Massachusetts Municipal Accountant & Auditors Association June 13, 2018

Overview

New Gateway modules Bulletin Excel template for balance sheet Analysis of Undesignated fund balance





Balance Sheet Tab

Division of Local Services Gateway





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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 and I.e. Dute Sheet

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
- <u>Treasurer's Year End Cash Report</u>
- Statement of Indebtedness
- Snow & Ice Amortization Schedule

Contact your Bureau of Accounts field representative for more information and assistance. Click the link for <u>a list of BLA and</u> <u>BOA staff assigned to cities and towns</u>.

Did you find this helpful?

🔾 Yes 🔿 No

C/T Balance Sheet Submission

Balance Sheet Submiss	sion			
Balance Sheet Submission				
Status: NO STATUS FOUND		Unlock for DLS	Unlock for Comm	nunity
AMESBURY - 007 2018				
Jurisdiction Amesbury - 007	▼ Fis	scal Year 2018	\checkmark	Go
Part I Required Uploads My signature below certifies that the	following documents have	been uploaded to t	his form:	
 Combined, Combining and Trial E Undesignated Detail Budgeted-to-Actual Revenues Budgeted-to-Actual Expenditures 				
Part II Other Required Misc. For				
All of these Gateway forms must be	subplaced ("Form Submar"s	tatus) to submit th	e Balance Sheet:	
Form Name	Form Status	Last Action	n Date	
BALANCE SHEET CHECKLIS	NO STATUS FOUND			
YEAR END CASH REPORT	NO STATUS FOUND			
CASH RECONCILIATION	NO STATUS FOUND			
OUTSTANDING RECEIVAB	NO STATUS FOUND			
STATEMENT INDEBTEDNES	NO STATUS FOUND			
SNOW AND ICE	NO STATUS FOUND			
Select a Balance Sheet Checklist doc Current Documents	ument to upload			
Name		÷ /	Action	
No documents to display.				
<u>Signatures</u> Accountant/Auditor				
I hereby certify that all required doo complete and accurate as of this da		submitted, and that	to the best of my kn	owledge this information is
Check to add signature				
Submit Print				
Why are my buttons disabled?				

C/T Balance Sheet Submission

Go

Balance Sheet Submission

Balance Sheet Submission

Status: FORM SUBMIT

AGAWAM - 005 2017

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

14	Action	
BalanceSheet		

Signatures Accountant/Auditor

0

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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



Bulletin



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. <u>This change does not apply to cities and towns using the STAT accounting method.</u>

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

	ABC	D	E	F	G	Н	J	К	L M	N N	0	Р	Q	R
1			C	CITY/TOWN OF	F		_, MASSACHUSE	TTS						
2		Combined Balance Sheet - All Fund Types and Account Groups												
3		as of June 30, 20XX												
4					(Unaudited)								
5														
6										Fiducia	ry	Account		
7		(Governr	mental Fund Ty			Proprietar	y Fund Typ	es	Fund Typ	oes	Groups		Totals
8				Special	C	apital		Int	ternal	Trust ar	nd	Long-term		(Memorandum
9		General		Revenue	Р	rojects	Enterprise	Se	rvices	Agency	у	Debt		Only)
10														
	Cash and cash equivalents													-
	Investments													-
13	Receivables:													-
14														-
15														-
16														-
17														-
18														-
19														-
20														-
21														-
22														-
23														-
24														-
25														-
26														-
27	5													-
	Prepaids													-
	Inventory													-
	Fixed assets, net of accumulated depreciation													-
	Amounts to be provided - payment of bonds													-
32	Amounts to be provided - vacation and sick leave													-
33	Total Assets	-		-		-	-		-		-	-		-
34														

