



**STATE OF MISSISSIPPI**  
HALEY BARBOUR, GOVERNOR

**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:         December 28, 2011**

**SUBJECT:     Semi-Annual Report on Program Budget Data**

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The M110 report, Expenditure by Program within Appropriation, for the FY2012 second quarter will be produced on December 29, 2011.

The M100 report, Performance Measures by Program (Quarterly), will run for FY2012 second quarter on January 20, 2012. You must complete entry of Performance data by the 20<sup>th</sup>.

Please review and submit both reports to Debbie Rubisoff, Legislative Budget Office, and Priscilla Ware, DFA/Office of Budget and Fund Management, by January 31, 2012.

The SAAS Program Budgeting and Performance Measurement training manual (5112) is on the MMRS website, <http://www.mmrs.state.ms.us>, under SAAS/Training Materials/Budgets. Please contact the MMRS Call Center at 601-359-1343 or via [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us) if you have any questions or require assistance with data entry and/or table changes.