

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.00.00
SECTION		ISSUANCE DATE March 12, 2009
SUB-SECTION	INDEX	REVISION NUMBER 09-010

- 29 Miscellaneous
 - 60 Reference or Supplemental
 - 10 Imprest (Petty Cash) Funds
 - 15 Authorized Signature File
 - 25 Single Audit Act
 - 30 Record Retention
 - 35 Authorization for Bank Accounts
 - 40 Sales Taxes
 - 51 Receiving Reports
 - 55 Late Payments to Vendors
 - 60 Provider File

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.10
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE MAY 5, 2009
SUB-SECTION	IMPREST (PETTY CASH) FUNDS	REVISION NUMBER 09-012

IMPREST (PETTY CASH) FUNDS

STATUTE REFERENCE

Section 7-7-59, Miss. Code Ann. (1972), reads,

"A reasonable petty cash fund shall be allowed each state department, institution, board, commission, or other agency if, in the judgment of the State Fiscal Officer, such is necessary for the proper operation of the fiscal affairs thereof. The amount of such petty cash fund shall be fixed by the State Fiscal Officer in each case, but these funds shall be reimbursed only upon vouchers audited by the State Fiscal Officer. It shall not be lawful for any petty cash fund to be used for cashing checks or otherwise advancing funds to any officer or employee of any state department or agency."

USE OF IMPREST FUNDS

The purpose of the imprest account is to facilitate direct vendor payments of a minor amount. Imprest funds in some agencies may be used as a small change fund. It is requested that imprest funds be sufficient to meet minor expenditures of not more than two months.

ESTABLISHMENT OF AN IMPREST ACCOUNT

To establish an imprest fund, the agency should submit a PV for the amount of funds needed, accompanied by a letter from the director requesting approval of the imprest funds, specifying the dollar amount thereof and the bank(s) in which funds will be held, if applicable, and describing the use that will be made of the petty cash. DFA will review past usage and the letter stating the planned usage of the imprest fund in reaching a decision to approve or disapprove the requested amount. The PV for establishment of an imprest fund must be coded to balance sheet account 10200. The accounting entries for establishing a petty cash account and the transactions within the account once it is established are detailed in section 26.50.10.

A vendor code must be obtained for the account when the imprest fund is established in order to seek reimbursement for the fund. Refer to section 17.20.05 for establishing a vendor code.

PETTY CASH ON 2000 FUNDS

When petty cash accounts are established on 2000 funds, a due from fund 2999 is recorded through a JV transaction. As stated in the establishment section, the PV is processed using balance sheet account 10200. **A JV for the General Fund is prepared by the agency and attached to the PV.** The 2000 Fund entry is:

Debit: 10050 - Appropriation/Allotment Balance
Credit: 21650 - Advance for Petty Cash from 2999

This entry re-instates the allotment account and records a liability to 2999 for the use of 2999's cash.

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SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE MAY 5, 2009
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The JV should also include the following entry for fund 2999:

Debit: 13200 - Advance for Petty Cash to 2000 funds
Credit: 29000 - Treasurer's Allotment to Agency

This entry re-instates the allotment account and records a receivable from the 2000 fund.

The above scenario also applies if an established petty cash account is increased. If the petty cash account is decreased, a JV is prepared reversing the entries above. The JV is attached to the CR refunding the petty cash.

PERIODIC REIMBURSEMENT

A request for reimbursement to the imprest account should be submitted periodically to BFC. This should be done by submitting a PV to BFC along with a Statement of Petty Cash/Imprest Fund Expenses Incurred (form 29.60.10). Form 29.60.10 must have a complete detailed description of each item purchased, name of vendor, person's name, object code 61994 or 62994 and amount of purchase (Exhibit 29.60.10-A). The agency should not send petty cash invoices to BFC. This information must be retained at the agency for inspection and audit purposes. The PV should be prepared indicating a summary of the expenditure codes for the items for which petty cash funds were disbursed. Vendor name on the PV for an imprest fund reimbursement should read "Imprest Fund". If it is necessary for the agency to have more than one imprest fund, the title of the reimbursed fund may follow the vendor name, e.g. "Imprest Fund - Tupelo". The reimbursement will be accomplished by posting the disbursements to the proper expenditure codes and by the preparation of a state warrant.

CUSTODIAL RESPONSIBILITY

The designated custodian of the imprest fund will be responsible at all times for the balance of the imprest account which shall consist of cash in the imprest account and/or approved invoices and receipts in support of disbursements made and pending reimbursement equaling the original amount of imprest fund authorized. If the custodian of the account changes, then the vendor code should also be revised. Imprest funds should be kept in a safe place (normally under lock and key).

AGENCY ACCOUNTING

Agencies should develop an internal accounting policy to account for their imprest fund(s). Pre-numbered petty cash vouchers are available at office supply houses. These vouchers should be used for verification of funds that have been removed from a cash box. If the agency uses checking accounts for its imprest funds, these accounts must be reconciled and remain in balance at all times. Receipts for disbursement, when available, should be attached to the imprest voucher.

