



OFFICE OF THE STATE AUDITOR

E-Update



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State Auditor
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December 20, 2019

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1. Available: Agreed-Upon Procedures Guide and Report for Fire Relief Associations

The 2019 Agreed-Upon Procedures Guide and Sample Independent Accountant's Report are now available on the OSA website in both MS Word and PDF versions, at:

<https://www.auditor.state.mn.us/default.aspx?page=20151209.000>

The guide and report are to be used by certified public accountants who are performing an attestation of a volunteer fire relief association for the 2019 calendar year. A relief association with assets and liabilities of less than \$500,000, and that has not exceeded this threshold in a prior year, is required to have its annual financial reporting form attested to by a certified public accountant in accordance with agreed-upon procedures prescribed by the Office of the State Auditor (OSA).

A sample client representation letter is also available at:

<https://www.auditor.state.mn.us/default.aspx?page=20151209.000>

2. Update: Volunteer Fire Relief Association Working Group

The Volunteer Fire Relief Association Working Group met on December 17. The Working Group agreed to move forward with a legislative proposal that updates the formula used to calculate active-member accrued liabilities for relief associations with a defined-benefit lump-sum plan. The current formula in statute assumes that members will serve for 20 completed years to receive a fully-vested service pension. Beginning on January 1, 2020, relief associations will have the option of allowing full vesting after as few as ten completed years of active service. The formula used to calculate accrued liabilities therefore needs to be updated to ensure that those relief associations electing to set lower requirements for full vesting are calculating accurate liability amounts.

The final meeting of the 2019-2020 Working Group will be held on Thursday, January 23, from 11:00 a.m. to 1:00 p.m. in the first floor board room at the Retirement Systems Building in Saint Paul, at 60 Empire Drive, Saint Paul, MN 55103.

Meetings are open to the public. Agendas and materials are available on the OSA website at:

<https://www.auditor.state.mn.us/default.aspx?page=reliefworkinggroup>

3. Released: Pension Newsletter

The December Pension Newsletter has been released. The Newsletter provides information about the upcoming Statement of Economic Interest reporting deadline and links to several helpful informational documents for relief association trustees. An update regarding the Volunteer Fire Relief Association Working Group and the fire state aid forfeiture deadline are also provided.

The complete Newsletter can be accessed at:

https://www.auditor.state.mn.us/other/PensionDocs/pensionNewsletter_1912.pdf

4. Reminder: Timely Payment of TIF Enforcement Deductions

As counties make settlements and distributions of property tax collections in December and January, please do not forget to make timely payments of the TIF Enforcement Deduction to the State. To learn more, please visit:

<https://www.auditor.state.mn.us/default.aspx?page=tifTimelyPayTIFEnforceDeduct>

5. Avoiding Pitfalls: Update Bank Signature Cards

When an employee of a local government entity or public official with check-signing authority no longer has that authority, that person's name should be removed immediately from the entity's bank signature card(s). This is a key internal control designed to manage and reduce the risk of a theft of public funds.

This avoiding pitfall is also available on the OSA's website at:

<https://www.auditor.state.mn.us/default.aspx?page=20100108.000>

6. Notice: No State Auditor's E-Update December 27, 2019

A State Auditor's E-Update will not be released on December 27, 2019. We wish everyone Happy Holidays!!!

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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