




State of Mississippi
OFFICE OF THE STATE AUDITOR
STACEY E. PICKERING
Auditor

MEMORANDUM

TO: Interested CPAs and CPA Firms
FROM: Bill Doss, Director 
Financial and Compliance Audit Division
SUBJECT: Annual CPA /CPA Firms Registration
DATE: December 13, 2012

The Office of the State Auditor has begun accepting CPA/CPA Firm registration forms for the **2013 calendar year**. The 2013 listing will be available to entities wishing to contract for auditing services during the 2013 calendar year. Note, the 2012 listing will be removed from the website after the end of the 2012 calendar year.

During the 2005 year, the Office of the State Auditor adopted a new rule, Title 4, Rule 4.8.00, with an effective date of December 31, 2006 which was amended with the Secretary of State's Office effective September 1, 2012. This rule requires that qualified Certified Public Accountants or CPA firms, who desire to contract with local governments to perform audits, must be registered with the Office of the State Auditor. To request to register, Firms must submit certain information **annually** to the Office of the State Auditor. This information is reviewed and a determination is made to approve or deny registration. The approved list will be maintained by the Office of the State Auditor, updated periodically and published on the Office of the State Auditor's website.

If you are interested in being included on the list for **calendar year 2013**, please complete the registration form available as a download from the Office of the State Auditor's website at <http://www.osa.state.ms.us/downloads/cpa-registration-form.pdf> and return it, along with required documents, to the Office of the State Auditor, Financial and Compliance Audit Division, Post Office Box 956, Jackson, Mississippi 39205 or e-mailed to cpareg@osa.state.ms.us for processing.

Title 4: Auditor

Part 4: Administrative Procedure Regulating Inclusion of CPAs/CPA Firms on a Listing of CPAs/CPA Firms

Part 4 Chapter 1: CPAs/CPA Firms Interested in Offering Audit Services to State Agencies and Local Governmental Entities

Rule 1.1 Authority.

Section 7-7-211 (j) of the Mississippi Code of 1972, Annotated, states the Office of the State Auditor (OSA) shall be in compliance with its statutory requirements to audit certain local governmental entities when the audit is made from the report of any audit certified by a certified public accountant and prepared by or under the supervision of such certified public accountant. Section 7-7-211 (k) of the Mississippi Code of 1972, Annotated, states qualified public accounting firms may be contracted with to perform selected audits if funds are available from the governmental entity.

Rule 1.2 Scope.

To better assist state agencies and local governmental entities, the OSA will maintain a list of CPAs/CPA firms that are interested in offering audit services to state agencies and local governmental entities. This list will be maintained on a calendar year basis and posted to the OSA website to allow easy access by state agencies and local governmental entities.

Rule 1.3 Policy.

A list of CPAs/CPA firms that are interested in offering audit services to state agencies and local governmental entities will be maintained on a calendar year basis and posted to the OSA website to allow easy access by state agencies and local governmental entities. The listing is a mechanism to notify state agencies and local governmental entities of CPAs/CPA firms that are interested in offering audit services and have certified to the OSA that they have met certain requirements of regulatory agencies and applicable auditing standards.

To be included on this list CPAs/CPA firms must complete a registration form and return it along with the required attachment to the OSA. The following list applies to the registration process:

- (a) CPAs/CPA firms must register annually with the OSA.
- (b) If a CPA firm has multiple offices, each office wishing to be included on the list must register.
- (c) To be included on the list of registered CPAs/CPA firms, all prior contract audits under

the purview of the OSA must have been submitted within the contract requirements.

- (d) Registration forms will not be processed by the OSA prior to November 1 preceding the calendar year of registration.
- (e) Registration forms received by the OSA during a calendar year will be processed within 15 days of receipt and the CPA/CPA firm will be placed on the list of registered CPAs/CPA firms if warranted.
- (f) Being placed on the OSA's list of registered CPAs/CPA firms in no way assures a CPA/CPA firm of being awarded a contract by a state agency or local governmental entity.
- (g) Multi-year contracts are not prohibited.
- (h) While the registration form submitted by the CPA/CPA firm will be subject to the public information statutes, the only information that will be posted to the OSA website will be the CPA/CPA firm name, contact person, mailing address, phone number, fax number and e-mail address.
- (i) Being included on the OSA list of registered CPAs/CPA firms does not signify any level of assurance of the quality of work of the CPA/CPA firm by the OSA.

Rule 1.4 Circumstances in Which a CPA/CPA Firm Will Not be Included on the OSA Listing.

The OSA may, for good cause, not list a CPA/CPA firm on its list of CPAs/CPA firms interested in offering audit services to state agencies and local governmental entities. The circumstances leading to this decision include, but are not limited to:

- (a) non-submission of registration form
- (b) information on submitted registration form incomplete
- (c) information on submitted registration form inaccurate
- (d) required attachment to registration form not attached
- (e) receiving a failing PEER review

Rule 1.5 Where to Submit the CPA/CPA Firm Registration Form.

All requests must be mailed, delivered or transmitted via facsimile to the OSA. They may also be submitted electronically via e-mail.