

**Title 15---ELECTED OFFICIALS  
Division 40---State Auditor  
Chapter 3---Rules Applying to Political Subdivisions**

**PROPOSED RULE**

**15 CSR 40-3.170 Addendum Filed with the Auditor's Office**

*PURPOSE: This rule sets forth a procedure for a county, city, town, or village to provide the information required by section 479.359 of Conference Committee Substitute for House Committee Substitute for Senate Substitute for Senate Committee Substitute for Senate Bill 5 (2015), First Regular Session, Ninety-eighth General Assembly 2015.*

(1) Every county, city, town, or village shall annually file with the State Auditor's Office a completed form, which is included herein, and available on the State Auditor's website, and contains at a minimum, the following:

(A) The total annual revenue of the county, city, town, or village;

(B) The annual general operating revenue of the county, city, town, or village based on the definition in section 479.350;

(C) The total revenue from fines, bond forfeitures, and court costs for minor traffic violations occurring within the county, city, town, or village based on the definitions in section 479.350, including amended charges for any minor traffic violations; and

(D) The percent of annual general operating revenue from fines, bond forfeitures, and court costs for minor traffic violations as defined by section 479.350, including amended charges for any minor traffic violation.

(2) The annual form shall be mailed to the State Auditor's Office at P.O. Box 869, Jefferson City, MO 65102, or emailed to PolySubFS@auditor.mo.gov.

(3) The annual form shall be submitted within six (6) months after the end of the county, city, town, or village's fiscal year.

(4) To facilitate auditing, the county, city, town, or village shall retain documentation supporting the information provided on the form in accordance with prescribed record retention procedures.

(5) The form shall be signed by a representative of the county, city, town, or village with knowledge of the subject matter before a notary public.

*AUTHORITY: section 29.100, RSMo (2000) and sections 479.359 and 479.362, CCS/HCS/SS/SCS/SB 5, First Regular Session, Ninety-eighth General Assembly 2015. Original rule filed September 1, 2015.*

*PUBLIC COST: This proposed rule will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed rule will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

**NOTICE OF PUBLIC HEARING AND NOTICE TO SUBMIT COMMENTS:** Anyone may file a statement in support of or in opposition to this proposed rule with the Missouri State Auditor's Office, Attention:

Paul Harper, P.O. Box 869, Jefferson City, MO 65102 or via email at [rules@auditor.mo.gov](mailto:rules@auditor.mo.gov). To be considered, comments must be received by November 6, 2015. A public hearing is scheduled for 9:00 a.m. on November 2, 2015, at the Harry S. Truman State Office Building, Room 493/494, 301 West High Street, Jefferson City, Missouri.

*SPECIAL NEEDS:* If you have any special needs addressed by the Americans with Disabilities Act, please notify us at (573) 751-4213 at least five (5) working days prior to the hearing.