



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

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Article for *Minnesota Township Insider*

State Auditor Update

By *Rebecca Otto, State Auditor*

Happy winter everyone! I wanted to update you on some need-to-know information from the Office of the State Auditor.

New CTAS Update Released

We have recently released the latest update Version 8 of the Small City and Town Accounting System (CTAS), 8.4. Version 8.4 includes all previous updates to CTAS Version 8 and includes the ability to generate a Cash Reporting Form, newly-aligned W-2 and 1099 forms, and added pretax payroll options.

Townships that have purchased Version 8 can download Version 8.4 from the State Auditor's Form Entry System (SAFES) at no additional cost. SAFES can be accessed at <https://www.auditor.state.mn.us/safes/>. We strongly encourage CTAS users to be sure they are using the most current version of the program, especially as they prepare their year-end reporting.

Statutory Year-End Reporting to the OSA

Financial Reporting forms for township financial information are now available. The deadline for the forms for towns reporting on a cash basis is March 31. The deadline for towns reporting in accordance with GAAP is June 30.

If you have any questions regarding the audit requirements for your town, you can contact the OSA, or you can find additional information on the OSA website, www.auditor.state.mn.us. Once there, go to the Auditing tab and select the FAQs menu item.

You will file your reports electronically through SAFES. If you have any questions about your township's reporting, or how to access SAFES, contact our staff at 651-297-3682 or GID@osa.state.mn.us.

Instructions for year-end reporting both for CTAS users and non-CTAS users are on our website. For users of CTAS, the instructions can be found under the heading "For Local Officials". Select CTAS, and you will be brought to the CTAS page, where you will find the instructions under "Other Resources". Instructions are for those not using CTAS can be found under the menu item "Forms". Select "Government Information Forms". Under the heading "Current Form Instructions", select "Instructions for Completing the Local Government Financial Reporting Form" to download the instructions.

The OSA staff is happy to answer any questions about your township's reporting. You can contact them at 651-297-3682 or GID@osa.state.mn.us.