CTAS News & Notes

Small City & Town Accounting System (CTAS)
Helpline: (651) 296-6262   Fax: (651) 282-2391
Website: www.auditor.state.mn.us   E-mail: ctas@auditor.state.mn.us

CTAS Upgrade Update

Currently, we are accepting bids on upgrading CTAS. The goal is to have the upgrade completed by June 30, 2009, with a release date later this year.

We have included many of your suggestions into the next upgrade of CTAS, along with correcting the bugs in the system. With the additions to the system, CTAS should be able to continue to meet the needs of the smaller local governments in Minnesota.

The CTAS Working Group will assist in the testing of the new version. If you are not a member of the working group and would like to test the new version, please send an email to ctas@auditor.state.mn.us.

CTAS – Updated Tax Tables for 2009

New tax tables have been developed due to changes to the tax law made in the American Recovery and Reinvestment Act of 2009. The IRS asks that employers begin using these tables in lieu of the previously published tables as soon as possible, but no later than April 1, 2009.

The tax table information for completing the Tax Tables is on the last page of this newsletter.

Training

The Office of the State Auditor offers training sessions on the CTAS system. This is a basic beginners' course designed for those users that have limited or no experience using CTAS.

These sessions are held at the Office of the State Auditor's St. Paul Office. **A training session is scheduled for April 16, 2009.** The training session begins at 9:00 a.m. and ends at approximately 1:00 p.m. A training workbook will be provided.

Please call Mr. Curt Koester at (651) 297-3684 or email him at ckoester@osa.state.mn.us to register for the training session. The resources available for training limit the session to a maximum of eight people.

Directions to our St. Paul Office may be obtained from the Office of the State Auditor's website (www.auditor.state.mn.us).

Parking is available in the parking lot behind the building. Please ask the receptionist for a temporary parking permit.

2008 Cash Township Financial Reporting

The instructions, for reporting your 2008 financial information were mailed to all towns in February. Your OSA code can be found on the letter you received with the instructions. This information was due in our office **March 1, 2009**.

CTAS users should not send a copy of the backup file. Please send the CTAS generated stateauditor.csv file. The default location for this file is the State Auditor folder on your local drive (C).

For additional information or assistance, please call the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us.

2008 Cash City Financial Reporting

The instructions for reporting your 2008 financial information were mailed to all cities in February. Your OSA code can be found on the letter you received with the instructions. The deadline for cities reporting on a cash basis was **March 31, 2009**.

Users should not send a copy of the backup file. Please send the CTAS generated stateauditor.csv file. The default location for this file is the State Auditor folder on your local drive (C).

Cities that are being audited should not submit the information using CTAS. The Office of the State Auditor has an Excel spreadsheet that cities should use to report their financial information. Also, the audit report must be submitted electronically using the Adobe Acrobat format (PDF).

For additional information or assistance, please call the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us

CTAS Tips

Beginning Balances

During the Year-end Processing, CTAS does not always calculate the beginning balances correctly. The next upgrade we do will correct the problem with the beginning balance calculation. In the interim, to update your beginning balance, you can do the following:

1. Click on the Cash icon in CTAS.
2. Highlight the fund with the incorrect balance.
3. Click the Edit button.
4. Enter the correct balance.
5. Click the Save button.

This will update the beginning balance.

Note: The Current Balance and the Fund Amount should be the same amount for the current fiscal year.

Backing up to a CD

1. In CTAS, Click on File, then select Backup
2. Click the Browse Button and select the Desktop.
3. Then click the Run Backup button. This should put the file CTAS_MDB.Zip on your Computer Desktop.
4. Insert a blank CD in the CD drive.
5. If a window appears, select Open a writeable CD folder using Windows Explorer. Otherwise, open My Computer and select the CD drive.
6. Drag the CTAS_MDB.Zip file from your Desktop onto CD drive in My Computer.
7. Then click on Write These Files to CD.
8. Follow the on-screen directions to complete the copying of the file to the CD.
9. When the copying is complete, click the Finish button.

This completes the process of backing up the CTAS to a CD.

Enterprise Funds

In CTAS, all Enterprise Funds must use a 600 number. These are funds such as water and sewer utilities. Do not use the 600 fund series for funds other than Enterprise Funds.

Using the 600 fund numbers for Enterprise Funds will create the correct electronic file for submission to the Office of the State Auditor.

To change the fund number, click on the Acct_no icon. Highlight the Enterprise Fund and click the Edit button. Change the number and then click the Save button. All transactions with this fund number will be updated.