At the end of each FY, agencies are not required to close imprest funds to the establishing fund number. The authorized balance will roll forward each year, therefore, a reimbursement for all expenditures incurred prior to July 1 must be requested. A PV along with form 29.60.10 should be submitted to BFC on or before July 31 for expenditures incurred during the previous FY.

There must be sufficient balances in each of the applicable budget categories to post the expenditures. The vendor number to be used with each minor object code is the vendor number for the petty cash account that was used on the original PV establishing the petty cash account.

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

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SUB-SECTION	IMPREST (PETTY CASH) FUNDS	REVISION NUMBER 09-012

As part of the post-audit process, unscheduled imprest fund counts will be undertaken by the State Auditor's Office or DFA – Office of Fiscal Management.

PREPARATION OF THE FORM

The instructions for completion of the Statement of Petty Cash/Imprest Fund Expenses are set forth below. Exhibit 29.60.10-A illustrates a blank form with reference instruction numbers.

<u>REFERENCE</u>	<u>EXPLANATION</u>
1	Agency name.
2	Agency number.
3	Fund number.
4	Period in which the expenditures were incurred.
5	Each individual disbursement should be listed in Section A.
6	The summarized amounts by object code from the individual amounts in Section A should be listed in Section B.
7	Total reimbursement requested as detailed on each page of the form.
8	Actual cash on hand and date thereof. This date must agree to the through date in reference 4 above.
9	Amount of reimbursement requested prior to this request but not received.
10	Petty cash amount the fund/agency is authorized. This should equal the amount in balance sheet account 10200-Petty Cash on the fund. Note that 7+8+9=10.
11	Signature, date of signature and phone number of agency employee responsible for petty cash.
12	Signature and date of signature of agency employee who has verified this request.
13	Signature, date of signature and title of agency head or his/her designee.

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.15
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	AUTHORIZED SIGNATURE FILE	REVISION NUMBER 99-001

AUTHORIZED SIGNATURE FILE

STATUTE REFERENCE

Section 7-7-27, Miss. Code Ann. (1972), states that invoices shall be approved for payment by the proper officials of each agency and the original copy thereof forwarded to BFC together with a PV containing a certification by the approving officer of each agency that the goods or services specified on each invoice have been received or performed.

The appropriation bills for the agencies state that BFC shall issue warrants upon PV's signed by the proper person, officer or officers, in the manner provided by law. Those appropriation bills stating "in the manner provided by law" is a connotation to research the law pertaining to the agency as to specific parties authorized to sign PV's and PO's. Some appropriations will state the party(ies) authorized to sign for purchases made.

LETTER DESIGNATING APPROVED SIGNATURES

After researching the law, each agency must submit a letter to BFC stating the person(s) authorized to sign PO's, PV's, and payroll requisitions and providing a signature of these party(ies). The letter may be very brief, stating:

"Listed below are the signatures of individuals authorized to sign PO's and PV's for (agency name)."

or "In accordance with statute (agency statute naming who may sign) of Miss. Code governing expenditures, the following signature(s) are of the party(ies) authorized to sign PV's and PO's for (agency name)."

The letter designating authorized signatures shall be signed by the director of the agency. Any change in authorized signatures should be accomplished through submission of a new letter rather than through an addendum to the original letter. BFC requires that this letter be submitted annually.

FACSIMILE SIGNATURES

On PO's (form 09.20.12) and PV's (forms 11.20.10 and 15.20.21) from agencies requiring only one signature, the signature should be manually affixed to the document. When a facsimile stamp is used to affix signature(s), BFC must have a letter from the agency director stating that he/she agrees to accept responsibility and potential liability for such documents. It is preferred that a facsimile signature also have one original signature certifying that the original signer has checked the documentation and is confident that the request is a just, due and correct claim against the State.

If facsimile signature stamps are used, a responsible employee should be assigned as custodian. The custodian should provide further assurance of proper use of the stamp.

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.25
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	SINGLE AUDIT ACT	REVISION NUMBER 99-001

SINGLE AUDIT ACT, AS AMENDED BY THE SINGLE AUDIT ACT
AMENDMENTS OF 1996

BACKGROUND OF SINGLE AUDIT LEGISLATION

State and local governments each year receive billions of dollars in federal assistance. Federal agencies look to audits as a means of control over use of these funds.

Prior to the Single Audit Act of 1984, federal grants were audited individually. After several studies found this approach ineffective, the Single Audit Act of 1984 was adopted to change the focus of the audit from the individual grant to the grant recipient. In 1985, OMB issued OMB Circular A-128, *Audits of State and Local Governments*, to provide implementing guidance. The 1984 legislation concentrated the audit efforts on programs with high dollar expenditures, commonly known as major federal programs. Smaller federal programs were audited on a cyclical basis over a three-year period.

