



**STATE OF MISSISSIPPI**  
HALEY BARBOUR, GOVERNOR

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

KEVIN J. UPCHURCH  
EXECUTIVE DIRECTOR

**MEMORANDUM**

**To:** Accounting and Finance Directors  
Agency Directors  
Agency Payroll Officers  
Agency Personnel Officers

**From:** Cille Litchfield, Deputy Executive Director  
Mississippi Management and Reporting System

**Date:** April 15, 2009

**Re:** HB 681 Report on Contracted State Retirees

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HB 681, passed during the Regular Legislative Session of 2009, mandates that state agencies report all contracts with state retirees in excess of \$20,000.00 to the legislature. The Department of Finance and Administration has created the following templates and instructions as a means of assisting agencies with compliance with this bill:

- Letter to the Senate Appropriations Committee Template
- Letter to the House Appropriations Committee Template
- Detailed Report of State Retirees Hired Under Contract(s) Exceeding \$20,000.00 Report Template
- Detailed Report of State Retirees Hired Under Contract(s) Exceeding \$20,000.00 Template Instructions

These documents are posted on the MMRS web site at: <http://www.mmrs.state.ms.us/>. Click under Applications Access > SPAHRS > Retiree Contracts Above \$20K Reporting Documents.

For further information, contact the MMRS Call Center at 601-359-1343 or [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us).