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# STATE OF MINNESOTA

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Article for *Minnesota Fire Chief*

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### **Municipal Contributions**

*By Rebecca Otto, State Auditor*

Volunteer fire relief associations receive and manage public money to provide retirement benefits for volunteer firefighters. One of the main revenue sources for relief associations is municipal contributions. Municipal contributions are contributions made to relief associations by cities, towns, and independent nonprofit firefighting corporations. Municipal contributions may be required or can be made voluntarily by a local community, based on the relief association's financial situation.

The Office of the State Auditor (OSA) regularly receives questions from relief association trustees about municipal contributions and when they must be paid to a relief association. The following article answers many of those frequently-asked questions.

#### **The Schedule Form**

For defined-benefit lump-sum plans, municipal contribution requirements are calculated each year using the OSA's Schedule Form. Relief associations are to complete the Schedule Form during the month of July, and must certify the Form to the affiliated municipality by August 1 in order for the city to set their tax levy in time. If a relief association is affiliated with an independent nonprofit firefighting corporation rather than a city or town fire department, the Schedule Form should be certified to the independent board. Obtaining the signature of the appropriate municipal or independent board official on the last page of the Schedule Form satisfies the certification requirement, although some municipalities also request that the Form be presented to the city council or town board.

Because the Schedule Form is required to be completed in July and certified by August 1, revenue and expenditure amounts for the year must be projections made based on the available mid-year information. Each July, relief associations should determine their year-to-date investment returns as well as revenues received and expenses paid. Based on this data, the relief association should project investment, revenue, and expense amounts

that seem reasonable for the remaining portion of the year. Many relief associations work with their investment advisors, brokers, and auditors when making these projections.

Revenue and expenditure amounts that are projected on the Schedule Form will almost always differ from the final year-end amounts. Because the Schedule Form is completed annually, any deviations between projected amounts and the actual year-end amounts will be reflected on the next year's Form. Relief associations should not make changes to the projections after the Schedule Form has been certified.

Accrued liability amounts calculated on the Schedule Form are required to be determined using the benefit level in effect at year-end. Therefore, if a benefit level change is adopted that goes into effect on or before December 31 of the form year, the Schedule Form should be revised to reflect the benefit level change.

The Schedule Form is an online form which is available through the State Auditor's Form Entry System (SAFES). Check with your relief association treasurer for more information about the Form.

### **Answers to Frequently Asked Questions**

Our Pension Division often fields calls from relief association members, investment advisors, brokers, and auditors on municipal contribution issues. The following are some of the questions that are asked most often.

**Q:** *Our Schedule Form shows that a municipal contribution is required. When must the contribution be paid to our relief association?*

**A:** The Schedule Form calculates required contribution amounts that must be paid during the upcoming calendar year. For example, the 2018 Schedule Form calculates the required contribution amount for 2019. The contribution must be paid in full during the 2019 calendar year.

**Q:** *What happens if the municipality doesn't pay the required contribution amount?*

**A:** If the benefit level that your relief association is operating at was properly established and ratified by the affiliated municipality, the municipality is required under state law to make any contributions that become due at that benefit level. If the municipality does not include the full required contribution amount in its levy for any year, the officers of the relief association must certify the unpaid amount to the county auditor, who will spread a levy for that amount on the taxable property of the municipality.

**Q:** *I've heard that deficits are amortized over a ten-year period. What does that mean?*

**A:** If your relief association has a deficit, at least 10 percent of that deficit is retired each year. The amount retired, or amortized, is included as a charge when the required municipal contribution is calculated. The deficit amortization payment is only one component in the formula used to calculate municipal contribution requirements. While

deficits are amortized over a 10-year period, any required municipal contributions that are calculated must be paid in full during the calendar year for which they are due.

**Q:** *Our relief association projected on the Schedule Form that we would earn \$10,000 on our investments for the year. At the end of the year, we found that we actually earned \$15,000 on our investments. Can we change the amount we projected on the Form to reflect the higher earnings?*

**A:** No. The Schedule Form is required to be completed during July and be certified to the municipality or independent nonprofit firefighting corporation by August 1. After it has been certified, the Form should not be revised to update revenue or expenditure amounts that deviated from the projected amounts. Any deviations between forecast and actual revenues and expenditures will be reflected on the next year's Schedule Form.

**Q:** *Our relief association increased its benefit level in September, after we already certified the Schedule Form for the year. Do we need to revise the Schedule Form to reflect the new benefit level?*

**A:** Yes, if the benefit increase became effective before the end of the calendar year. The revised Schedule Form should be signed and submitted to the OSA. If the benefit increase was approved and ratified in September but not effective until January 1 of the upcoming year, the new benefit level would be reflected on the following year's Schedule Form.

### **To Learn More**

Additional information about municipal contributions is available on the OSA website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us). A Statement of Position entitled Required Municipal Contributions to Volunteer Firefighters' Pension Plans, can be found by going to "For Local Officials" on the home page and clicking on "Statements of Position." The Statement can be found on that page under the heading "Pensions."

If you have any questions, please feel free to contact Rose Hennessy Allen of our Pension Division at (651) 296-5985 or at [Rose.Hennessy-Allen@osa.state.mn.us](mailto:Rose.Hennessy-Allen@osa.state.mn.us).