Combined balance sheet

Deferred revenueImage: set of the set of			CITY/TOWN OF		, MASSACHUSETT	rs			
Unable Subsective Su			Combined Balance	Sheet - All Fund Ty	pes and Account Gr	oups			
Image: state				as of June 30, 2	0XX				
Image: Note: Image: Note:<				(Unaudited)					
Image: Note: Image: Note:<									
Image: second parameters Special Capital Internal Trust and Long-term (Memorandum Revenue Projects Enterprise Services Agency Debt Only LABILITES AND FUND EQUITY Image: services Services Agency Debt Only Deferred revenue Image: services Im							Fiduciary	Account	
General Revenue Projects Enterprise Services Agency Debt Only LABLITES AND FUND EQUITY Image: Services		Go	vernmental Fund Typ	es	Proprietary	Fund Types	Fund Types	Groups	Totals
LABILITES AND FUND EQUITY Image: Second property axes			Special	Capital		Internal	Trust and	Long-term	(Memorandum
iabilities:Image: share		General	Revenue	Projects	Enterprise	Services	Agency	Debt	Only)
iabilities:Image: share									
Deferred revenueImage: set of the set of	LIABILITIES AND FUND EQUITY								
Real and personal property taxesImage: solution of the solution of th	Liabilities:								
Deferred taxesDeferred taxes/feesImage: Second assessmentsImage:	Deferred revenue								-
Prepaid taxes/feesImage: segmentsImage: segm	Real and personal property taxes								-
Special assessmentsSpecial assess									-
Tax liensImage: second sec	Prepaid taxes/fees								-
Tax foreclosuresIII <td>Special assessments</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td>	Special assessments								-
Motor vehicle exciseMotor vehicle exciseImage of the excisesImage of the excises	Tax liens								-
Other excisesOther excisesImage: Section of the	Tax foreclosures								-
vitility Chargesvitility Chargesvitil	Motor vehicle excise								-
Image: spectra	Other excises								-
Image: Properties receivable Image: Properis receivable Image: Properties receivable	Utility Charges								-
Other receivablesOther receivablesImage: Construction of the governmentsImage: Construction of the governmentsImag	Departmental								-
Due from other governmentsImage: Solution of the spovernmentsImage: Solution	Deposits receivable								-
Due to other governmentsImage: Solution of the soluti	Other receivables								-
Accounts payableAccounts payableImage: Section of the section	Due from other governments								-
Warrants payableImage: Second sec	Due to other governments								-
Accrued payroll and withholdingsAccrued payroll and withholdingsImage: Constraint of the sector of the secto	Accounts payable								-
Other liabilitiesOther liabilitiesImage: Second seco	Warrants payable								-
IBNRIB	Accrued payroll and withholdings								-
Bonds payable Image: Constraint of the									-
Notes payable Image: Constraint of the sector of the sec	IBNR								-
Vacation and sick leave liability -	Bonds payable								-
	Notes payable								-
	Vacation and sick leave liability								-
	Total Liabilities	-	-	-	-	-	-	-	-

Combined balance sheet

		CITY/TOWN OF		_, MASSACHUSETT	ſS			
		Combined Balance	Sheet - All Fund Ty	pes and Account Gr	oups			
			as of June 30, 20	XX				
			(Unaudited)					
						Fiduciary	Account	
	Gov	ernmental Fund Type	es	Proprietary F	und Types	Fund Types	Groups	Totals
		Special	Capital		Internal	Trust and	Long-term	(Memorandum
	General	Revenue	Projects	Enterprise	Services	Agency	Debt	Only)
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	, MASSACHU	SETTS	
	Sp	ecial Revenue Fur	nd Balance Detail		
		as of June	30, 20XX		
		(Unaudi	ited)		
		Fund Balance	Receipts thru		Remaining Balance
Account Number	Account Name	6/30/20XX	9/30/20XX	BAN's	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
<u> </u>					0.00
					0.00
	Revolving Funds				0.00
	Revolving Fullus				0.00
					0.00
					0.00
					0.00
	Receipts Reserved				0.00
					0.00
					0.00
					0.00
					0.00
					0.00
	Other Special Revenue				0.00
					0.00
					0.00
					0.00

Capital Projects

	CITY/TOW	N OF	, MASSACHUS	SETTS	
		Capital Project Fun	d Balance Detail		
		as of June 3	30, 20XX		
		(Unaudi	ited)		
		Fund Balance	Receipts thru		Remaining Balance
Account Number	Account Name	6/30/20XX	9/30/20XX	BAN's	6/30/20XX
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
	Enterprise				0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Enterprise

Combining Balance Sheet - Enterprise FundsUne 30, 20XXSol 20XXXSol 20XXXSol 20XXXSol 20XXXSol 20XXXXSol 20XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	CITY/	TOWN OF	, MASS	ACHUSETTS						
Image: Select the select to t		Combining Balance	e Sheet - Enterprise	Funds						
Image: section of the section of th	as of June 30, 20XX									
ASSETSEnterprise FundEnterprise FundEnterprise FundEnterprise FundOnly)Cash and cash equivalentsAAAAAALowstmentsAnd cash equivalentsAAAAAAAInvestmentsAAA		(L	Jnaudited)							
ASSETSEnterprise FundEnterprise FundEnterprise FundEnterprise FundOnly)Cash and cash equivalentsAAAAAALowstmentsAnd cash equivalentsAAAAAAAInvestmentsAAA										
ASSETSEnterprise FundEnterprise FundEnterprise FundEnterprise FundOnly)Cash and cash equivalentsAAAAAALowstmentsAnd cash equivalentsAAAAAAAInvestmentsAAA										
ASSETSEnterprise FundEnterprise FundEnterprise FundEnterprise FundOnly)Cash and cash equivalentsAAAAAACash and cash equivalentsAAAAAAAAInvestmentsAAA										
ASSETS Investments Investrue Investments Investore Investore Inv		(Insert Name)								
Cash and cash equivalentsImage: Second s		Enterprise Fund	Enterprise Fund	Enterprise Fund	Enterprise Fund	Only)				
Investments Inv										
Receivables: Image: Personal property taxes Image: Personal proper	Cash and cash equivalents					-				
Personal property taxesImage: solution of the solutio						-				
Real estate taxesImage: state taxesImage:	Receivables:									
Deferred taxesImage: segments and exemptionsImage: segments an						-				
Allowance for abatements and exemptionsImage: Construction of the section of the secti	Real estate taxes					-				
Special assessmentsImage: segmentsImage: se						-				
Tax liensTax liensImage: Constraint of the section of the sect	Allowance for abatements and exemptions					-				
Tax foreclosuresImage: Constraint of the sexiseImage: Constraint of the sexiseImage	Special assessments					-				
Motor vehicle exciseMotor vehicle excisesMotor vehicle excises	Tax liens					-				
Other excisesOther excisesImage: second secon	Tax foreclosures					-				
Utility ChargesImage of the second of the secon	Motor vehicle excise					-				
DepartmentalDepartmentalImage: Constraint of the series of the ser	Other excises					-				
Other receivablesOther receivablesImage: Constraint of the sector	Utility Charges					-				
Due to/from other fundsImage: Second sec	Departmental					-				
Due from other governments Image: Constraint of the second se						-				
PrepaidsInventory<	Due to/from other funds					-				
Inventory Image: Constraint of a	Due from other governments					-				
Fixed assets, net of accumulated depreciation Image: Comparison of the provided - payment of bonds Image: Comparison of the provided - payment of bonds Image: Comparison of the provided - payment of bonds Image: Comparison of the provided - payment of bonds Image: Comparison of the provided - payment of bonds Image: Comparison of the provided - payment of bonds Image: Comparison of the payment of the paymen	Prepaids					-				
Amounts to be provided - payment of bonds Image: Comparison of bonds	-					-				
Amounts to be provided - vacation and sick leave -	Fixed assets, net of accumulated depreciation					-				
						-				
Total Assets	Amounts to be provided - vacation and sick leave					-				
		-	-	-	-	-				

