



**State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: City & County Summary Budget Forms

January 31st is the deadline for cities and counties to submit the Summary Budget Reporting Form. The form can be found at:

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

2. Deadline: Forfeiture Reporting When No Property Seized

January 31st is the deadline for Law enforcements agencies to file a no forfeitures report if they had no forfeitures to report in 2018. The form can be found at:

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

3. Available: City & Town Financial Reporting Forms

The 2018 Financial Reporting Forms for towns and cities are now available for download. The forms are in a Microsoft Excel format (.xlxs). You may need to click on the “Enable Editing” button on the top of the form to begin entering data. If you do not have Excel, you may use the most current version of LibreOffice to complete the form. The form can be found at:

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

Instructions for completing the form can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=20130724.004>.

4. Available: CTAS 2019 and Year-End Financial Submissions Now Accepted

CTAS 2019 is now available for download. CTAS 2019 will work on Windows 7, 8, 8.1 and 10. Your computer must have the most current version. All entities that purchased CTAS Version 8 will be able to update to CTAS 2019 at no cost. To submit the 2018 State Auditor Data File and Financial Statements, you must be on either CTAS 2018 or CTAS 2019. CTAS 2019 can be downloaded from:

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

CTAS users can now submit their 2018 Financial Reporting Form (State Auditor Data File) and Financial Statements to the OSA directly from CTAS. Please note that you must be using CTAS 2018 or 2019 to utilize this feature. The State Auditor Data File and Financial Statements can be submitted at:

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

You will receive a confirmation number when your submission is accepted.

Instructions for submitting can be can be found at:

<http://www.auditor.state.mn.us/other/ctas/docs/ReportingInstructionsYE12312018.pdf>.

5. Deadline: Lobbying Costs Reporting Form

The Local Government Lobbying Costs Reporting Form is due January 31st. The form can be found at:

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

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 signup@osa.state.mn.us.

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