

# Department of Finance and Administration

## Mississippi Management and Reporting System

501 North West St., Jackson MS 39201\* 1201A Woolfolk Building \* 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: Cille Litchfield, CSIO  
Mississippi Management and Reporting System

DATE: January 3, 2008

SUBJECT: FY2008 Semi-Annual Report on Program Data

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The M110-Report of Expenditures by Program within Appropriation for the Second quarter was produced on January 2, 2008. 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 after completing your review of the report.

During January, the M100 Report-Performance Measurement by Program will be run for the second quarter of FY2008. 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 January 31, 2008. You must complete your performance actual data entry (M100) in SAAS by Thursday, January 24, 2008.

Program Budgeting and Performance Measurement Training documentation can be found on the MMRS website at <http://www.mmrs.state.ms.us> under MMRS Training Documentation, SAAS Section. Agencies requiring assistance with data entry and/or table changes or who have other questions should contact the MMRS Call Center at 601-359-1343 or via email at [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us).

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