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TO: Chief Fiscal Officers

FROM: Andrew W. Maylor, Comptroller

Date: July 29, 2019

RE: FY2019 Statutory Receivable Instructions

Comptroller Memo FY#2019-29

Executive Summary

The statutory receivable instructions provide guidance to departments on the process for reporting to the Comptroller's Office receivables due from a governmental body that are related to expenses incurred on or before June 30th and collected between July 1st and August 31st. The preliminary estimate is due on August 9th and the final report is due on September 5th.

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 30th and collected between July 1st and August 31st. 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 FY2019 receivables via the financial reporting web site accessed via PartnerNet. The web site was available on July 17, 2019. 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 9, 2019

The *Preliminary Estimate* for Statutory Receivables should include actual revenues related to FY2019 activity received from July 1st to date, plus any anticipated revenues related to FY2019 activity through August 31st.

Final Report – Due September 5, 2019

The *Final Report* for Statutory Receivables should include actual revenues related to FY2019 activity received from July 1st through August 31st.

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 6th in order to properly record and analyze the FY2019 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