On July 5, 1996, the President signed the Single Audit Act Amendments of 1996 (31 U.S.C. Chapter 75). The new statute applies to audits of FY's beginning on or after July 1, 1996, and, in tandem with revised and upcoming revisions to the OMB circulars, will make numerous changes to the single audit process. OMB Circular A-133 was revised in August 1997, to implement the 1996 Amendments, including extending the circular's coverage to include States, local governments and Indian tribal governments. Prior versions of Circular A-133 were superseded, OMB Circular A-128 was rescinded and OMB Circular A-133 was renamed Audits of States, Local Governments, and Non-Profit Organizations.

The "new" law : raises the audit threshold from \$100,000 to expending \$300,000 or more in federal awards, authorizes OMB to establish a risk-based approach to determining major programs, requires auditors to provide a summary report, revises the definition of internal controls, and shortens the report deadline to nine months from the fiscal year-end (after a transition period of a least two years.)

COGNIZANT AGENCY

The federal cognizant agency for the State is the Department of Health and Human Services (HHS). Under the 1996 amendments, OMB will assign cognizant agencies for recipients expending more than \$25 million in federal funds per year. Since the assignments are based on the predominant amount of direct funding, it is likely that all states will be assigned to HHS. Therefore, no matter which federal agency provides the grant, the State will refer all audit questions concerning compliance, internal control and financial reporting to HHS.

AUDIT REQUIREMENTS

The Single Audit Act Amendments of 1996 require the following:

- S Non-federal entities that expend \$300,000 or more a year in federal awards shall have a single program-specific audit made in accordance with the revised OMB Circular A-133.
- S Non-federal entities that expend less than \$300,000 a year in federal awards are exempt from federal audit requirements for that year, however, records must be available for review or audit by appropriate officials of the federal agency, pass-through entity and General Accounting Office (GAO).

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.25
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SUB-SECTION	SINGLE AUDIT ACT	REVISION NUMBER 99-001

SCOPE OF AUDIT

The Single Audit Act Amendments of 1996 provide that:

- S The audit shall be made by an independent auditor in accordance with generally accepted government auditing standards. (The State Auditors's Office meets the definition of an independent auditor for purposes of the Single Audit Act, as amended.)
- S The audit shall cover the operation of the entire non-federal entity, or at the option of the government, it may cover departments, agencies or other organizational units which expended or otherwise administered federal awards during the FY.

AUDIT REPORT

The audit report must include the following:

- S The auditor's opinion (or disclaimer of opinion) as to whether the financial statements are presented fairly in all material respects in conformity with GAAP and an opinion (or disclaimer) as to whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole.
- S The auditor's report on internal control related to the financial statements and major programs.
- S The auditor's report on compliance with laws, regulations, provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements. This report should also include an opinion (or disclaimer) as to whether the auditee complied with laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on each major program.
- S A schedule of findings and questioned costs.

INTERNAL CONTROL

With respect to the internal controls pertaining to the compliance requirements for each major program, the Single Audit Act Amendments of 1996 require the independent auditor to obtain an understanding of such internal controls, assess control risk and perform tests of controls. These procedures should include planning the audit to support a low assessed level of control risk for the assertions relevant to the compliance requirements for each major program. If the internal controls over some or all of the compliance requirements are likely to be ineffective in preventing or detecting noncompliance, the planning and performance of control testing is not required. However, the auditor should report a reportable condition or material weakness, assess the related control risk at maximum, and consider whether additional compliance tests are required because of ineffective internal control.

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.25
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	SINGLE AUDIT ACT	REVISION NUMBER 99-001

COMPLIANCE

The Single Audit Act Amendments of 1996 require the independent auditor to determine and report on whether the auditee has complied with laws, regulations and the provisions of contracts or grant agreements that may have a direct and material effect on each of its major programs.

1. The principal compliance requirements common to most federal programs are found in the Compliance Supplement, issued by OMB and available from the government printing office. These requirements include: Activities Allowed or Unallowed; Allowable Cost/Cost Principles; Cash Management; Davis-Bacon Act; Eligibility; Equipment and Real Property Management; Matching, Level of Effort, Earmarking; Period of Availability of Federal Funds; Procurement and Suspension and Debarment; Program income; Real Property Acquisition and Relocation Assistance; Reporting; Subrecipient Monitoring; and Special Tests and Provisions.
2. For those programs contained in the Compliance Supplement, an audit of those compliance requirements listed for that program will meet the requirements of the law. For those federal programs not covered in the supplement, the auditor should use the types of compliance requirements listed in the supplement as guidance for identifying the types of compliance requirements to test, and determine the requirements governing the program by reviewing the provisions of contracts and grant agreements and the related program laws.
3. The compliance testing should include tests of transactions and such other auditing procedures necessary to provide the auditor sufficient evidence to support an opinion on compliance.

MAJOR PROGRAM DETERMINATION

In order for the auditor to determine which federal programs are to be audited for compliance, state and local governments shall identify all federal funds received and expended and the programs under which they were received. This shall include funds received directly from federal agencies and/or indirectly through other entities such as state agencies, local governments, non-profit corporations, etc. This information is generally reported on the Schedule of Expenditures of Federal Awards (see MAAPP manual Subsections 27.30.60 and 27.30.65).

