



1. Reporting Requirements

The 2025 [Key Reporting Requirements Calendar](#) is now available. The calendar lists each reporting form that relief associations must submit to the OSA and additional required State reporting. Links to the forms and their applicable due dates are also provided.

An updated training video that walks through the “[Reporting Requirements for Fire Relief Associations](#)” is also available on the OSA website.

2. Statement of Economic Interest Reporting

Every year, each fire relief association board member and chief administrative officer is required to complete a [Statement of Economic Interest](#). The Statement must be filed with the chief administrative officer of the relief association and be made available for public inspection.

The chief administrative officer of a relief association must also submit a [Certified Listing of Individuals Who Filed a Statement of Economic Interest](#) form to the Campaign Finance and Public Disclosure Board (CFPDB) by **January 15**. This form must list all individuals who have filed *Statements of Economic Interest* with the relief association for the preceding 12 months, along with the address of the office at which the statements are available for public inspection.

3. Updates for Accountants

A special email was sent earlier this month to accountants and auditors who work with fire relief associations. The email included a link to the updated Agreed-Upon Procedures Guide, sample Independent Accountant's Report, and sample Client Representation Letter for 2024 reports that are now available on the [OSA website](#). Information about how to report transfers to the Public Employees Retirement Association for those relief associations that joined the Statewide Volunteer Firefighter Plan is also included.

You can find the [email](#) on our website if you missed it, or would like to forward the information to a new accountant or auditor who will be working with your relief association during the upcoming year.

4. 2024 Reporting-Year Forms

The 2024 FIRE Form and 2025 Schedule Form will be available for completion in early January. Watch for an email notice that will be sent when the forms are available in [SAFES](#). The notice will include a short video explaining updates to the forms and include links to the [form instructions](#).

Access to reporting forms for accountants, auditors, and other consultants will need to be

renewed for the 2025 calendar year. Relief associations can renew access for their accountants, auditors, and consultants by completing the [2025 User Authorization Form](#). The 2025 form provides access through December 31, 2025.

TIPS FOR TRUSTEES

5. Resources for New Trustees

Many relief associations will be holding their annual meeting and elections soon. The OSA makes available a [document](#) that provides links to resources available on our website. These resources will help individuals who are elected to a relief association's board of trustees be successful in their new positions.

The OSA also provides [contact information](#), including phone numbers, email addresses, and websites for many of the government offices and agencies with which fire relief associations interact.



Year End 2024: Every fire relief association must register annually as a nonprofit corporation with the Minnesota Secretary of State's Office. The registration can be completed on the Secretary of States's [website](#). The renewal date should be 12/31/2025.

January 15: [Certified Listing of Individuals Who Filed a Statement of Economic Interest](#) due to the Campaign Finance and Public Disclosure Board.

February 18: Final deadline for submitting 2024 [Supplemental Benefit Reimbursement Forms](#) to the Department of Revenue.

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