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MEMORANDUM

To: Department Heads, Chief Fiscal Officers, MMARS Liaisons, and Payroll Directors

From: William McNamara, Comptroller of the Commonwealth

Date: August 16, 2023

Subject: Official Opening of Fiscal Year 2024

Comptroller Memo FY2024-05

Executive Summary

The Fiscal Year 2024 General Appropriation Act, Chapter 28 of the Acts of 2023, has been signed. This memo announces that August 9, 2023, is the official “opening date” of the accounting system. A deadline of August 23, 2023, has been established for the alignment of encumbrances and expenditures to the enacted budget.

The Fiscal Year 2024 General Appropriation Act has been signed. All accounts in all funds have been recorded in MMARS and expenditure ceilings have been adjusted to reflect 4/12th of the amount available for spending in all subsidiaries for all departments subject to the periodic allotment. This establishes legal authorization for Fiscal Year 2024 obligations and expenditures as of August 9, 2023. Therefore, the official “opening date” of the accounting system for Fiscal Year 2024 is August 9, 2023. Late penalty interest can be requested by vendors if bills have not been paid 45 days after the receipt of the invoice or 45 days after July 1, 2023, whichever is later, in accordance with 815 CMR 4.00 and the [Commonwealth Bill Payment Policy](#).

Any accounting transactions that were processed under the House 1 revised structure must be recorded in conformance with the General Appropriation Act. Departments should complete any payroll and non-payroll adjustments to conform to the FY 2024 chart of accounts by August 23, 2023. Departments may not request or accept performance, or otherwise incur obligations, in excess of department appropriations and allotments, pursuant to M.G.L. c. 29, §§ 26 and 27. Any reductions to expected spending levels for Fiscal Year 2024 budgetary accounts may require adjustments to previously executed contracts. The Office of the Comptroller’s policy on [Amendments, Suspensions or Terminations](#), provides departments with the procedures for

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suspending, amending, or terminating contract actions as necessary to stay within their authorized spending limits. Departments are responsible for properly recording activity to the appropriate fiscal year, and other fiscal actions in accordance with state finance law.

If you have specific accounts for which you have questions or require additional guidance, please contact Jessica Cogswell, Commonwealth Statewide Payments Officer, at (617) 973-2323 or Eduardo Canton, Statewide Payroll Officer, at (617) 973-2652.

All of us in the Office of the Comptroller look forward to partnering with you in the new fiscal year.

Please distribute this memo to all pertinent personnel. Thank you.

cc: General Counsels
Internal Distribution