

State of Mississippi



**OFFICE OF THE STATE AUDITOR
STACEY E. PICKERING
AUDITOR**

MEMORANDUM

TO: All 2013 Chancery and Circuit Clerks
FROM: W. Edward Smith, CPA
Director, Division of Technical Assistance
SUBJECT: Annual Financial Report
DATE: January 13, 2014

Section 9-1-45, Mississippi Code Annotated (1972) requires each chancery and circuit clerk to file no later than April 15 of each year, with the Office of the State Auditor, a true and accurate annual report on a form designed and supplied to each by the State Auditor after January 1 of each year. The form shall include the following information: (1) revenues subject to the salary limitation, including fees; (2) revenues not subject to the salary limitation; and (3) expenses of the office, including any salary paid to a clerk's spouse or children. Each chancery and circuit clerk shall provide any additional information requested by the Public Employees' Retirement System (PERS) for the purpose of retirement calculations.

Enclosed is the form to be used to file this report. The signed and dated original should be sent to the Office of the State Auditor and one copy should be sent to the Public Employees' Retirement System as instructed at the bottom of the last page of the form. A copy should be retained for your records.

Please forward a copy of this mailing to any clerk who served in office during 2013, in addition to you.

The annual financial report may also be downloaded from the State Auditor's Office website, www.osa.ms.gov. The form may be found by clicking on "Technical Assistance" and scrolling down.

Please call the Division of Technical Assistance at 1-800-321-1275 if you have any questions about the form.