



Pension Division Newsletter

June 2024

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Reporting Reminder

Relief associations with special fund assets or liabilities of at least \$750,000 are required to submit reporting forms and an audit by June 30. Whether a relief association has exceeded the statutory threshold is determined using end of year special fund asset and liability amounts.

You may find other helpful information about reporting on our website:

- [Legal Compliance Audit Guide for Relief Associations](#) (prescribes minimum procedures and audit scope)
- [SAFES Login for Accessing Reporting Forms](#)
- [Helpful Reporting Hints](#)

Training Video

An updated training video titled "[Reporting Requirements for Fire Relief Associations](#)" is available on the OSA website .

Additional training videos for relief association trustees can be found on the OSA's [Training Videos](#) webpage. Filter by the "Pension" category.

State Auditor's Working Group

There is one open seat on the State Auditor's Fire Relief Association Working Group. Candidates must be current trustees or members of a relief association with a defined-benefit plan. If you'd like to be considered, contact Rose Hennessy Allen at (651) 296-598 or at rose.hennessy-allen@osa.state.mn.us.

The first meeting of the Working Group is scheduled for Wednesday, July 24, from 10:00 am to 11:30 am, with options to attend in person at our office in Saint Paul or remotely via Teams. Meetings also will be livestreamed with recordings available on the [OSA website](#).

Please forward to us any topics that you would like the Working Group to consider taking up.

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What’s Ahead:

June 30:

Reporting forms for relief associations with assets or liabilities of at least \$750,000 are due to the OSA.

August 1:

The 2024 Schedule Form must be certified to the municipality or independent nonprofit firefighting corporation.

September 15:

First certification deadline for 2024 fire state aid. To be certified as eligible, all 2023 information must be submitted to the OSA, the OSA review must be completed, and any issues resolved.

Internal Controls for Special Events

Relief associations often hold special events or fundraisers during the summer. Written policies and procedures documenting internal controls for handling funds become particularly important and help people working at events to understand their role and responsibilities. By formally approving these policies and procedures the relief association’s board of trustees can emphasize their importance and authority.

The documentation should:

- Describe procedures as they are intended to be performed;
- Indicate who is responsible for performing each procedure; and
- Explain the design and purpose of control-related procedures.

Answers to frequently asked questions regarding [internal controls](#) and relief association [fundraising](#) can be found on the OSA website.

Requirement to Report Evidence of Theft

Trustees and employees of relief associations are required to promptly report evidence of theft or misuse of public funds in writing to the OSA and local law enforcement. The written report to the OSA must include a detailed description of the alleged incident(s).

Should a public accountant discover evidence of possible misconduct by a relief association trustee or employee during the course of auditing the relief association, the accountant must promptly make a discovery report to the OSA and the county attorney.

Information on reporting the concerns along with a form for doing so can be found on the [OSA website](#).

Pension Division Staff

If you have questions, please contact us:

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