



**HB 681 - Detailed Report of State Retirees Hired Under Contract(s)
Exceeding \$20,000.00 - Instructions**

Date: 04/17/2009

The following items are included on the template for reporting to the House and Senate Appropriations Committees the retirees on contract. DFA has discussed this report process with the chairmen of the Appropriations Committee in each chamber of the Mississippi Legislature. The decision was made to send the report to each chairman and they would distribute these to the Committee members.

HEADER INFORMATION

Agency Name	Name of the reporting agency.
Reporting Period	Contracts awarded to retirees fiscal year to date beginning with FY2009. This report is to be updated when new contracts are entered or existing contracts are amended.

DETAILED INFORMATION

Contract #	Contract Number
Retiree's Name	Retiree Name
Contract Start Date	Beginning date of the contract
Contract End Date	Ending date of the contract
Gross Contract	Net contract amount plus fringe; if contractor is an independent contractor – Gross Contract Amount will equal Net Contract Amount
Net Contract	Amount the contractor will be paid
Office	Division or branch of agency where the contractor is assigned
Service Description	Short description of what the contractor is engaged to do.

1. What is the starting period for the initial reporting?

HB681 is effective upon passage. Agencies should immediately get approval from their proper governing board or authority for all current contractors receiving State of Mississippi retirement benefits hired under contract for an amount exceeding \$20,000 per fiscal year. This information should be sent immediately to the House and Senate Appropriation Committee Chairmen. Upon approval of the hiring of additional retirees under contract, the agency must submit those new agreements or amendments made to existing agreements.

2. What is the reporting frequency?

After the initial report is submitted, an agency must submit an additional report when new or amended contracts are approved by the agency's proper governing board or authority.

3. Is there any pre-set format for these?

HB681 states that "a written report shall be submitted detailing the cost and need of such contract services". DFA is providing this general format and supporting sample letters to the Chairmen of the House and Senate Appropriation Committees for agency use.

4. Is this reporting to be the amount paid or the amount of the Agreement?

HB681 requires that a report detailing the cost be submitted upon approval of the contract. Since at that time agencies do not know the amount of the actual payment, the report must reflect the amount of the Agreement for the fiscal year.

5. Under HB 681, how are contracts for a retiree having multiple contracts totaling \$20,000 or more with a single agency reported?

Any single or multiple contracts totaling \$20,000 or more for a retiree contractor within an agency must be reported.