



**STATE OF MISSISSIPPI**  
GOVERNOR PHIL BRYANT

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

KEVIN J. UPCHURCH  
EXECUTIVE DIRECTOR

TO: Contacts for Agencies Using SAAS to Track Performance Measurements

FROM: Jenny Bearss, CSIO  
Mississippi Management and Reporting System

DATE: July 10, 2013

SUBJECT: FY2013 Closeout on Program Budgeting Data/FY2014 Setup on Program Data

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MMRS produced the M110 - Report of Expenditures by Program within Appropriation on June 30, 2013. Each agency should review and submit this version of the report, as soon as possible, to Debbie Rubisoff at the Legislative Budget Office and Priscilla Ware at the DFA/Office of Budget and Fund Management.

The M100 Report - Performance Measurement by Program will be run for the fourth quarter of FY2013 in July. The deadline for completing and submitting performance actual data in order for it to appear on the M100 report is Friday, July 19, 2013. The M100 report is to be submitted to Debbie Rubisoff at the Legislative Budget Office and Priscilla Ware at the DFA/Office of Budget and Fund Management by July 31, 2013.

In addition to entering performance actual (PA) to close out FY2013, all agencies should review the Program Budgeting Tables (PERF, PMTB, PNM1, PGM1) for FY2014 and make any/all necessary table changes.

NOTE: The Program Budgeting & Performance Measurement Tables have been rolled over from FY2013 into FY2014.

Documentation for Program Budgeting & Performance Measurement Training is located on the MMRS website at <http://www.mmrs.state.ms.us> under SAAS/Training Materials/Budgets/5112-SAAS Performance Measurements. Contact the MMRS Call Center at (601) 359-1343 or email [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov) if you require assistance.