



Commonwealth of Massachusetts

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MEMORANDUM

To: GAAP Liaisons and Chief Fiscal Officers
From: Jeffrey S. Shapiro, First Deputy Comptroller
Date: June 14, 2018
Subject: FY2018 GAAP Instructions

Comptroller Memo FY#2018-24

Executive Summary

These are the instructions for financial reporting on the basis of Generally Accepted Accounting Principles (GAAP). The Instructions/GAAP Package provides guidance to departments on reporting year-end activity and obligations to the Comptroller's Office. The Comptroller's Office is responsible for publishing annual financial reports of the Commonwealth. The due date for submitting the GAAP Package is Monday, August 6, 2018.

It is important that the information about Commonwealth revenues, receivables, expenditures, obligations and assets owned are reported consistently and uniformly to meet financial reporting requirements.

To facilitate timely preparation of the FY2018 Comprehensive Annual Financial Report (CAFR), certain department reporting dates were revised. The due date for the GAAP Package is Monday, August 6, 2018.

The attachment referenced in this letter can be found at GAAP Instructions (link to electronic filing forms and instructions).

Please note that PartnerNet is used for GAAP reporting and all CFOs and GAAP Liaisons should have access. If you are a CFO or GAAP Liaison and do not have access, your Department Security Officer can request access by submitting a [PartnerNet Security request form](#). CFOs can designate other department personnel to enter GAAP information on PartnerNet, however these CFO designated users will need system access. Department Security Officers can request additional access for these additional users by submitting a [PartnerNet Security request form](#).

If you have questions regarding the GAAP Instructions, its exhibits or attachments, please contact CTR GAAP Reporting (CTR) at CTRGAAPReporting@mass.gov.

Thank you for your cooperation.

[Instructions](#)

cc: MMARS Liaisons
Payroll Directors
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