



State Auditor  
Rebecca Otto

## OFFICE OF THE STATE AUDITOR

# *E-Update*

*The official online news  
publication of the Office  
of the State Auditor*

February 23, 2018

1. Deadline: County Outstanding Indebtedness Reporting Form
2. Released: Investment Performance Information for Relief Associations
3. Released: TIF Newsletter
4. Avoiding Pitfalls: Credit Cards - Detailed Receipts Required

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### **1. Deadline: County Outstanding Indebtedness Reporting Form**

The County Outstanding Indebtedness Reporting Form is due March 1st. The form can be found on the OSA website at:

<http://www.auditor.state.mn.us/default.aspx?page=20030101.047>.

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### **2. Released: Investment Performance Information for Relief Associations**

Minnesota Statute requires the OSA to annually provide to volunteer fire relief associations information on the investment performance of the Minnesota State Board of Investment and on the voluntary Statewide Plan administered by the Public Employees Retirement Association. The 2018 Investment Performance Information document, which provides information for the 2017 calendar year, can be found on the OSA website at:

<http://www.osa.state.mn.us/default.aspx?page=pensionDocs>.

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### **3. Released: TIF Newsletter**

The February **TIF Newsletter** has been released. The Newsletter contains information on downloading and submitting the TIF Information Form for counties and also provides details on the Four-Year Knockdown Rule.

To view the complete Newsletter, go to:

<http://www.auditor.state.mn.us/default.aspx?page=tifDocs>.

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#### **4. Avoiding Pitfalls: Credit Cards - Detailed Receipts Required**

Counties, cities, towns, school districts, watershed districts, and soil and water conservation districts have the authority to use credit cards for purchases. Monthly statements received from credit card companies generally do not provide sufficient detail to determine whether a purchase was made for a public purpose and not for a public employee's or public official's personal use. As a result, public employees/public officials should be required to turn in the original, detailed receipt for every purchase made with the public entity's credit card. For more information, see our Statement of Position on Credit Card Use and Policies at:

<http://www.auditor.state.mn.us/default.aspx?page=20110607.011>.

To download the State of Minnesota's Purchasing Card Use Policy 1b from the Department of Administration's website (pdf, 261 kb), go to:

<http://www.mmd.admin.state.mn.us/pdf/alpappnpolicy1.pdf>.

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If you are interested in signing up to receive an e-mail version of the E-Update regularly, send an e-mail with your contact information to [Jim.Levi@osa.state.mn.us](mailto:Jim.Levi@osa.state.mn.us)

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.  
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.  
Web: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).