FORM FS

MISSISSIPPI SECRETARY OF STATE
ANNUAL FINANCIAL REPORT FORM

____ Initial
____ Renewal

____Final Report

NAME OF ORGANIZATION    MISSISSIPPI REGISTRATION #
___________________________________________________ ___________________________________________________ _____

CHARITY CONTACT PERSON:

PERSON COMPLETING FORM:

—— 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 OTHER AUTHORIZED OFFICER
DATE

PRINTED OR TYPED NAME AND TITLE

NOTARY PUBLIC

NOTARY SEAL

CHIEF FINANCIAL OFFICER
DATE

PRINTED OR TYPED NAME AND TITLE

NOTARY PUBLIC

NOTARY SEAL
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.

FORM FS should be completed using the financial information on either the IRS Form 990 or the financial statement. (If an extension has been filed with the IRS or an IRS Form 990 is not required to be filed, complete Form FS using the organization’s financial statements.)

ENTER THE NAME OF ORGANIZATION & MISSISSIPPI REGISTRATION NUMBER.


ENTER THE FISCAL YEAR END 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 – Statement of Activities

   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.

   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 WITH THE FORM FS. PLEASE REVIEW AND SUBMIT THE REQUIRED DOCUMENTATION.

1) CONTRIBUTIONS OVER $500,000
A financial statement audited by an independent certified public accountant and IRS Form 990 must be filed along with the Unified Registration Statement and Annual Financial Statement Report if the organization:
A) Received contributions over $500,000; 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 report must be signed by two officers - the president (or other authorized officer) and chief financial officer and the signatures must be notarized.

2) CONTRIBUTIONS OF $250,000 to $500,000
A financial statement reviewed by an independent certified public accountant and the IRS Form 990 must be filed with the Unified Registration Statement and Annual Financial Statement Report if the organization:
A) Received contributions of $250,000 to $500,000; 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 report must be signed by the president or other authorized officer and the signature must be notarized.

3) CONTRIBUTIONS LESS THAN $250,000
A financial statement and the IRS Form 990 or 990EZ must be filed with the Unified Registration Statement and Annual Financial Statement Report Form if the organization:
A) Received contributions less than $250,000; 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 report must be signed by the president or other authorized officer and the signature must be notarized.

4) NEW ORGANIZATIONS
The Annual Financial Statement Report must be completed using zeros.

A separate Annual Financial Statement 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
Post Office Box 136
Jackson, Mississippi 39205-0136

(601) 359-1371 or 888-236-6167 (Mississippi only)