



# Pension Division Newsletter

December 2023

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## 2024 Reporting Deadline and Audit Information

Legislation passed in 2023 increases the threshold at which an annual audit is required for fire relief associations. Beginning with reports for the 2023 calendar year, which are filed with the Office of the State Auditor (OSA) during 2024, an audit is required if a relief association's special fund assets or liabilities exceed \$750,000. A relief association previously required to be audited that now is below the threshold will no longer require an audit. These relief associations will now be required to file an agreed-upon procedures report, instead.

Based on information filed with the Office of the State Auditor, we've created a [document](#) for your convenience that shows each relief association's reporting deadline for 2024 and whether an audit or agreed-upon procedures engagement is required. Please review the document to confirm your relief association's reporting deadline for the upcoming reporting cycle as it may have changed following this audit threshold law change. Note that the document will be updated periodically as we complete our final review of recently filed reporting information.

Please contact the [Pension Division](#) with any questions regarding the audit threshold change or to let us know if your relief association's reporting deadline needs to be updated.

## State Aid and Forfeiture Deadline

The OSA is pleased to announce that all relief associations submitted their 2022 reporting-year forms to the OSA by the November 30 deadline. This is only the second time since the 2007 reporting cycle that all relief associations have filed their required reports with the OSA before the deadline. State law requires automatic forfeiture of fire state aid for relief associations that do not file all reporting information by November 30.

We would like to thank the relief association trustees, municipal officials, auditors, and members of the OSA Pension Division team, who worked right up to the deadline to ensure that reporting forms were submitted. A listing from the Department of Revenue of the 2023 fire state aid and supplemental state aid amounts can be found on the [OSA website](#).

Office of the State Auditor  
Pension Division  
525 Park Street, Suite 500  
Saint Paul, MN 55103  
(651) 282-6110  
Fax: (651) 282-5298  
[pension@osa.state.mn.us](mailto:pension@osa.state.mn.us)

**What’s Ahead:**

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

**February 15:**  
 Final deadline for submitting 2023 [Supplemental Benefit Reimbursement Forms](#) to the Department of Revenue.

**March 15:**  
 Fire Equipment Certification Form [\(FA-1\)](#) is due to the Department of Revenue.

**Statement of Economic Interest**

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.

For your convenience, the required CFPDB’s *Statement of Economic Interest* and *Certified Listing of Individuals Who Filed a Statement of Economic Interest* forms are available in the Pension Forms section of our website under the [“Current Forms”](#) heading.

**Key Reporting Requirements Calendar and Helpful Contact Information**

An updated Key Reporting Requirements calendar is now available on the OSA’s website. This PDF document 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. The calendar can be found in the Pension Forms section of our website under the “Resources for Completing Forms” heading, or you can access it directly by clicking [here](#).

Many relief associations will be holding their annual meeting and elections soon. The OSA makes available a one-page document that provides links to resources available on our website. These resources are intended to help individuals who are elected to a relief association’s board of trustees be successful in their new positions. The information document can be found in the Pension Documents section of our website under the “Other Resources” heading, or you can access it directly by clicking [here](#).

The OSA also provides contact information, including phone numbers, e-mail addresses, and websites for many of the government offices and agencies with which fire relief associations interact. The information can be found on the OSA website [here](#).

## Special Fund Deposit Errors

### Statements of Position:

#### Management of Records

Assets from a relief association’s special fund (the restricted pension fund) may be disbursed only for purposes expressly authorized under Minnesota law. The special fund may be used to pay benefits, such as service pensions, disability benefits, and survivor benefits, and certain fees and other expenses specifically authorized by law.

Administrative expenses, that is, necessary, reasonable and direct expenses of maintaining, protecting and administering the special fund, may be paid out of the special fund as long as such payments are permitted by law, provided for in the bylaws, and properly approved by the board of trustees.

#### Checking Accounts for Fire Departments and Relief Associations

Funds erroneously deposited into a relief association’s special fund cannot be taken out of the special fund unless the relief association obtains specific written authorization from the OSA.

The OSA has authority, after a relief association has presented evidence that the deposit error occurred in good faith, to order the transfer from the special fund to the appropriate fund or account an amount equal to the funds deposited in error.

#### Special and General Funds, and Charitable Gambling Funds

If a relief association discovers that funds have been deposited into the special fund in error, please contact the OSA’s [Pension Division](#) right away. Funds cannot be transferred from the special fund unless and until a relief association obtains written authority from the OSA.

#### Supplemental Benefits

## Pension Division Staff

If you have questions, please contact us:

Michael Johnson, Pension Analyst  
(651) 282-5430

Molly Resch, Pension Analyst  
(651) 297-2765

Maia Dabney-Miller, Pension Analyst  
(651) 284-3423

[michael.johnson@osa.state.mn.us](mailto:michael.johnson@osa.state.mn.us)

[molly.resch@osa.state.mn.us](mailto:molly.resch@osa.state.mn.us)

[maia.dabney-miller@osa.state.mn.us](mailto:maia.dabney-miller@osa.state.mn.us)

Mena Nguyen-Truong, Office Specialist  
(651) 296-6267

Rose Hennessy Allen, Pension Director  
(651) 296-5985

[mena.nguyen-truong@osa.state.mn.us](mailto:mena.nguyen-truong@osa.state.mn.us)

[rose.hennessy-allen@osa.state.mn.us](mailto:rose.hennessy-allen@osa.state.mn.us)