State Auditor
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OFFICE OF THE STATE AUDITOR
E-Update

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1. Deadline: TIF Reporting Form

2. Reminder: Pension Maximum Benefit Calculations

3. Revised: Statement of Position on Qualified Safekeepers

4. Avoiding Pitfalls: Mandatory Vacations

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1. Deadline: TIF Reporting Form

The 2009 TIF Reporting Form is due by August 1. The Form can be found at:

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

If you have questions regarding your reporting requirements or need to obtain the username and password to access your online forms, please contact Jenna Ofstie at (651) 296-7001 or at TIF@auditor.state.mn.us.

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2. Reminder: Pension Maximum Benefit Calculations

Volunteer fire relief associations that offer or pay lump sum, monthly, or monthly/lump sum combination service pensions must annually calculate the average amount of available financing per active covered firefighter. The calculation determines the maximum lump sum and monthly benefit levels that the relief association is authorized under state law to establish for the year.

Relief associations are to perform the maximum benefit calculation on or before August 1 as part of the association's annual certification of the financial requirements and minimum municipal obligation. Although the form is not required to be submitted to the Office of the State Auditor until next year, relief associations are encouraged to submit the form after it has been completed so that a preliminary review of the data can be conducted.

The Office of the State Auditor provides a form for performing this calculation. The Maximum Benefit Calculation form can be found at:

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

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3. Revised: Statement of Position on Qualified Safekeepers

The Statement of Position on Qualified Safekeepers has been revised to reflect changes in law enacted by the 2010 legislature. The changes eliminate the requirement for a broker to have a principal executive office in the State of Minnesota. In addition, a broker is now required to carry sufficient SIPC or excess SIPC coverage to protect all securities in the possession of the broker. To view the complete Statement, go to:

http://www.auditor.state.mn.us/Other/statements/qualifiedsafekeepers_0812_statement.pdf.

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4. Avoiding Pitfalls: Mandatory Vacations

Public entities should consider a mandatory vacation policy for employees – especially those with financial responsibilities. For a mandatory vacation to be effective as a fraud deterrent and detection tool, someone else must be cross-trained in the bookkeeping and cash functions and must perform the work during the mandated vacation.

An employee who never takes a day off may be a red flag for fraud. Employees who engage in fraud may resist taking a vacation, fearing that someone else doing their job in their absence may discover the irregularities.

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