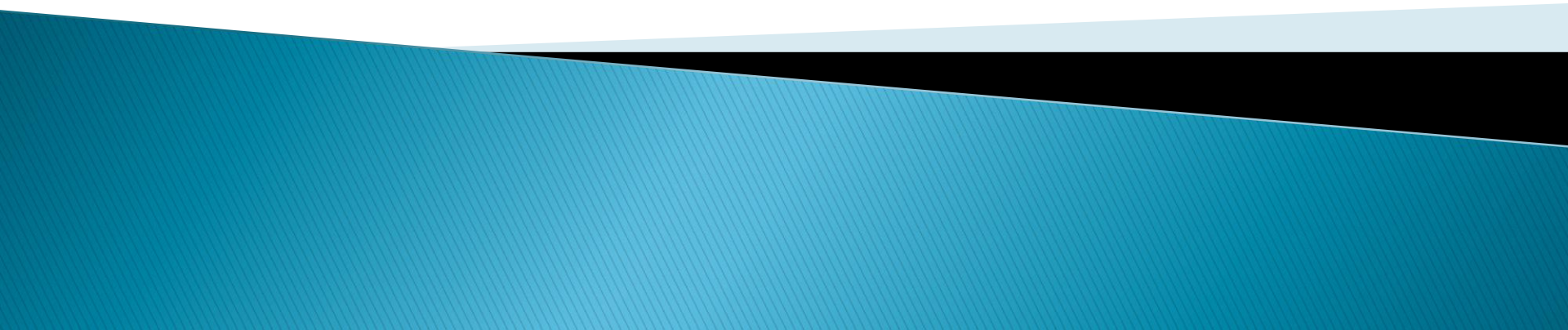


Massachusetts Municipal Accountant & Auditors Association

June 13, 2018



Overview

New Gateway modules

Bulletin

Excel template for balance sheet

Analysis of Undesignated fund balance

Gateway

Division of Local Services Gateway



Tracking Certification Taxrate Balance Sheet Schedule A District Taxrate District Balance Sheet LA-3 Misc Forms MDM Directory

Help Mode

Dashboard

Balance Sheet Tab

Division of Local Services Gateway



Taxrate **Balance Sheet** Schedule A Misc Forms Directory Provider

Year End Accounting

- Balance Sheet Checklist
- Treasurer's Year-End Report
- Cash Reconciliation
- Outstanding Receivables
- Statement of Indebtedness
- Snow & Ice Amortization Schedule
- Balance Sheet Submission**

Balance Sheet

Balance Sheet

BOA Year End Accounting forms

Excel templates related to several Year End Accounting forms can be downloaded using the links below:

- [Balance Sheet Checklist](#)
- [Treasurer's Year End Cash Report](#)
- [Statement of Indebtedness](#)
- [Snow & Ice Amortization Schedule](#)

Contact your Bureau of Accounts field representative for more information and assistance. Click the link for [a list of BLA and BOA staff assigned to cities and towns.](#)

Help My Profile Logout

Did you find this helpful?

☐ Yes ☐ No

C/T Balance Sheet Submission

Balance Sheet Submission

Balance Sheet Submission

Status: NO STATUS FOUND

Unlock for DLS

Unlock for Community

AMESBURY - 007 2018

Jurisdiction Amesbury - 007



Fiscal Year 2018



Go

Part I Required Uploads

My signature below certifies that the following documents have been uploaded to this form:

- Combined, Combining and Trial Balance
- Undesignated Detail
- Budgeted-to-Actual Revenues
- Budgeted-to-Actual Expenditures

Part II Other Required Misc. Forms: Status

All of these Gateway forms must be submitted ("Form Submitted" status) to submit the Balance Sheet:

Form Name	Form Status	Last Action Date
BALANCE SHEET CHECKLIST	NO STATUS FOUND	
YEAR END CASH REPORT	NO STATUS FOUND	
CASH RECONCILIATION	NO STATUS FOUND	
OUTSTANDING RECEIVABLES	NO STATUS FOUND	
STATEMENT INDEBTEDNESS	NO STATUS FOUND	
SNOW AND ICE	NO STATUS FOUND	

Select a Balance Sheet Checklist document to upload

Current Documents

Name	Action
No documents to display.	

Signatures

Accountant/Auditor

I hereby certify that all required documents and forms have been submitted, and that to the best of my knowledge this information is complete and accurate as of this date.

☐ Check to add signature

Submit

Print

Why are my buttons disabled?

