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Spring 2018

Article for *Minnesota Township Insider*

Office of the State Auditor Update

By Rebecca Otto, State Auditor

Happy spring! With springtime comes updates from the Office of the State Auditor (OSA).

CTAS 2018 Released

We are pleased to announce the release of “CTAS 2018”, the Small City and Town Accounting System (CTAS). CTAS 2018 will work on Windows 7, 8, 8.1 and Windows 10.

All entities that purchased CTAS Version 8 or CTAS 2017 are able to upgrade to CTAS 2018 at no cost through the State Auditor's Form Entry System (SAFES). SAFES can be found by going to our website, <http://www.auditor.state.mn.us/>; once there, click on the “Forms” tab, then select SAFES.

CTAS 2018 includes many feature enhancements requested by users, including adding a new Gross Pay report, adding notes that can be printed from receipts, claims and disbursements, and adding signature lines to the Cash Control Report. CTAS 2018 will also include fixes to bugs found in CTAS 2017. We want to thank CTAS users who contacted us with suggested updates/improvements and also to those who participated in testing the update.

We encourage all users of earlier versions of CTAS to upgrade to the most current version as soon as practicable. The OSA no longer supports CTAS 7, and as more updates are released we will not be able to support earlier versions of CTAS 8.

Remember to Report Changes of Town Officers

When the person filling the role of a Clerk or Treasurer for a township changes, the township needs to report the change to the OSA as soon as possible. Reminder notices or other important information from our office may not reach the correct individuals if our records are not up to date.

To report a change of officers, please send an e-mail to the OSA's Government Information Division at GID.OSA@osa.state.mn.us. In the subject line, please put "Change in Contact Information" and provide us with your work/public contact information.

If you have any questions regarding these two items, please feel free to contact the OSA at 651-297-3682 or at GID.OSA@osa.state.mn.us. Thank you!