Using this information, the auditor shall use a risk-based approach to determine which federal programs are major programs. The risk-based approach shall include consideration of current and prior audit experience, oversight by federal agencies and pass-through entities, and the inherent risk of the federal program. The process to make this determination is outlined in detail in the OMB Circular A-133.

A federal agency may request an auditee to have a particular federal program audited as a major program. To allow for planning, such requests from the federal agency should be made at least 180 days prior to the end of the FY to be audited. The auditee, after consultation with its auditor, should promptly respond to the request by informing the federal agency whether the program would otherwise be audited as a major program using the risk-based approach, and if not, the incremental cost. The federal agency shall then promptly confirm to the auditee whether it wants the program audited as major. If the program is to be audited as major and the federal agency agrees to pay the full incremental costs, then the auditee shall promptly notify the auditor and have the program audited as a major program. A pass-through entity may use these provisions for subrecipient.

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.25
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	SINGLE AUDIT ACT	REVISION NUMBER 99-001

SUBRECIPIENT RESPONSIBILITIES

Agencies who provide grant funds to a subrecipients shall perform the following for the federal awards it makes.

- S Identify federal awards by informing each subrecipient of CFDA title and number, award name and number, award year, and name of the federal agency.
- S Advise subrecipients of the requirements imposed on them by federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the pass-through entity.
- S Monitor the activities of subrecipients as necessary to ensure that federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.
- S Ensure that subrecipients expending \$300,000 or more in federal awards during the subrecipient's FY have met the audit requirements of OMB A-133 for that FY.
- S Issue a management decision on audit findings within six months after receipt of the subrecipient's audit report and ensure that the subrecipient takes appropriate and timely corrective action.
- S Consider whether subrecipient audits necessitate adjustment of the pass-through entity's own records.
- S Require each subrecipient to permit the pass-through entity and auditors to have access to the records and financial statements as necessary.

The 1996 Amendments discourage pass-through entities from requiring single audits of subrecipients with total federal awards expended of less than \$300,000 annually. This is done by prohibiting charges to federal awards for audit costs under these circumstances. However, pass-through entities are not prohibited from charging subrecipient monitoring costs, provided those procedures are of lesser scope than a single audit. Due to the increase in the audit threshold to \$300,000, pass-through entities will need to review their overall monitoring process, and decide what, if any, additional monitoring procedures may be necessary to ensure subrecipient compliance. Subrecipient monitoring procedures include: on-site visits, reviews of documentation supporting requests for reimbursement, limited scope audits of specific compliance areas (e.g., eligibility determinations made by subrecipients), and financial statement audits in accordance with generally accepted governmental auditing standards. A pass-through entity should consider the cost-effectiveness of monitoring procedures compared to the relative size and complexity of federal awards administered by subrecipients in determining the appropriateness of monitoring procedures.

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.30
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	RECORD RETENTION	REVISION NUMBER 99-001

RECORD RETENTION

PURPOSE

The purpose of this section is to provide general guidance to agencies on record retention requirements. Sections 25-59-1 through 25-59-31, Miss. Code Ann. (1972), establish Department of Archives and History as the records management agency. A State Records Committee is to approve, disapprove, amend or modify records control schedules. The Division of Records Management of the Department of Archives and History should be contacted for any questionable, special type of records and/or assistance in regard to the retention of records for specific agencies.

PRIOR TO AUDIT

All accounting records, correspondence, board or commission minutes, personnel, and payroll records shall be retained at the agency's office until the records are audited by the State Auditor or his representative.

AFTER AUDIT

Agency records that have been audited may be removed from the agency office to the State Records Center according to Department of Archives and History schedule. Agencies that have audit exceptions or questions may desire to retain the records until the exceptions are resolved. The following is a general guideline for retention of records:

<u>Type of Records</u>	<u>Minimum Retention</u>
PV	3 years after audit report released
CR	3 years after audit report released
PO	3 years after audit report released
General ledger	Varies by agency - at least 3 years
Personnel records	No rule has been adopted; however, records of this nature should probably be retained on a permanent basis.
Pay earnings records	No rule has been adopted; however, records of this nature should probably be retained permanently.
Correspondence	Varies, depending on type of correspondence; for financial related correspondence see following paragraphs

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.30
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JULY 1, 1998
SUB-SECTION	RECORD RETENTION	REVISION NUMBER 99-001

Financial records, monthly SAAS reports, supporting documents, statistical records, and audit reports shall be retained for three years after release of the audit with the following qualifications:

- S If any litigation, claim or audit is started before the expiration of the 3-year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.
- S Records for nonexpendable property acquired with federal funds shall be retained for 3 years after its final disposition.
- S When records are transferred to or maintained by the federal sponsoring agency, the 3-year retention requirement is not applicable to the grantee.
- S Agencies providing grants to subrecipients should have in the subrecipient's contract a clause that the subrecipient's records be made available for audit and review by the granting agency or the granting agency's auditor.