C/T Balance Sheet Submission

Balance Sheet Submission

Balance Sheet Submission

Status: FORM SUBMIT

AGAWAM - 005 2017

Jurisdiction Fiscal Year

Part I Required Uploads

My signature below certifies that the following documents have been uploaded to this form:

- Combined, Combining and Trial Balance
- Undesignated Detail
- Budgeted-to-Actual Revenues
- Budgeted-to-Actual Expenditures

Part II Other Required Misc. Forms: Status

All of these Gateway forms must be submitted ("Form Submit" status) to submit the Balance Sheet:

Form Name	Form Status	Last Action Date
BALANCE SHEET CHECKLIST	FORM SUBMIT	10/4/2017 8:49:10 AM
YEAR END CASH REPORT	FORM SUBMIT	9/11/2017 3:01:03 PM
CASH RECONCILIATION	FORM SUBMIT	9/11/2017 3:01:44 PM
OUTSTANDING RECEIVABLES	FORM SUBMIT	9/11/2017 3:09:03 PM
STATEMENT INDEBTEDNESS	FORM SUBMIT	10/10/2017 3:23:49 PM
SNOW AND ICE	FORM SUBMIT	9/1/2017 11:44:30 AM

Select a Balance Sheet Checklist document to upload

Current Documents

Name	Action
 BalanceSheet	

Signatures

Accountant/Auditor

I hereby certify that all required documents and forms have been submitted, and that to the best of my knowledge this information is complete and accurate as of this date.

☒ Cheryl St. John, Town Auditor, Agawam, cstjohn@agawam.ma.us 413-786-0400 | 5/29/2018 8:58 AM

Why are my buttons disabled?

Bulletin



DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Christopher C. Harding
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Bulletin

BUL-2018-4

BALANCE SHEET REPORTING REQUIREMENTS

TO: City/Town/District and Regional School District Officials

FROM: Mary Jane Handy, Director of Accounts

DATE: June 2018

SUBJECT: Changes to Balance Sheet Reporting and Submission Requirements

This *Bulletin* explains required reporting and submission changes that apply to cities, towns, districts and regional school districts that submit their balance sheet for free cash or excess and deficiency certification. **This change does not apply to cities and towns using the STAT accounting method.**

In an effort to streamline and simplify our processes, as well as to develop consistency in the submissions, we have developed a standardized balance sheet template for submission by cities, towns, districts and regional school districts. This new template is an excel workbook that includes tabs for a combined balance sheet, fund balance detail for other funds including special revenue funds, capital

Combined balance sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
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CITY/TOWN OF _____, MASSACHUSETTS

Combined Balance Sheet - All Fund Types and Account Groups

as of June 30, 20XX

(Unaudited)

Governmental Fund Types

Proprietary Fund Types

Fiduciary
Fund Types

Account
Groups

Totals

General

Special
Revenue

Capital
Projects

Enterprise

Internal
Services

Trust and
Agency

Long-term
Debt

(Memorandum
Only)

ASSETS

Cash and cash equivalents

Investments

Receivables:

Personal property taxes

Real estate taxes

Deferred taxes

Allowance for abatements and exemptions

Special assessments

Tax liens

Tax foreclosures

Motor vehicle excise

Other excises

Utility Charges

Departmental

Other receivables

Due to/from other funds

Due from other governments

Prepays

Inventory

Fixed assets, net of accumulated depreciation

Amounts to be provided - payment of bonds

Amounts to be provided - vacation and sick leave

Total Assets

Combined balance sheet

CITY/TOWN OF _____, MASSACHUSETTS
Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 20XX
(Unaudited)

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt	
<u>LIABILITIES AND FUND EQUITY</u>								
Liabilities:								
Deferred revenue								-
Real and personal property taxes								-
Deferred taxes								-
Prepaid taxes/fees								-
Special assessments								-
Tax liens								-
Tax foreclosures								-
Motor vehicle excise								-
Other excises								-
Utility Charges								-
Departmental								-
Deposits receivable								-
Other receivables								-
Due from other governments								-
Due to other governments								-
Accounts payable								-
Warrants payable								-
Accrued payroll and withholdings								-
Other liabilities								-
IBNR								-
Bonds payable								-
Notes payable								-
Vacation and sick leave liability								-
Total Liabilities	-	-	-	-	-	-	-	-

Combined balance sheet

CITY/TOWN OF _____, MASSACHUSETTS
Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 20XX
(Unaudited)