How do I delete an employee in a posted payroll?

1. Click on the Edit Button to update the Payroll Period
2. Click on the Create/Update Payroll Roster.
3. Highlight the employee to be deleted.
4. Click the Remove Button
5. Click the Save Button.

This should delete the employee from the payroll. Remember to void the associated check. Checks should be voided and not deleted so that all check numbers are accounted for.

Error Number 3464

If you received error number 3464 when trying to search by check number, this indicates at least one disbursement transaction does not have a check number. In order to find the transaction(s) without a check number, you will need to search all of your disbursements and find those without a check number.

In the Disbursements section, enter the start date of 01/01/2000 and ending date of today's date in the Search by Date fields. Then click the Search button. Scroll through the list box until you find a transaction without a check number. Edit the transaction and add a check number. When all transactions have a check number, you will be able to use the Search by Check Number option.

Bottom of the Ninth
By David Kazeck

This column is designed to give you my perspective on CTAS and related accounting issues.

☺ CTAS and a Computer Network

CTAS Version 6 is a stand-alone system. A network version of the system is not available. The Helpline does not have the expertise to troubleshoot CTAS running on a network.

☺ REMEMBER TO BACKUP YOUR DATA!

☺ Check and Envelope Vendors

Below are the list of vendors that will provide checks for CTAS. The Office of the State Auditor does not recommend a vendor for printing checks, but only offers this list as a resource for your CTAS check printing needs.

Tammy & Shaun Stottler
American Solutions for Business
19562 Halwood Rd
Glenwood, MN 56334
Phone: (320) 634-3344
Fax: (320) 634-0287
tstottle@americanbus.com

Rose Shorma
Proforma Rose Shorma
826 East Lake Geneva Road
Alexandria, MN 56308
Phone: (320) 763-5535
Fax: (320) 762-1555
Cell: (320) 760-8212
rose.shorma@proforma.com

Paul Schmidt
Victor Lundeen Corp.
126 West Lincoln Avenue
P.O. Box 486
Fergus Falls, MN 56538
Phone: (218) 736-5433
Phone: (800) 346-4870
pauls@victorlundeens.com

☺ Email

A number of users do town or city business in the evening or on weekends when the Helpline is not available. By using email, a response to the questions is generally sent by 8:00 a.m. the next business day.

☺ Additional Training Opportunites

We are planning to offer a CTAS training session as one of the workshops in the Summer Short Courses presented by the Minnesota Association of Townships (M.A.T.).

The dates and locations for the training sessions are:

Monday, July 13, 2009
Holiday Inn
St Cloud

Tuesday, July 14, 2009
Jackpot Junction
Morton

Wednesday, July 15, 2009
Country Inn & Suites
Mankato

Thursday, July 16, 2009
Ramada
Rochester

Tuesday, July 28, 2009
Best Western Bigwood Event Center
Fergus Falls

Wednesday, July 29, 2009
Ralph Engelstad Arena
Thief River Falls

Thursday, July 30, 2009
Northern Lights Event Center
Walker

Friday, July 31, 2009
Black Bear Conference Center
Carlton

For more information, contact M.A.T. at (763) 497-2330 or (800) 228-0296 or visit their website at www.mntownships.org and click on training.

2009 Tax Tables

Annual Federal Tax				
	Single	Married	Rate	
Range	7,180.00	15,750.00	0.100	
	10,400.00	24,450.00	0.150	
	36,200.00	75,650.00	0.250	
	66,530.00	118,130.00		
Withholding	322.00	870.00		
Allowance	3,650.00			

Annual State Tax				
	Single	Married	Rate	
Range	2,050.00	7,750.00	0.054	
	24,780.00	40,970.00	0.071	
	76,700.00	139,720.00		
Withholding	1,216.06	1,777.27		

	FICA	Medicare		
Employer	0.0620	0.0145		
Employee	0.0620	0.0145		

P.E.R.A. Rates

Plan	Employee Rate	Employer Rate	Employer Additional	Employer Total
Coordinated (effective 01/01/08)	6.00%	6.00%	0.75%	6.75%
Basic (effective 01/01/08)	9.10%	9.10%	2.68%	11.78%
Police & Fire (effective 01/01/08)	9.40%	14.10%	n/a	14.10%
Defined Contribution Plan - elected officials	5.00%	5.00%	n/a	5.00%
Defined Contribution Plan - City Managers/Administrators (effective 01/01/08)	6.00%	6.00%	n/a	6.00%

02/24/2009