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.35
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE August 5, 2010
SUB-SECTION	AUTHORIZATION FOR BANK ACCOUNTS	REVISION NUMBER 11-006

AUTHORIZATION FOR BANK ACCOUNTS

GENERAL

Commercial bank accounts, which are bank accounts maintained outside of the State Treasury, are regulated by a number of state laws. Bank accounts may not be opened with brokerage firms or credit unions. This sub-section affects state agencies that do not have any special statutory provisions pertaining to the establishment and operation of commercial bank accounts and does not supersede a specific statutory provision.

CUSTODIAL AND SELF-GENERATED ACCOUNTS

Per Section 7-7-59, Miss. Code Ann. (1972), agencies may request authorization to open a bank account to serve as the depository for self-generated funds or custodial funds not required by law to be deposited in the State Treasury. The account should bear interest. For self-generated funds, the interest should be deposited into General fund 2999 on a monthly basis, unless the interest is credited to the account at a different time. The interest should be transferred at the time the credit is made to the account. For custodial accounts (accounts for inmates, clients and residents or in a trust capacity), the interest remains in the account. Custodial funds held by an agency require authorization if the agency has signature authority on the bank account. A maximum and minimum balance is established by the agency for approval by the Office of the State Treasury and DFA.

COLLECTION AND CLEARING ACCOUNTS

Per Section 7-9-12, Miss. Code Ann. (1972), agencies may request authorization to open a bank account to serve as a collection or clearing account for funds required by law to be deposited in the State Treasury. The account should bear interest. Interest is transferred to General fund 2999 on a monthly basis unless interest is credited to an account at a different time. The interest should be transferred at the time the credit is made to the account. Special funds statutorily authorized to earn interest may deposit interest earned in the corresponding special fund.

If a minimum balance is required to earn interest and this balance is greater than that required to cover returned checks, the agency will state this reason with their authorization request. Any amount above the minimum balance should be transferred to the State Treasury for statewide investing at an interest rate higher than the bank's rate. The only checks authorized to be drawn against collection or clearing accounts are checks made payable to the State Treasury or checks refunding overcollected revenues.

SERVICE CHARGE

Per Section 27-105-1, Miss. Code Ann. (1972), agencies may compensate banks for the expense of maintaining deposit accounts and in handling related items with approval by the Office of the State Treasury and DFA. As a general rule, public funds are not be subject to service charges. An agency may pay a bank service charge in order to earn interest that is greater than the service charge.

PETTY CASH ACCOUNTS

Per Section 7-7-59, Miss. Code Ann. (1972), agencies may establish a petty cash account. See Section 29.60.10 for more information.

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.35
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE August 5, 2010
SUB-SECTION	AUTHORIZATION FOR BANK ACCOUNTS	REVISION NUMBER 11-006

COMPLIANCE

During the audit of a state agency, the State Auditor will determine if legal compliance exists with respect to commercial bank account activity. After notification and a hearing, the State Auditor may levy a civil penalty in an amount not to exceed \$1,000 for each violation.

ACCOUNTING ENTRIES

Transactions related to bank accounts must be recorded on the appropriate fund by completing a JV. For 8XXX funds, a JA document may be used. See Section 26.20.13 for more information. Accounting entries should be made monthly after reconciling to the bank statement.

REVIEW

Periodically, DFA will send a list of approved bank accounts to agencies. The agency will review and verify that the information is correct or indicate changes needed. The agency's executive director or designee will sign the list and return to DFA. DFA will make changes or deletions as requested by the agency and approved by DFA's executive director or designee and the State Treasurer or designee.

PROCEDURE

An agency must complete form 29.60.35 - Request to Open, Delete, or Change a Bank Account to obtain authority from DFA and the State Treasurer to open a bank account. The approved form will be signed and returned to the agency.

FORM INSTRUCTIONS

The instructions for completion of the Bank Account form are set forth below. Exhibit 29.60.35 illustrates a blank form with reference instruction numbers. Following Exhibit 29.60.35 is a blank form that may be printed and used.

REFERENCE EXPLANATION

- 1 Agency Number.
- 2 Name of bank.
- 3 Location (City, State) of bank.
- 4 Bank account number. For new accounts, send notification to BFR once account is set up.
- 5 For financial reporting purposes, the fund number where the balance will be reported.
- 6 Type of account.
- 7 Purpose of the account (i.e., collection, custodial, petty cash, cafeteria, etc.).

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.35
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE August 5, 2010
SUB-SECTION	AUTHORIZATION FOR BANK ACCOUNTS	REVISION NUMBER 11-006

<u>REFERENCE</u>	<u>EXPLANATION</u>
8	Agency tax identification number.
9	Interest rate. If none, provide reason in the comments section.
10	Name on the account. First line must agree with the name related to the agency tax ID (8).
11	Indicate the number of signatures required.
12	List the title (not the name) of authorized signors on the account.
13	Minimum balance.
14	Maximum balance.
15	Indicate request for authorization to pay the service charges to banks that will not wave the charges for public funds.
16	Comments.
17	Indicate the type of request. For a Change, highlight or circle the fields to be changed.
18	Signature of agency executive director or designee and date.
19	Signature of DFA executive director or designee and date.
20	Signature of State Treasurer or designee and date.

