



State Auditor  
Rebecca Otto

# OFFICE OF THE STATE AUDITOR

## *E-Update*

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

January 18, 2013

1. Deadlines: City/County Budget & Lobbying Costs Reporting Forms
2. Deadline: Forfeiture Incident Reporting Form - No Property Seized
3. Meeting: Council on Local Results and Innovation
4. Update: Volunteer Fire Relief Association Working Group
5. Avoiding Pitfalls: Check the CPV for Purchases over \$25,000

---

### **1. Deadlines: City/County Budget & Lobbying Reporting Forms**

#### **City and County Summary Budget Reporting Forms**

January 31st is the deadline for cities and counties to submit the Summary Budget Reporting Form. The city and county forms can be accessed at:

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

#### **Local Government Lobbying Costs Reporting Form**

The Local Government Lobbying Costs Reporting Form is due January 31st. The form can be found at:

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

---

### **2. Deadline: Forfeiture Incident Reporting Form - No Property Seized**

Law enforcement agencies must file a report verifying they had no forfeitures in 2012. To report no forfeitures for the year 2012, please go to:

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

---

### **3. Meeting: Council on Local Results and Innovation**

The next meeting of the Council on Local Results and Innovation will be held on Wednesday, January 23 at 1:00 p.m. in the League of Minnesota Cities building, 145 University Avenue West, St. Paul. Council meetings are open to the public. For more information on the Council and meeting materials, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20100916.000>.

---

### **4. Update: Volunteer Fire Relief Association Working Group**

The 2012-2013 Volunteer Fire Relief Association Working Group held its final meeting on Tuesday, January 15. The Working Group conducted a final review of its legislative proposals, and adopted them with a few minor modifications.

The Group's legislative proposals include modifications to how deferred interest is calculated and paid for certain members of defined-benefit plans, clarification of municipal ratification requirements for deferred interest rates, and changes to make payment of a supplemental survivor benefit to qualified recipients mandatory and to eliminate the requirement for authorizing bylaw language. The Working Group's proposals also include several technical changes that eliminate out-of-date statutory references and provide for better statutory construction.

Working Group meeting materials are available at:

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

---

### **5. Avoiding Pitfalls: Check the CPV for Purchases over \$25,000**

Many municipalities purchase supplies, materials, or equipment through the State of Minnesota's Cooperative Purchasing Venture (CPV). Minnesota law requires municipalities to consider the CPV for contracts estimated to exceed \$25,000. For these contracts, a municipality must "consider the availability, price and quantity of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source." [Minn. Stat. § 471.345, subd. 15](#).

The Minnesota Department of Administration (MDA) oversees the CPV. More information on the CPV can be found on the MDA website at: <http://www.mmd.admin.state.mn.us/cpv2.htm>.

---

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

The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.  
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.  
Web: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).