

**Department of Finance and Administration**  
**MISSISSIPPI MANAGEMENT AND REPORTING SYSTEM**  
501 North West Street, Suite 1201A, Jackson, MS 39201\*P. O. Box 267, Jackson, MS 39205-0267  
Phone: (601) 359-6570\*Fax: (601) 359-6551

**MEMORANDUM**

TO: Contacts for Agencies Using SAAS to Track Performance Measurements

FROM: Gayle Chittom, CSIO  
Mississippi Management and Reporting System

DATE: July 14, 2009

SUBJECT: FY2009 Closeout on Program Budgeting Data/FY2010 Setup on Program Data

---

MMRS produced the M110-Report of Expenditures by Program within Appropriation for the fourth quarter on June 30, 2009. Each agency is to submit this version of M110 to Debbie Rubisoff at the Legislative Budget Office and Priscilla Ware at the DFA/Office of Budget and Fund Management, as soon as possible, after completing your review of the report.

During July, the M100 Report-Performance Measurement by program will be run for the fourth quarter of FY2009. This 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, 2009. You must complete your performance actual data entry (M100) by Friday, July 24, 2009.

In addition to entering performance actuals (PA) to close out FY2009, all agencies should review the Program Budgeting Tables (PERF, PMTB, PNM1, PGM1) for FY2010 and make any/all necessary table changes. (NOTE: The Program Budgeting & Performance Measurement Tables have been rolled over from FY2009 into FY2010.)

Program Budgeting & Performance Measurement Training documentation can be found on the MMRS website at <http://www.mmrs.state.ms.us> under SAAS/Training Materials/Budgets/5112-SAAS Performance Measurements. If you need assistance with your data entry and/or table changes or if you have any questions, please contact the MMRS Call Center at (601) 359-1343 or email [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us).