



State Auditor  
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# OFFICE OF THE STATE AUDITOR

## *E-Update*

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

July 29, 2016

1. Deadline: TIF Annual Reporting Form
  2. Released: Pension Newsletter & TIF Newsletter
  3. Pension: Securely Transmitting Documents
  4. Avoiding Pitfalls: Scrap and Salvage Proceeds
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### **1. Deadline: TIF Annual Reporting Form**

The 2015 TIF Annual Reporting Form is due on August 1. The form can be accessed at:

<https://www.auditor.state.mn.us/safes/>.

Instructions, sample forms, and videos with information for filling out and submitting the reporting form can be found at:

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

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### **2. Released: Pension Newsletter & TIF Newsletter**

#### **Pension Newsletter**

The July **Pension Newsletter** has been released. The Newsletter contains information about municipal ratification requirements for relief association benefit level changes. The Newsletter also provides information about maximum allowable benefit levels for relief associations and suggested tools for monitoring relief association investment performance.

The complete Newsletter can be accessed at:

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

#### **TIF Newsletter**

The July **TIF Newsletter** has been released. The Newsletter contains information on submitting the 2015 TIF Annual Reporting Form. The Newsletter also contains a Decertified District Form reminder.

To view the complete Newsletter, go to:

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

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### **3. Pension: Securely Transmitting Documents**

The Pension Division has begun using an application called Filr to securely share revised reporting forms and other documents that contain not-public data with relief association trustees and authorized consultants. Before we share a document using Filr, we will send a courtesy e-mail explaining that a form or document will be made available for transmission and provide you with instructions on how to retrieve the shared file.

Filr can also be used to transmit documents containing not-public data to our office. Please do not send documents containing not-public data by e-mail unless a secure system is used. If you would like to transmit a document using the Filr application, contact a member of our Pension Division team at (651) 282-6110 or at [pension@osa.state.mn.us](mailto:pension@osa.state.mn.us).

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### **4. Avoiding Pitfalls: Scrap and Salvage Proceeds**

Public entities may at times receive money from the sale of scrap or other salvaged materials. This money is not “found” money that can simply be retained and spent by the department that controls the materials. Instead, the money must be treated like other public funds and promptly turned over to the public entity for deposit and entry into the accounting system.

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