than \$200,000</i> and liabilities <i>less than \$200,000</i> if <u>not</u> fully invested with the State Board of Investment.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
3/31/2012	ID Waiver-11, Investment Disclosure Waiver Form	State Auditor	<b>All Plans</b> with assets <i>less than \$200,000</i> and liabilities <i>less than \$200,000</i> if <u>fully invested</u> with the State Board of Investment.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
<b>June</b>				
6/30/2012	RF-11, Reporting Form	State Auditor	<b>All Plans</b> with assets or liabilities of <i>at least \$200,000</i> .	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
6/30/2012	Audit Report	State Auditor	<b>All Plans</b> with assets or liabilities of <i>at least \$200,000</i> .	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
6/30/2012	MBP-11, Monthly Benefit Payment Form	State Auditor	<b>Monthly &amp; Combination Plans</b> with assets or liabilities of <i>at least \$200,000</i> .	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>

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6/30/2012	DC-11, Defined Contribution Allocation Table	State Auditor	<b>Defined Contribution Plans</b> with assets or liabilities of at least \$200,000.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
6/30/2012	SC-11, Schedule Form	State Auditor	<b>Lump-Sum Plans</b> with assets or liabilities of at least \$200,000. (If not already submitted.)	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
6/30/2012	MBW-11, Maximum Benefit Worksheet	State Auditor	<b>Lump-Sum, Monthly &amp; Combination Plans</b> with assets or liabilities of at least \$200,000. (If not already submitted.)	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
6/30/2012	SID-11, Investment Disclosure Report Form	State Auditor	<b>All Plans</b> with assets or liabilities of <i>at least \$200,000</i> if <u>not</u> fully invested with the State Board of Investment.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
6/30/2012	ID Waiver-11, Investment Disclosure Waiver Form	State Auditor	<b>All Plans</b> with assets or liabilities of <i>at least \$200,000</i> if <u>fully invested</u> with the State Board of Investment.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
<b>July</b>				
7/1/2012	Actuarial Valuation	Municipality & State Auditor	<b>All Monthly &amp; Combination Plans</b> - an actuarial valuation is required every other year or sooner if benefits change.	
<b>August</b>				
8/1/2012	SC-12, Schedule Form	Municipality & State Auditor	<b>All Lump-Sum Plans</b> - must certify the 2012 Schedule Form showing the minimum required contribution for 2013 to the affiliated municipality or independent nonprofit firefighting corporation. A copy of the form may be submitted to the Office of the State Auditor once it has been certified.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>

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8/1/2012	MBW-12, Maximum Benefit Worksheet	Municipality & State Auditor	<b>All Lump-Sum, Monthly &amp; Combination Plans</b> - must complete and certify the 2012 Maximum Benefit Worksheet showing the maximum service pension amount. A copy of the completed form can be submitted to the Office of the State Auditor once it has been certified.	<a href="https://www.auditor.state.mn.us/safes/">https://www.auditor.state.mn.us/safes/</a>
8/1/2012	Reminder	Municipality	<b>All Monthly &amp; Combination Plans</b> - must certify the minimum required contribution for 2013 to the affiliated municipality or independent nonprofit firefighting corporation. Retain a copy of the certification.	
<b>September</b>				
9/15/2012	Reminder		<b>All Plans</b> - first certification deadline for 2012 state fire aid. To be certified as eligible for the first round of state fire aid payments, all required 2011 reporting information must be submitted to the Office of the State Auditor, review of the information must be completed, and any identified issues must be resolved by this date.	
<b>October</b>				
10/1/2012	Reminder		<b>All Plans</b> - state fire aid is paid for those relief associations certified as eligible on the first certification deadline.	

Date	Form	Send To	Required For	Website Links
<b>November</b>				
11/1/2012	Reminder		<b>All Plans</b> - second certification deadline for 2012 state fire aid. To be certified as eligible for the second round of state fire aid payments, all required 2011 reporting information must be submitted to the Office of the State Auditor, review of the information must be completed, and any identified issues must be resolved by this date.	
11/15/2012	Reminder		<b>All Plans</b> - state fire aid is paid for those relief associations certified as eligible on the second certification deadline.	
11/30/2012	Reminder		<b>All Plans</b> - final submission deadline to submit 2011 reporting information to avoid forfeiture of 2012 state fire aid.	
<b>Annual Filings</b>				
Annually	Annual Corporate Renewal	Secretary of State	<b>All Plans</b> must complete the annual corporate renewal with the Office of the Secretary of State to avoid dissolution of the corporation.	<a href="http://mbisportal.sos.state.mn.us/">http://mbisportal.sos.state.mn.us/</a>
Annually	BC-1, Broker Certification Form	State Auditor	<b>All Plans</b> retaining the services of an investment broker or advisor must provide a statement of investment restrictions to the broker or advisor, and a BC-1 Form must be completed before entering into a business arrangement with the broker or advisor and annually thereafter. A copy of the completed form must be retained for public inspection.	<a href="http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_brokcercert_volunteer.pdf">http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_brokcercert_volunteer.pdf</a>