Agency # _____

STATE OF MISSISSIPPI REQUEST TO OPEN, DELETE OR CHANGE A BANK ACCOUNT

Note: The State Agency completes this form, which must be approved by the State Treasurer and DFA.
Under no circumstance should a bank account be opened without prior approval.

Bank Name	Location (City, State)	Account Number	Fund #

Type of Account (Checking, Savings, etc.)	Purpose (Collection, Custodial, etc.)	Agency Tax ID	Interest Rate (If none, explain in comments)

Account Name	Number of Signatures Required:	Minimum Balance	Maximum Balance
Note: First Line must agree with the name related to the agency tax ID _____ _____ _____ _____ _____	_____ Title of Authorized Signors _____ _____ _____ _____		
		Request authority to pay bank service charge per Section 27-105-1, MS Code Ann. (1972) Yes _____ No _____	

Comments: _____ _____ _____ _____

_____ New bank account _____ Delete bank account _____ Change bank account Indicate fields to be changed	Agency Signature _____ Date _____ DFA Signature _____ Date _____ Treasury Signature _____ Date _____
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**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.40
SECTION	REFERENCE	ISSUANCE DATE MARCH 31, 2000
SUB-SECTION	SALES TAX	REVISION NUMBER 2K-003

SALES TAX

PURPOSE

The purpose of this section is to establish when sales taxes are to be paid by an agency, as well as when agencies are to collect sales taxes.

SALES TAX ON PURCHASES

State agencies are exempt from payment of sales tax per Section 27-65-105, Miss. Code Ann. (1972). When agencies buy gasoline for state owned vehicles at other than the state service station, the sales tax amount will be included in the gasoline costs charged on the credit card. However, when the oil company bills the agency for the credit card charges, the state sales tax will be removed from the charges. Bulk gas purchases made by the agency are exempt from sales tax.

Section 27-57-11, Miss. Code Ann. (1972), establishes an excise tax of 8 cents per gallon on lubricating oil. This special tax does not exempt state agencies from payment of the tax.

If merchandise and services are invoiced to and paid by the agency, the sales tax should not be paid by the agency except as noted above and on the purchase of soft drinks.

RETAIL SALES

Section 27-65-7, Miss. Code Ann. (1972), provides the following descriptions of a retailer and retail sales:

“Retailer” shall apply to a person making retail sales through vending machines, by maintaining a store, or operating as a transient vendor, or renting or leasing tangible personal property.

“Retail sales” shall mean and include all sales of tangible personal property except those defined herein as wholesale and those made to a wholesaler, jobber, manufacturer or custom processor for resale or for further processing.

“Retail sale” shall include the value of any tangible personal property manufactured or purchased at wholesale, and any mineral or natural resources which are excluded from the tax levied by Section 27-65-15, Miss. Code Ann. (1972), which is withdrawn from the business or stock in trade and is used or consumed within this State in the business or by the owner or by any other person, whether or not in the regular course of business or trade.

“Retail sale” shall also include a sale invoiced to a retailer but delivered to another person who pays for the merchandise upon taking possession.

APPLICATION FOR SALES TAX

All agencies who have retail sales as defined above must collect sales tax (7 percent) and remit the same to the State Tax Commission. A registration application, form 70-001-98-1, must be completed and forwarded to the State Tax Commission. For registration application and instructions refer to State Tax Commission’s web site at www.mstc.state.ms.us/revenue/70001int.pdf .

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.40
SECTION	REFERENCE	ISSUANCE DATE MARCH 31, 2000
SUB-SECTION	SALES TAX	REVISION NUMBER 2K-003

COMPLETION OF SALES TAX REPORT

Pre-addressed Sales Tax Returns, form 72-010-96-2, are mailed to all taxpayers who have registered with the State Tax Commission. Agencies who have collected sales taxes must complete this form each month. Line 10 of the form allows agencies to take a credit of 2 percent of taxes due, not to exceed \$50 per month. Agencies are expected to complete the form in sufficient time to take this credit.

PAYMENT OF SALES TAXES

After completion of form 72-010-96-2, a copy of the form and a PV, form 11.20.10, should be submitted to BFC for issuance of a warrant. The form and warrant are to be submitted to the State Tax Commission by the 20th of each month.

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.51
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE MARCH 31, 2000
SUB-SECTION	RECEIVING REPORTS	REVISION NUMBER 2K-003

RECEIVING REPORTS

PURPOSE

Receiving reports are reports designed to record that merchandise is received, to record the quantity received, and to place the responsibility on an employee for receiving merchandise.

TYPE

The type of receiving report will depend on the size of the agency. For large agencies, a receiving report (a sample of which is provided as Exhibit 29.60.51-A) should be a prenumbered form on which at least the following information is recorded by the employee receiving the merchandise into the warehouse:

- S Vendor name
- S Description
- S Quantity
- S Condition
- S Date
- S Employee name

Smaller agencies may use a stamp format placed on the packing slip, delivery ticket or invoice. This format should include condition of merchandise, quantity received, date, and the signature of the employee receiving the merchandise from the vendor.

