

Useful Contacts/References

MAT Manual on Town Government

Reprinted each year in March. Color changes each year. Recommended replacement every 3-5 years. New officers who attend new officer training each get one.

Blue Law Book

Minnesota Township Laws

Most recent updated with laws from 2016. Each township received one. (handed out at MAT events or mailed to Town Clerk.) Additional copies available through MN State Bookstore. Updated laws/statutes come out in July issue of *MN Township Insider*.

MN Secretary of State Website

Election Administration materials (including forms you need for filing), election guides, calendars.

<https://www.sos.state.mn.us/election-administration-campaigns/election-administration/>

MN State Auditor

SAFES Entry is for updating CTAS/Submitting year end financials by 3/31 each year.

<https://www.auditor.state.mn.us/SAFES/Default/LogIn>

CTAS Manual (computer program), Accounting Manual for Small Cities and Towns (instructions/forms for manual method), Chart of Accounts (updates), Legal Compliance Audit guides, Subscribe to weekly and quarterly newsletters.

<http://www.osa.state.mn.us/>

PERA

Contact them directly with questions or for forms you need to enroll members,

<https://www.mnpera.org/forms/>

PERA has many free webinars for learning
1-800-652-9026

MN Department of Revenue

Find out about checks received/help with login information. 651/297-8106

Sales and use tax topics related to local governments:

<http://www.revenue.state.mn.us/businesses/sut/Pages/Local-Governments/Home.aspx>

MAT Website

<https://mntownships.org/>

Take time to explore – a lot of helpful information:

Contact information for staff and attorneys.

MAT Office: 763-497-2330 or 1-800-228-0296

Information Library

Located in the Town Manual. Index distributed in New Clerk Class. Highlight those you use a lot, quick reference to search if internet is slow.

MATIT

For all insurance related questions and work comp report (due 1/31 each year).

<https://mntownships.org/matit-self-insurance/>
763-497-2330/800-262-2864

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New officers list of who to contact. This information is also on the back cover of the MAT Manual. Be sure to update those listed with new members in order to be sure you receive updates.

MAT Clerk/Treasurer Trainers

Lucinda Messman 763-360-3962
lmessman@mntownships.org

Lori Stalker 218-821-0578
lstalker@mntownships.org

Petra Hartness 651-592-2003
phartness@mntownships.org

Your County Auditor Contact Info:

Name:

Email:

Phone Number:

District Director Information:

Name

Email:

Phone Number: