



# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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THOMAS G. SHACK III, ESQ.  
COMPTROLLER

TO: Chief Fiscal Officers

FROM: Jeffrey Shapiro, First Deputy Comptroller

Date: July 13, 2018

RE: FY2018 Statutory Receivable Instructions

Comptroller Memo FY#2018-26

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### Executive Summary

The statutory receivable instructions provide guidance to departments on reporting receivables due from a governmental body that are related to expenses incurred on or before June 30<sup>th</sup> and collected between July 1<sup>st</sup> and August 31<sup>st</sup> to the Comptroller's Office. The preliminary estimate is due on August 3<sup>rd</sup> and the final report is due on September 4<sup>th</sup>.

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The Office of the Comptroller (CTR) annually prepares the Statutory Basis Financial Report (SBFR) which includes an overview of the activity and balances of budgeted funds, non-budgeted special revenue funds, capital project funds, and the non-appropriated funds of higher education. This overview of fund activity includes statutory receivables as defined below.

Statutory receivables are defined as receivables due from a governmental body that are related to expenses incurred on or before June 30<sup>th</sup> and collected between July 1<sup>st</sup> and August 31<sup>st</sup>. The funds included in this exercise are listed on Attachment 1. Please note: CTR will compile and report the statutory receivable amounts for all federal grant awards (Funds 0100 and 0142) centrally.

### Financial Reporting Web Site

All CFOs are asked to review their FY2018 receivables via the financial reporting web site accessed via PartnerNet. The web site was available on July 12, 2018. Departments will be asked to confirm whether or not a statutory receivable should be reported for each unit/fund/revenue source code. Instructions are attached. All CFOs and GAAP Liaisons should have access to the financial reporting web site. CFOs can designate other department personnel to transmit the preliminary estimates and financial reports on PartnerNet, however these CFO designated users will need system access. Department Security Officers can request access for additional users by submitting a [PartnerNet Security request form](#). If you have any questions concerning the web site and or if a data entry mistake is made, please contact Moses Kalemba at 617-973-2670.

**Preliminary Estimate – Due August 3, 2018**

The *Preliminary Estimate* for Statutory Receivables should include actual revenues related to FY2018 activity received from July 1<sup>st</sup> to date, plus any anticipated revenues related to FY2018 activity through August 31<sup>st</sup>.

**Final Report – Due September 4, 2018**

The *Final Report* for Statutory Receivables should include actual revenues related to FY2018 activity received from July 1<sup>st</sup> through August 31<sup>st</sup>.

We recognize there are many tasks competing for your attention during this period; however, we ask you to assign this a high priority. We believe that this web site will make it easier for you to report your department's statutory receivables in a timely manner. Thank you for your attention to this request. Waivers to the dates noted in this memo may be granted in rare exceptions. If you need to request such a waiver or have any questions, please contact Moses Kalemba at 617-973-2670.

**Please note:** We anticipate the weekly automatic balance forward will be suspended on September 7<sup>th</sup> in order to properly record and analyze the FY2018 statutory receivables.

Enc. [Attachment 1 – List of Funds included in Statutory Receivable Exercise](#)  
[Statutory Receivable How-to Guide](#)

Cc: MMARS Liaisons  
General Counsels  
Payroll Directors  
Security Officers  
Internal Distribution