

GUIDELINES FOR REPORTING DISBURSEMENTS

3 signed and separately notarized copies of this report are to be filed no later than April 15 of each year with the Secretary of State

Secretary of State
P. O. Box 136
Jackson, MS 39205-0136

Miss. Code Ann. §25-11-106 requires each covered constable to submit a copy of his or her annual financial report for the preceding calendar year and related contributions to PERS no later than April 15 of each year. PERS will calculate any contributions due and will bill the constable for any balance due or return any overpayment to the county for proper disbursement.

This report is required by law to be spread upon the minutes of the board of supervisors of your county

Part II – Disbursements

Include only necessary expenses directly related to the operations of the office of constable.

Do not include:

- Personal deferred compensation payments
- Personal individual retirement account payments
- Personal social security payments
- Expenses reimbursed by the county
- Personal charitable contributions
- Personal campaign expenses
- Personal life insurance payments or
- Any items not deductible as a business expense for income tax purposes

Line 8. Bank Service Charges

Include here the constable business portion of service charges you have on your bank accounts.

If you have an account you use for constable business 50% of the time and service charges for the year are \$200 then the amount on this line would be \$100

Line 9. Car and Truck Expense (Use either line 9A for Standard Mileage or Line 9B for Actual Expenses)

Include here your car and truck expenses for your official constable vehicle

There are two ways to calculate your car and truck expenses

- Standard mileage rate
- Actual Expenses

Line 9.a. Standard Mileage Rate

Standard mileage rate for 2017 is 53.5 cents per mile. Take your business miles driven and multiply by .535 to get the amount for line 9a.

Example

14,000 business miles driven multiplied by .535 equals \$7,490 the amount for line 9a would be \$7,490

With the standard mileage rate there will be no deduction for depreciation on line 9c or insurance/auto on line 12

Line 9.b. Actual Expenses

Include the actual business portion of expenses for gasoline, oil, repairs, tires, etc., and show the depreciation on line 9c and the business portion of auto insurance on line 12

If claiming actual expenses then you may also have the following

Line 9b actual expenses	\$9,000
Line 9c depreciation	\$2,000
Line 12 insurance/auto	\$2,000

Line 9.c. Depreciation

Only use depreciation for your car or truck if you use the actual expense method for line 9b

Depreciation allows you to deduct the cost of your car or truck or furniture and computers over the estimated useful life of that equipment

Depreciation Example

Car cost \$10,000 with a life of 5 years, $\$10,000 / 5 = \$2,000$ depreciation expense per year for 5 years

Line 10. Depreciation (Other)

Use this line if you have equipment other than a car or truck to depreciate, such as a computer or furniture.

Computer cost \$1,000 with a life of 5 years used 50% of the time for business $\$1,000 / 5 = \$200 \times 50\% = \$100$ depreciation per year for 5 years

Line 11. Dues and publications

Include here any professional dues paid or professional publications purchased related to your duties as constable

Line 12. Insurance/Auto

Include here the business portion of your car or truck insurance

Do not include any amount here if you use the standard mileage rate on line 9a

Line 13. Insurance/Health

Include here any health insurance you pay for any of your employees

Do not include health insurance you pay for yourself

Line 14. Professional Fees

Include here any professional fees paid related to your duties as constable

If you pay someone to prepare your taxes get them to pro-rate the portion of the bill related to the preparation of your schedule C and deduct that amount here

If you pay \$350 for your tax return preparation and 35% is related to schedule C, then include \$123 here

Line 15. Office Expenses

Include here your business expenses for office supplies and postage

Line 16. Supplies

Include here any supplies you actually consumed and used in the discharge of your duties as constable within the year, such as paper, ink cartridges, latex gloves, etc.

Line 17. Travel

Include here the cost of unreimbursed travel, lodging connected with overnight travel for official constable business while away from your home

Can not include travel for your spouse or dependents unless that person is your employee

Line 18. Meals/Entertainment

Include here 50% of meals while traveling away from home for official constable business and for meals and entertainment that are business-related

Must be directly related to or associated with the active conduct of your business

Not be lavish or extravagant and incurred while you or your employee are present

Documentation for line 18

Must identify the business purpose and who was entertained

Discuss business before, during and after

This will be very rare

Line 19. Uniforms

Include the cost of uniforms you paid for and were not reimbursed for

Lines 20 thru 23. Other

Some more common items you might find here are

If car or truck is financed and the standard mileage rate is used on line 9a then the business portion of interest would be included here

Salaries of employees

If lease car or truck under operating lease and do not use standard mileage rate then the business portion of the lease payments would be included here