Trust

	CITATOW		, MASSACHUS	SETTS	
	Nor		Find Balance Detail		
		as of June			
		(Unaud	ited)		
		Fund Balance	Receipts thru		Remaining Balance
Account Number	Account Name	6/30/20XX	9/30/20XX	BAN's	6/30/20XX
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
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					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Agency

	CITY/TOW	N OF	, MASSACHUS	SETTS				
	Agency Fund Balance Detail							
		as of June						
		(Unaud	ited)					
		Fund Balance	Receipts thru		Remaining Balance			
Account Number	Account Name	6/30/20XX	9/30/20XX	BAN's	6/30/20XX			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			

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								
		Internal Service Fund	Internal Service Fund	Internal Service Fund	Internal Service Fund	Only)								
	ASSETS													
Cash	and cash equivalents					-								
	tments					-								
Rece	ivables:													
D	epartmental					-								
0	ther receivables					-								
D	ue to/from other funds					-								
Due from other governments						-								
Prepaids						-								
Inventory						-								
Fixed assets, net of accumulated depreciation						-								
Amounts to be provided - payment of bonds						-								
Amo	unts to be provided - vacation and sick leave					-								
Total Assets		-	-	-	-	-								
	LIABILITIES AND FUND EQUITY													
Liabilities:														
D	eferred revenue					-								
	Departmental					-								
	Deposits receivable					-								
	Other receivables					-								
	Due from other governments					-								
D	ue to other governments					-								
	counts payable					-								
	arrants payable					-								
	crued payroll and withholdings					-								
	ther liabilities					-								
	NR					-								

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 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 Add: Current Year Reserved for Appropriation Deficits Current Year Reserved for Snow and Ice Deficits Current Year Revenue Closeouts Add: Other Financing Sources Audit Adjustments Less: Current Year Expenditure Closeouts Other Financing Uses Audit Adjustments Current Year Undesignated Fund Balance 0.00

	Undesignated	Reserved for Expenditures	Reserved for Encumbrances	Reserved	Overlay <u>Surplus</u>	Petty <u>Cash</u>	Totals
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		-			. <u>-</u>		
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	2,704,987	1,556,178	629,754	-	-	200	4,891,119
-	-	-	-	-	-	-	-

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

RECONCILIATION OF UNRESERVED FUND BALANCE AT JUNE 30, 2017 LINE 19 DEBIT (CREDIT) UNRESERVED FUND BALANCE AT JUNE 30, 2016 (1,558,717.42)(4, 196.87)REVERSE PY ENCUMBRANCES (407, 199, 11)REVERSE PY CONTINUING ARTICLES RECORD CY ENCUMBRANCES 9,078.77 RECORD CONTINUING ARTICLES 552,749.77 (26.557.72) APPROPRIATION DEFICIT - FIRE DEPT WAGES 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 (1,981,946.29)FUND BALANCES RESERVED FOR ENCUMBRANCES (9.078.77)FUND BALANCES RESERVED FOR CONTINUING ARTICLES (552,749.77)FUNB BALANCES RESERVE FOR APPROPRIATION DEFICITS 26,557.72 UNRESERVED FUND BALANCE (1,981,946.29)TOTAL FUND BALANCE AT JUNE 30, 2017 (2,517,217.11) PER COMBINED BALANCE SHEET FY2017 (2,517,217.11)

FUND BALANCE ANALYSIS FY 2015 UNRESERVED/UNDESIGNATED FUND BALANCE

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

Questions?