Agencies may also elect to have a pre-determined copy of the PO act as a receiving slip as the PO contains data on the item ordered, the quantity, etc.

DISTRIBUTION

The receiving report copy should be attached to the shipping invoice and forwarded to the purchasing office. The purchasing office will match the receiving report and/or shipping invoice (delivery ticket) with the respective PO and forward to the accounting office. The accounting office will match the receiving report and PO with the vendor invoice and will process for payment. The original receiving report should be kept by the receiving department in numerical order. A third copy of the receiving report could be delivered to the inventory clerk for posting to the inventory records.

RECEIVING RECORD

RECEIVED FROM				DATE	
ADDRESS				SHIPPING DATE	
<input type="checkbox"/> VIA CARRIER			<input type="checkbox"/> EXPRESS		OUR P.O. NUMBER
<input type="checkbox"/> SHIPMENT			<input type="checkbox"/> COMPLETE		SHIPPER'S NUMBER
			<input type="checkbox"/> PARTIAL		
			\$		<input type="checkbox"/> PREPAID
					<input type="checkbox"/> COLLECT

QUANTITY	BACK ORDER	WEIGHT	COUNT PER CASE	DESCRIPTION	AMOUNT

DELIVERED TO	RECEIVED & CHECKED BY
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TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.55
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JUNE 30, 1999
SUB-SECTION	LATE PAYMENTS TO VENDORS	REVISION NUMBER 99-004

TIMELY FILING OF REQUISITIONS FOR PAYMENT OF INVOICES

Section 31-7-301(et. seq), Miss. Code Ann. (1972), provides for timely payment for goods and services rendered to the State. In order to ensure timely payments, the statutes in this chapter denote the following provisions:

- S The PV must be submitted to BFC not later than 30 days after receipt of the invoice and receipt, inspection and approval of the goods or services, except that in the case of a bona fide dispute the PV shall contain a statement of the dispute and authorize payment only in the amount not disputed.
- S A record shall be kept of the date of receipt of the invoice, dates of receipt, inspection and approval of the goods and services, date of issuing the check or date of filing the requisition for payment, as the case may be, and the date of mailing or otherwise delivering the warrant or check in payment.
- S Any public body who is authorized to issue checks in payment for goods and services and are not required to issue a PV must mail or deliver the checks no later than 45 days of receipt of the invoice and receipt, inspection and approval of the goods and services; however, in the event of a bona fide dispute, the public body shall pay only the amount not disputed.
- S If the warrant or check is not mailed or delivered within 45 days a rate of 1 1/2% per month shall be added to the unpaid balance from the expiration of the 45 day period until the warrant or check is mailed or otherwise delivered to the vendor.
- S Upon requesting payment of a late penalty, an explanation must be attached explaining the reason for delay.
- S Warrants or checks on disputed invoices must be mailed or delivered within 30 days of the settlement of the dispute. After 30 days, agencies will be liable to the vendor for interest at the rate of 1 1/2% per month on the unpaid balance from the expiration of the 30-day period until the warrant is mailed or delivered.

Agencies shall report monthly utilizing form 29.60.55 to BFC the number and amount of their late payments along with the amount of interest and the specific steps being taken to reduce the incidence of late payments in accordance with Section 31-7-307, Miss. Code Ann. (1972). A copy of this form is provided as Exhibit 29.60.55-A.

CONTENT OF REQUISITIONS AND DOCUMENTATION

The following information is required:

<u>REFERENCE</u>	<u>CONTENTS</u>
1	Name of reporting agency.
2	Address of reporting agency.
3	Enter the month for which the report is being prepared.
4	Date of payment of the invoice using the mailing/delivery date.

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.55
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE JUNE 30, 1999
SUB-SECTION	LATE PAYMENTS TO VENDORS	REVISION NUMBER 99-004

REFERENCE

CONTENTS

5	Vendor name.
6	Invoice total not including interest paid.
7	Amount of interest paid as related to this invoice.
8	Commission lost as it relates to travel contracts. (Commissions that are lost when the travel contract vendor is not paid by due date.)
9	Total number of late payments for the reporting period.
10	Total amount of invoices paid late for the reporting period.
11	Total amount of interest paid for the reporting period.
12	Total amount of commission lost for the reporting period.
13	An explanation of the specific steps being taken to reduce the incidence of late payments.