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt	
Fund Equity:								
Reserved for encumbrances								-
Reserved for expenditures								-
Reserved for continuing appropriations								-
Reserved for petty cash								-
Reserved for appropriation deficit								-
Reserved for snow and ice deficit								-
Reserved for debt Service								-
Reserved for premiums								-
Reserved fund balance								-
Undesignated fund balance								-
Unreserved retained earnings								-
Investment in capital assets								-
Total Fund Equity	-	-	-	-	-	-	-	-
Total Liabilities and Fund Equity	-	-	-	-	-	-	-	-

Special Revenue

CITY/TOWN OF _____, MASSACHUSETTS					
Special Revenue Fund Balance Detail					
as of June 30, 20XX					
(Unaudited)					
Account Number	Account Name	Fund Balance 6/30/20XX	Receipts thru 9/30/20XX	BAN's	Remaining Balance 6/30/20XX
	Federal Grants				0.00
					0.00
					0.00
					0.00
					0.00
					0.00
	State Grants				0.00
					0.00
					0.00
					0.00
					0.00
					0.00
	Revolving Funds				0.00
					0.00
					0.00
					0.00
					0.00
	Receipts Reserved				0.00
					0.00
					0.00
					0.00
					0.00
	Other Special Revenue				0.00
					0.00
					0.00
					0.00

Capital Projects

[illegible]

Enterprise

CITY/TOWN OF _____, MASSACHUSETTS						
Combining Balance Sheet - Enterprise Funds						
as of June 30, 20XX						
(Unaudited)						
	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	(Memorandum Only)	
<u>ASSETS</u>						
Cash and cash equivalents					-	
Investments					-	
Receivables:						
Personal property taxes					-	
Real estate taxes					-	
Deferred taxes					-	
Allowance for abatements and exemptions					-	
Special assessments					-	
Tax liens					-	
Tax foreclosures					-	
Motor vehicle excise					-	
Other excises					-	
Utility Charges					-	
Departmental					-	
Other receivables					-	
Due to/from other funds					-	
Due from other governments					-	
Prepays					-	
Inventory					-	
Fixed assets, net of accumulated depreciation					-	
Amounts to be provided - payment of bonds					-	
Amounts to be provided - vacation and sick leave					-	
Total Assets	-	-	-	-	-	

Trust

[illegible]

Agency

[illegible]

Internal Service

CITY/TOWN OF _____, MASSACHUSETTS					
Combining Balance Sheet - Internal Service Funds					
as of June 30, 20XX					
(Unaudited)					
	(Insert Name)	(Insert Name)	(Insert Name)	(Insert Name)	(Memorandum Only)
	Internal Service Fund	Internal Service Fund	Internal Service Fund	Internal Service Fund	
<u>ASSETS</u>					
Cash and cash equivalents					-
Investments					-
Receivables:					
Departmental					-
Other receivables					-
Due to/from other funds					-
Due from other governments					-
Prepays					-
Inventory					-
Fixed assets, net of accumulated depreciation					-
Amounts to be provided - payment of bonds					-
Amounts to be provided - vacation and sick leave					-
Total Assets	-	-	-	-	-
<u>LIABILITIES AND FUND EQUITY</u>					
Liabilities:					
Deferred revenue					-
Departmental					-
Deposits receivable					-
Other receivables					-
Due from other governments					-
Due to other governments					-
Accounts payable					-
Warrants payable					-
Accrued payroll and withholdings					-
Other liabilities					-
IBNR					-

Analysis of Undesignated Fund Balance

TOWN OF _____, MASSACHUSETTS
Undesignated Fund Balance Roll-forward
as of June 30, 20XX
(Unaudited)

Beginning Undesignated Fund Balance

Add:

Prior Year Reserved for Encumbrance
Prior Year Reserved for Expenditures
Prior Year Reserved for Continuing Appropriations
Prior Year Reserved for Petty Cash
Prior Year Reserved for _____
Prior Year Reserved for _____
Prior Year Reserved for _____
Prior Year Reserved for _____
Prior Year Reserved for _____
Prior Year Reserved for _____

Less:

Prior Year Reserved for Appropriation Deficits
Prior Year Reserved for Snow and Ice Deficits

Prior Year Total Fund Balance

0.00

Deduct:

Current Year Reserved for Encumbrance
Current Year Reserved for Expenditures
Current Year Reserved for Continuing Appropriations
Current Year Reserved for Petty Cash
Current Year Reserved for _____
Current Year Reserved for _____
Current Year Reserved for _____
Current Year Reserved for _____
Current Year Reserved for _____
Current Year Reserved for _____

