



STATE OF MISSISSIPPI  
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

J. K. STRINGER, JR.  
EXECUTIVE DIRECTOR

**To:** State Agency Directors  
State Agency Accounting and Finance Directors

**From:** J. K. Stringer, Jr., Executive Director

**Date:** August 28, 2008

**Re:** SAAS/SPAHRS Instructions Related to Hurricane Gustav Transactions

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In conjunction with the Governor's State of Emergency proclamation dated August 28, 2008, the Department of Finance and Administration (DFA) is providing instructions for reporting all revenues and expenditures related to Hurricane Gustav. Federal and state pass through monies must be tracked for statewide monitoring of activity.

On a statewide basis, SAAS Reporting Categories are being designated for tracking all Hurricane Gustav revenues and expenditures. Three codes will be utilized for this purpose. The three letters beginning in the four-character field will designate if monies are expected to be directly from the federal government (GUF), reimbursed through MS Emergency Management Agency (GUM), or reimbursed from another state agency (GUS). Agencies may not use these letters for any other purpose in the Reporting Category field. The final character which may be either numeric or alphabetic is available to provide unique tracking at the agency level. In addition to the Reporting Category, other tracking features, such as ORGN, Activity, Project, etc., may be used as needed by the agencies. Each agency will be responsible for establishing the Reporting Categories in SAAS. If your agency is not currently using the Reporting Category field, access to the security group "RPTG" must be requested before the Reporting Category can be established in the SAAS Tables. The SAAS Security Profile Maintenance Form can be found at [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us) under SAAS >> Security >> 2003 SAAS Security Profile Maintenance Form and should be faxed to the MMRS CSIO at 601-359-6551 when completed.

Special instructions are applicable those expenditures for which agencies expect to be reimbursed by the MS Emergency Management Agency (MEMA). *MEMA, at an appropriate time, should provide information to agencies to explain the application process and documentation on allowable costs.* Detailed records and documentation must be provided by an agency to receive reimbursement from MEMA. Strict adherence to the procedures(s) delineated is critical, so that proper recordkeeping of disaster funds can be accomplished at both the State and agency levels.

The appropriate Reporting Category beginning with GU must be used when processing SPAHRS payroll and travel related to Hurricane Gustav. Specific procedures in regards to changing the accounting distributions or overrides can be found at [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us)

under SPAHRS >> Training Material >> Payroll >> 6302 SPAHRS PR Gen SAAS Account Dist.

If agencies have already processed SAAS transactions, a J2 will be necessary to reclassify the transaction to the proper GU Reporting Category within a fund. Any reimbursements received from another state agency must be recorded as revenue code 44630 – Federal Sub-grants Received from Other Funds on a special fund. If agencies have already processed SPAHRS Payroll and Travel, a cost reallocation must be done in SPAHRS to reclassify the transaction to the proper GU reporting category within a fund. These instructions are found at www.mmrs.state.ms.us under SPAHRS >> Training Material >> Payroll >> 6313 SPAHRS Payroll Cost Reallocation

If you have any questions regarding establishing the Reporting Category or processing a cost reallocation, please contact the MMRS Call Center at 601-359-1343 or via email at mash@mmrs.state.ms.us . For accounting questions, please contact Office of Fiscal Management at (601) 359-3538 or via email at JordanM@dfa.state.ms.us.

Agencies that receive federal and other funds for disaster assistance should follow standard operating procedures regarding budget escalations. If you have questions regarding budgetary issue, please contact your DFA Budget Analyst at 601-359-3927.

In the case of a disaster, all additional expenses suffered by a state agency arising from damage to state buildings and contents must be reported to Greg Hardy at DFA/Tort Claims at 601-359-3627 or via email at HardyG@dfa.state.ms.us. Examples of additional expenses are: overtime hours and materials purchased to affect storm clean up, labor and materials purchased to make temporary repairs, additional rent and cost of moving to a temporary location, etc.

Thank you for your cooperation and assistance in this matter.