



December 2010

Pension Division Newsletter

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Working Group Update

The Volunteer Fire Relief Association Working Group met on December 7. The Working Group discussed changes that would provide greater clarity to the lists of authorized special fund revenues and administrative expenses. Group members also discussed changes in who signs the Office of the State Auditor's Reporting Form and Schedule Form. Changes in who signs the forms are being sought to provide greater flexibility to municipalities and to ensure that the Schedule Form, which calculates contribution requirements, is signed by the entity responsible for financially supporting the relief association. Finally, the Working Group discussed the appropriateness of the deficit amortization period for defined benefit relief associations and also looked at projections on the Schedule Form. Working Group members will continue these discussions at the next meeting, on January 11 at 11:00 a.m.

Working Group meeting agendas and materials are available on our website at: <http://www.auditor.state.mn.us/default.aspx?page=reliefworkinggroup>.

As a reminder, the Working Group requested feedback in our November Pension Newsletter regarding a draft general record retention schedule. If you haven't done so already, please take some time to review the draft general record retention schedule and consider any types of records that your relief association may have that aren't currently included in the draft schedule. The draft record retention schedule is available for review on our website at:

<http://www.auditor.state.mn.us/other/reliefWorkingGroup/ReliefDraftRecordRetentionSchedule.pdf>.

Please direct any questions or comments regarding the draft general record retention schedule to Rose Hennessy Allen at (651) 296-5985 or at Rose.Hennessy-Allen@state.mn.us. Please provide comments by **December 31** so that they may be taken into consideration by the Working Group when it meets in January.

For additional information about the draft general record retention schedule, please see the November Pension Newsletter at:

http://www.auditor.state.mn.us/other/PensionDocs/pensionNewsletter_1011.pdf.

Statements of Economic Interest Reminder

Every year each board member and the chief administrative officer of a volunteer fire relief association are 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 during regular office hours at the association's office.

The chief administrative officer of the relief association must submit a *Certified Listing of Individuals Who Filed a Statement of Economic Interest* form to the Campaign Finance and Public Disclosure Board 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 *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 the Office of the State Auditor's website under the "Current Forms" heading, or by going to:

<http://www.auditor.state.mn.us/default.aspx?page=20070105.001>.

Large Public Pension Plan Investment Report

The Office of the State Auditor has released the Large Public Pension Plan Investment Report. The report reviews the investment performance of Minnesota's large public pension plans for the 2009 calendar year. These pension plans, together with the State Board of Investment, represent the retirement savings of hundreds of thousands of public employees and as of December 31, 2009, held nearly \$44 billion in assets. To view the complete report, go to:

http://www.auditor.state.mn.us/reports/pen/2009/investment/investment_09_report.pdf.

Selected Relevant Statutes Summary

An updated version of the Selected Relevant Statutes summary is now available on the Office of the State Auditor's website. The summary can be used in conjunction with the statutes booklet prepared annually by the Pension Division. The booklet contains many of the state laws applicable to volunteer fire relief associations, and the summary provides a short, easy-to-read companion. The booklet and summary can be accessed on our website at <http://www.auditor.state.mn.us/default.aspx?page=20070105.001> under the "Documents" heading.

State Aid Forfeiture Update

The Office of the State Auditor is pleased to announce that all but three volunteer fire relief associations submitted their 2009 reporting-year forms prior to the forfeiture deadline on November 30. 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 representatives, accountants, and members of the Pension Division team, who worked right up to the deadline to ensure that reporting forms were submitted.

2010 Schedule Form

The Pension Division is performing preliminary reviews of 2010 Schedule (SC-10) forms that have been submitted by relief associations. While the SC-10 was required to be certified to the municipality or independent nonprofit firefighting corporation by August 1, 2010, the form is not required to be submitted to the Office of the State Auditor until March or June 2011 with the

relief association's other 2010 reporting information. However, in order for member data to be pre-populated on your 2011 Schedule form, the SC-10 must be received and reviewed before February 2011. If you haven't submitted your SC-10 form yet, please do so at your earliest convenience so that we can pre-populate your 2011 form.

In addition, we have received a number of questions from relief association trustees regarding revisions to the SC-10 form. Some relief associations would like to revise the investment earnings that were projected on the SC-10 form to take into consideration investment gains since August 1, when the form was certified. As previously stated, the Schedule form is required to be completed during July and certified to the municipality or independent nonprofit firefighting corporation by August 1. After it's been certified, the form should not be revised to update revenue or expenditure amounts that deviated from the projected amounts. Any deviations between forecasted and actual revenues and expenditures will be reflected on the 2011 Schedule form.

If you have questions please contact us:

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