**REPORT TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION
OF LATE PAYMENTS TO VENDORS BY:**

Send this completed form to:

Public Entity's Name _____ (1)
Address _____
_____ (2)

Bureau of Financial Control Bureau of Financial Control
Woolfolk State Office Bldg. or P.O. Box 1060
501 N. West St., Ste. 701-B Jackson, MS 39215-1060
Jackson, MS 39201-1113

For the month of _____ (3), 20 _____

Date of Payment	Vendor Name	Invoice Total	Interest Paid	Commission Lost
(4)	(5)	(6)	(7)	(8)

Total Number of Late Payments _____
Total Amount of Invoice Paid Late _____
Total Amount of Interest Paid _____
Total Amount of Commission Lost _____

Specific steps being taken to reduce the incidence of late payments:

**REPORT TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION
OF LATE PAYMENTS TO VENDORS BY:**

Send this completed form to:

Public Entity's Name _____
Address _____

Bureau of Financial Control
Woolfolk State Office Bldg. or
501 N. West St., Ste. 701-B
Jackson, MS 39201-1113

Bureau of Financial Control
P.O. Box 1060
Jackson, MS 39215-1060

For the month of _____, 20 _____

Date of Payment	Vendor Name	Invoice Total	Interest Paid	Commission Lost

Total Number of Late Payments _____
Total Amount of Invoice Paid Late _____
Total Amount of Interest Paid _____
Total Amount of Commission Lost _____

Specific steps being taken to reduce the incidence of late payments:

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.60
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE March 12, 2009
SUB-SECTION	PROVIDER FILE	REVISION NUMBER 09-010

PROVIDER FILE

PURPOSE

The statewide provider file is a master file containing all state providers within SAAS. The name of the SAAS table is PROV and is maintained by BFR. The provider file is used by agencies that utilize SAAS for billing purposes. An invoice is created within SAAS for the provider billed. Monthly revenue reports present invoice information.

PROVIDER FILE CHANGES

To change a provider currently on the provider file, screen print the appropriate provider from the PROV table. Mark the items to be changed and include your agency name, contact name, email address, phone number, and date on the screen print. Submit to BFR.

PROVIDER FILE DELETIONS

At this time, deletion requests are not manually processed. MMRS will systematically process deletions based on predetermined criteria.

PROVIDER FILE ADDITIONS

The instructions for completion of a Provider File Addition Request are outlined below. Exhibit 29.60.60 includes reference numbers. Form 29.60.60 is a blank form to be used by agencies.

REFERENCE EXPLANATION

- 1 Number requested by the agency. Field size is 11.
- 2 Name as it is to appear on the invoice. Field size is 30.
- 3 Address as it is to appear on the invoice. Field size is 30 for each line.
- 4 City and state as it is to appear on the invoice.
- 5 Zip code up to 9 digits.
- 6 Optional field used to describe the type of goods or services provided such as legal services or rent collection. If needed, this field may be used as an additional address line.
- 7 Check appropriate line. The Due From account number on PROV is based on the Provider Type and Bill Type combination. For State Agency providers, a valid fund number is required.
- 8 Must be "Yes" to utilize a customized billing process to track and generate invoices for participation in MS Enterprise Learning Management System (MELMS) training classes.

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	MISCELLANEOUS	SUB-SECTION 29.60.60
SECTION	REFERENCE OR SUPPLEMENTAL	ISSUANCE DATE March 12, 2009
SUB-SECTION	PROVIDER FILE	REVISION NUMBER 09-010

REFERENCE EXPLANATION

- 9 Name of agency submitting the request.
- 10 Contact person for the agency.
- 11 Email address of contact.
- 12 Direct phone number of contact
- 13 Date request submitted
- 14 For DFA use only
- 15 For DFA use only

SAAS Provider File Addition Request

Provider Number _____ (1) _____

Provider Name _____ (2) _____

Address _____ (3) _____

City/State _____ (4) _____ Zip _____ (5) _____

Description _____ (6) _____

Check provider type: (7)

- | | |
|--|----------------|
| 1. _____ S - State Agency Fund # _____ | D - Due From |
| 2. _____ P - Private Business | R - Receivable |
| 3. _____ U - State University | D - Due From |
| 4. _____ O - Other Government (Federal, local, etc.) | D - Due From |

MELMS ___ (8) ___ (Y / N)

Agency ___ (9) _____

Contact ___ (10) _____

Email address ___ (11) _____

Phone _____ (12) _____ Date ___ (13) _____

DFA Approval ___ (14) _____ Date ___ (15) _____

Send requests to:

Bureau of Financial Reporting

Fax: 601-359-3896 (For 5 or fewer requests only)

Hand mail: 701-B Woolfolk Bldg

Mail: P.O. Box 1060, Jackson, MS 39215

SAAS Provider File Addition Request

Provider Number _____

Provider Name _____

Address _____

City/State _____ Zip _____

Description _____

Check provider type:

- | | | |
|----------|---|----------------|
| 1. _____ | S - State Agency Fund # _____ | D - Due From |
| 2. _____ | P - Private Business | R - Receivable |
| 3. _____ | U - State University | D - Due From |
| 4. _____ | O - Other Government (Federal, local, etc.) | D - Due From |

MELMS _____ (Y / N)

Agency _____

Contact _____

Email address _____

Phone _____ Date _____

DFA Approval _____ Date _____

Send requests to:

Bureau of Financial Reporting

Fax: 601-359-3896 (For 5 or fewer requests only)

Hand mail: 701-B Woolfolk Bldg

Mail: P.O. Box 1060, Jackson, MS 39215