

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

TOPIC	INTRODUCTION	SUB-SECTION 01.30.00
SECTION	OVERVIEW OF THE DEPARTMENT OF FINANCE (DFA)	ISSUANCE DATE MAY 1, 2017
SUB-SECTION		REVISED - 2018

DEPARTMENT OF FINANCE AND ADMINISTRATION

The Department of Finance and Administration (DFA) is the primary agency responsible for State government financial and administrative operations. It is the executive branch agency for fiscal and asset management. DFA has nineteen offices with a staff of approximately four hundred employees.

DFA is composed of 19 offices:

- Air Transport
- Bond Advisory Division
- Budget and Accounting
- Budget and Fund Management
- Bureau of Building, Grounds, and Real Property Management
- Business Services
- Capitol Facilities
- Capitol Police
- Financial Affairs
- Financial Reporting
- Fiscal Management
- Human Resources
- Information Technology
- Insurance
- Mississippi Management and Reporting Systems (MMRS)
- Purchasing, Travel, and Fleet Management
- State Property Insurance
- Surplus Property
- Tort Claims Board

Information about each office, its duties and responsibilities and contact information may be found on DFA's website at: <http://www.dfa.ms.gov/dfa-offices/>

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DFA's duties and responsibilities are defined by Mississippi statute. Miss. Code Ann., Title 27, Chapter 104 contains the law that governs DFA.

The Mississippi code of 1972 Annotated can be accessed at:

<http://www.lexisnexis.com/hottopics/mscode/>

The duties of DFA include:

- Maintain the general accounting system (MAGIC) and all state-wide systems including ACE, BRICKS, LSO, NEOGOV, PAYMODE, SPAHRS, TRANSPARENCY, E-PAYMENT SERVICES, FMVIEW, MERLIN, and PROTÉGÉ
- Create funds at an agency's request and maintain the State Master Fund File
- Create general ledger accounts as needed and maintain the State Master General Ledger File
- Monitor agencies' compliance with federal and state requirements through the Internal Control Annual Assessments
- Administer the payroll system and audit travel
- Provide fiscal control over state spending
- Issue and sell bonds for state entities
- Promote an economical and efficient procurement process state-wide
- Provide a cost effective fleet management program state-wide
- Procure and administer property insurance on all state owned property and contents
- Assist in the development and presentation of the State's annual executive budget to the Governor and legislature
- Control of the state budget as decreed by the legislature
- Document and maintain the Mississippi Agency Accounting Policies & Procedures (MAAPP) manual
- Prepare the State of Mississippi's Comprehensive Annual Financial Report (CAFR)
- Assist state agencies with financial statement reporting, ensuring compliance with generally accepted accounting principles(GAAP)
- Prepare 1099s and W2s