

1. 2006 Pension Reporting Forms Available
2. Pension Training Session Change
3. Avoiding Pitfalls: Approval of Town Meeting Minutes

1. 2006 Pension Reporting Forms Available

The Office of the State Auditor is pleased to announce that the 2006 Pension Reporting Forms will be available on the State Auditor's website at www.auditor.state.mn.us this weekend. The 2006 reporting year forms are due by March 31, 2007 for relief associations with less than \$200,000 in assets and liabilities or June 30, 2007 for associations with at least \$200,000 in assets or liabilities.

An email is being sent to a representative of each relief association containing a unique username and password to access the website and download online forms. If your relief association does not receive the email containing the username and password, please contact Gail Richie at (651) 282-6110 or Gail.Richie@state.mn.us. If your relief association elects not to use the online forms, PDF copies of the forms are also provided on the website. The PDF forms can be printed out, manually completed, and submitted.

2. Pension Training Session Change

The Saint Cloud training session has been re-scheduled for Thursday, April 12, from 6:00 PM to 9:00 PM. If you would like to register for the new Saint Cloud session, please contact Gail Richie at (651) 282-6110 or Gail.Richie@state.mn.us. The other ten training sessions being offered by the Pension Division are quickly filling, so please contact Gail as soon as possible to register if you are planning to attend.

3. Avoiding Pitfalls: Approval of Town Meeting Minutes

We review meeting minutes during town audits. We recommend that the minutes be signed by the town clerk/treasurer. Once approved by the board, usually at the next board meeting, we recommend that the minutes be signed and dated by a board member, preferably the chair, to indicate that they are the official town board meeting minutes. By following this procedure, we believe that towns will have better documentation of their meetings.