

MISSISSIPPI SECRETARY OF STATE

ANNUAL FINANCIAL REPORT FORM

NAME OF ORGANIZATION

MISSISSIPPI REGISTRATION # C - _____

List person completing form and, if different, person to whom correspondence regarding registration should be directed:

FORM FS must be completed and be in agreement with financial information reported on IRS Form 990 or the filed financial statement.

FORM COMPLETED USING: _____ IRS 990 _____ FINANCIAL STATEMENT

FISCAL YEAR END _____

1. RECEIPTS AND INCOME

CONTRIBUTIONS (LIST SEPARATELY FOR EACH PROJECT OR SOURCE)

- 1. _____ \$ _____
- 2. _____
- 3. _____
- 4. _____

SUBTOTAL CONTRIBUTIONS \$ _____

OTHER INCOME (MEMBERSHIP DUES, ENDOWMENTS, ETC.)

- 1. _____ \$ _____
- 2. _____
- 3. _____

SUBTOTAL OTHER INCOME \$ _____

TOTAL RECEIPTS AND INCOME: \$ _____

2. EXPENSES –

- 1. **PROGRAM SERVICES** \$ _____
*ITEMIZE BY CATEGORY THE AMOUNT DISBURSED
FOR EACH MAJOR PURPOSE:*
 - PUBLIC EDUCATION** \$ _____
 - _____ \$ _____
 - _____ \$ _____

- 2. **ADMINISTRATION (MANAGEMENT & GENERAL)** \$ _____
- 3. **FUNDRAISING** \$ _____
- 4. **PAYMENTS TO AFFILIATES** \$ _____
- 5. **OTHER** \$ _____

TOTAL EXPENSES\$ _____

List joint costs reported in Program Services from a combined educational campaign and fundraising solicitation:

Total Amount before allocation : _____ Amount allocated to Program Services: _____
Amount allocated to Fundraising: _____
Amount allocated to Management & General: _____

I CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF PRESIDENT OR DATE
OTHER AUTHORIZED OFFICER

PRINTED OR TYPED NAME AND TITLE

Sworn to and subscribed before me this the
_____ day of _____, 20__

NOTARY PUBLIC

NOTARY SEAL

CHIEF FINANCIAL OFFICER DATE

PRINTED OR TYPED NAME AND TITLE

Sworn to and subscribed before me this the
_____ day of _____, 20__

NOTARY PUBLIC

NOTARY SEAL

MISSISSIPPI SECRETARY OF STATE

**SUPPLEMENT TO UNIFIED REGISTRATION STATEMENT
ANNUAL FINANCIAL REPORT FORM**

INSTRUCTIONS

The Supplement to Unified Registration Statement – Annual Financial Report Form (FORM FS) must be filed along with the Unified Registration Statement. This form must be completed for the most recently completed fiscal year end.

The Annual Financial Report Form must be signed by the President or other authorized officer **AND** the chief financial officer. **BOTH** signatures must be notarized.

FORM FS should be completed using the financial information on either the IRS Form 990 or the financial statement. (If you have filed an extension or are not required to complete the IRS Form 990, the Form FS should be completed using the organization's financial statements.)

Complete the Name of Organization, Mississippi Registration number, contact person and the fiscal year the report covers.

1) IF COMPLETING FORM FS USING THE IRS FORM 990:

RECEIPT AND INCOME (REVENUE) - use Line 1 thru 11

TOTAL RECEIPTS AND INCOME – use Line 12

EXPENSES:

PROGRAMS SERVICES – use Line 13 Break out any funds expended for public education.

ADMINISTRATION (MANAGEMENT & GENERAL) – use Line 14

FUNDRAISING – use Line 15

PAYMENTS TO AFFILIATES – use Line 16

2) IF COMPLETING FORM FS USING THE FINANCIAL STATEMENT –

RECEIPTS AND INCOME (REVENUE) - use Support and Revenue

TOTAL RECEIPTS AND INCOME - use Total Support and Revenue

EXPENSES - use Statement of Functional Expenses

PROGRAM SERVICES: Program expense on financial statement – break out any funds expended for public education and research.

ADMINISTRATION (MANAGEMENT & GENERAL) – use Management and general

FUNDRAISING – use Fundraising

NOTE: The Other category should not be used for any expense that would be considered program services, management and general or fund-raising.

The following instructions set out the supporting documents required to be filed along with the FORM FS. Please review and submit the required information.

- 1) Audited financial statement prepared by a certified public accountant and IRS Form 990 must be filed along with the Unified Registration Statement and Annual Financial Report if the organization:
 - A) Received contributions over \$100,000; or
 - B) Engaged the services of a professional fund-raiser or fund-raising counsel; or if fundraising was conducted by persons who were paid for performing these services.

The Annual Financial Report form must be signed by both the president (or other authorized officer) and chief financial officer (See Miss. Code Ann. Section 79-11-507(1)).

- 2) A financial statement (audited or unaudited) and the IRS Form 990 or 990EZ (if filed) must be filed with the Unified Registration Statement and Annual Financial Report if the organization:
 - A) Received contributions of \$25,000 to \$100,000; and
 - B) Did not engage the services of a professional fund-raiser /fund-raising counsel and if fundraising was conducted by persons who were unpaid for performing these services.

The Annual Financial Report must be signed by the president or other authorized officer (See Section 79-11-507(2) of the Mississippi Charitable Solicitations Act).

- 3) Organizations with contributions less than \$25,000 must complete the Annual Financial Report. (See Section 79-11-507(3) of the Mississippi Charitable Solicitations Act).

The Annual Financial Report must be signed by the president or other authorized officer.

A separate Annual Financial Report must be filed for each local division, chapter or affiliate the Organization has included under its registration (See Miss. Code Ann. Section 79-11-503(7)).

MISSISSIPPI LAW DOES NOT ALLOW FOR AN EXTENSION TO FILE.

**Mississippi Secretary of State's Office
Charities Registration
P O Box 136
Jackson, MS 39205-0136
(601) 359-1633 or 888-236-6167**