



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

*The official online news
publication of the Office
of the State Auditor*

July 29, 2011

1. Deadline: TIF Annual Reporting Form
 2. Released: Pension Division Newsletter
 3. Available: CTAS User Support
 4. Avoiding Pitfalls: Segregation of Billing Duties
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1. Deadline: TIF Annual Reporting Form

The 2010 Tax Increment Financing Annual Reporting Form is due on Monday, August 1. The 2010 Form has been modified to reflect recent legislative changes. For more information and instructions on completing the form, go to:

http://www.auditor.state.mn.us/forms/tif/TIFAnnualReportingForm_Instructions.pdf

2. Released: Pension Division Newsletter

The July **Pension Newsletter** has been released. The Newsletter contains reminders about the 2011 Schedule Form and 2011 Maximum Benefit Worksheet as well as information about maximum benefit levels. Information is also provided about military breaks in service and how they are treated for pension purposes.

The complete Newsletter can be viewed at:

<http://www.auditor.state.mn.us/default.aspx?page=pensionDocs>

3. Available: CTAS User Support

The Office of the State Auditor provides live phone and e-mail support to users of the Small City and Town Accounting System (CTAS). CTAS users with questions about the program

can contact Mark Albarado in our office at 651-282-6114 or by e-mail at Mark.Albarado@osa.state.mn.us.

4. Avoiding Pitfalls: Segregation of Billing Duties

Local government units bill or invoice for a variety of services such as utilities, fees, and rents or leases. Whenever possible, the public employee who prepares or revises the bill/invoice should not be the person who handles the cash or checks collected from the bill/invoice. Funds have been embezzled when employees responsible for taking in the receipts were able to hide their thefts by manipulating the related bills/invoices.

Any reductions in the billed amount should be approved by someone other than the person taking in the related receipts. On a regular basis, reconciliations between the billed, collected, and outstanding amounts should be performed.

If you are interested in signing up to receive an e-mail version of the E-Update regularly, [click here](#).

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