Add:

Current Year Reserved for Appropriation Deficits
Current Year Reserved for Snow and Ice Deficits

Add:

Current Year Revenue Closeouts
Other Financing Sources
Audit Adjustments

Less:

Current Year Expenditure Closeouts
Other Financing Uses
Audit Adjustments

Current Year Undesignated Fund Balance

0.00

Analysis of Undesignated Fund Balance

Analysis of General Fund - Fund Balances Fiscal Year ended June 30, 2017

	<u>Undesignated</u>	<u>Reserved for Expenditures</u>	<u>Reserved for Encumbrances</u>	<u>Reserved Deficit</u>	<u>Overlay Surplus</u>	<u>Petty Cash</u>	<u>Totals</u>
Beginning Balances - 7/01/2016	2,284,185	1,585,919	328,678	(39,259)	-	200	4,159,723
Free Cash Voted for FY2017	(85,522)	85,522					-
Close Free Cash Approp for FY2017	1,371,441	(1,371,441)					-
Close Overlay Approp for FY2017	300,000	(300,000)					-
Assessors Release of Overlay	-				-		-
Free Cash Approp for FY2018	(1,556,178)	1,556,178					-
Overlay Surplus Approp for FY2018					-		-
Close Overlay Surplus FY					-		-
Close expenditures/uses	(40,223,212)						(40,223,212)
Close revenues/sources	40,954,608						40,954,608
Close prior year encumbrances/articles	328,678		(328,678)				-
Record FY2017 encumbrances/articles	(629,754)		629,754				-
close Reserve FY2017 Deficits	(39,259)			39,259			-
Ending Balances - 6/30/2017	<u>2,704,987</u>	<u>1,556,178</u>	<u>629,754</u>	<u>-</u>	<u>-</u>	<u>200</u>	<u>4,891,119</u>

Analysis of Undesignated Fund Balance

RECONCILIATION OF UNRESERVED FUND BALANCE AT JUNE 30, 2017

LINE 19

DEBIT (CREDIT)

UNRESERVED FUND BALANCE AT JUNE 30, 2016	(1,558,717.42)
REVERSE PY ENCUMBRANCES	(4,196.87)
REVERSE PY CONTINUING ARTICLES	(407,199.11)
RECORD CY ENCUMBRANCES	9,078.77
RECORD CONTINUING ARTICLES	552,749.77
APPROPRIATION DEFICIT - FIRE DEPT WAGES	(26,557.72)
CLOSE CY REVENUE CONTROL AND OTHER FINANCING SOURCES	(22,640,660.34)
CLOSE CY EXPENDITURES AND OTHER FINANCING USES	22,093,556.63

UNADJUSTED UNRESERVED FUND BALANCE AT JUNE 30, 2017	<u>(1,981,946.29)</u>
--	------------------------------

FUND BALANCES RESERVED FOR ENCUMBRANCES	(9,078.77)
FUND BALANCES RESERVED FOR CONTINUING ARTICLES	(552,749.77)
FUND BALANCES RESERVE FOR APPROPRIATION DEFICITS	26,557.72
UNRESERVED FUND BALANCE	(1,981,946.29)

TOTAL FUND BALANCE AT JUNE 30, 2017	<u>(2,517,217.11)</u>
--	------------------------------

PER COMBINED BALANCE SHEET FY2017	<u>(2,517,217.11)</u>
--	------------------------------

Analysis of Undesignated Fund Balance

FUND BALANCE ANALYSIS FY 2015 UNRESERVED/UNDESIGNATED FUND BALANCE

	RES FOR ENCUMB	RES FOR SUB YRS	UNR/ UND	TOTAL
BEGINNING BALANCE	(2,441,625.75)	(750,000.00)	(14,859,457.69)	(18,051,083.44)
CLOSE BEGINNING BALANCE	2,441,625.75	750,000.00	(3,191,625.75)	0.00
REVENUE			(93,280,299.31)	(93,280,299.31)
EXPENDITURES			80,860,312.14	80,860,312.14
OTHER FIN SOURCES			(1,468,531.00)	(1,468,531.00)
OTHER FIN USES			11,084,260.22	11,084,260.22
NET CHANGE PROV FOR ABATES			101,320.00	101,320.00
ESTABLISH RESERVES	(1,089,500.05)	(3,458,000.00)	4,547,500.05	0.00
BALANCE YEAR END	(1,089,500.05)	(3,458,000.00)	(16,206,521.34)	(20,754,021.39)

Questions?