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# Commonwealth of Massachusetts

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TO: Chief Fiscal Officers  
FROM: Kristin Lacroix, Chief Accounting Officer/Assistant Comptroller  
Date: July 23, 2024  
RE: Fiscal Year 2024 Statutory Receivable Instructions

Comptroller Memo FY#2024-25

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### Executive Summary

The purpose of this memo is to provide instructions for reporting Fiscal Year 2024 statutory receivables. Statutory receivables are defined as receivables due from a governmental body that are related to goods or services provided on or before June 30th and that are collected between July 1st and August 31st. All departments must review their revenue sources for potential Fiscal Year 2024 statutory receivables and report any such receivables.

Accurate reporting of receivables by departments is essential. Statutory receivables are a component of the balance sheet in the Commonwealth's annual Statutory Basis Financial Report. Failure to report receivables or to report them correctly could result in inaccurate financial reports.

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### OneDrive

All Chief Fiscal Officers (CFO) are asked to review their Fiscal Year 2024 receivables via OneDrive at this link [FY24 Stat AR](#). Your file will be uploaded after July 22nd. Departments will be asked to confirm whether a statutory receivable should be reported for each fund/sub fund/revenue source/unit provided on your department's spreadsheet. If a fund/sub fund/revenue source/unit is not listed but should be reported, please add that receivable to your department's spreadsheet. All CFOs and GAAP Liaisons should have access to [FY24 Stat AR](#). CFOs can designate other department personnel to transmit the preliminary estimates and financial reports on OneDrive. CFOs may share access. Please find instructions in Attachment I or at this link [Job Aid: Statutory AR](#)

Comptroller Memo FY#2024-25  
Fiscal Year 2024 Statutory Receivable Instructions  
July 23, 2024

**Preliminary Estimate – Due August 1, 2024**

The Preliminary Estimate for Statutory Receivables should include actual revenues related to Fiscal Year 2024 activity received from July 1st to date, plus any anticipated revenues related to Fiscal Year 2024 activity through August 31st.

**Final Report – Due September 3, 2024**

The Final Report for Statutory Receivables should include actual revenues related to Fiscal Year 2024 activity received from July 1st through August 31st.

We recognize that there are many tasks competing for your attention during this period. We ask you to assign this a high priority as it is the basis for required statewide reporting. Thank you for your attention to this request. If you have any questions about this requirement or this memo, please contact Jeannine Reardon at 617-356-5773 or [jeannine.reardon@mass.gov](mailto:jeannine.reardon@mass.gov).

Please note: We anticipate the weekly automatic balance forward will be suspended on September 1st to properly record and analyze the Fiscal Year 2024 statutory receivables.

Enc. Attachment 1 – FY24 Statutory Accounts Receivable Instructions

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



# CTR Job Aid

## Statutory Accounts Receivable

PUBLISHED: 7/15/2024

LAST UPDATED: 7/15/2024

## Overview

This job aid provides details on how to:

- Enter Preliminary Statutory Accounts Receivable on OneDrive
- Enter Final Statutory Accounts Receivable on OneDrive
- Share access to OneDrive

## Before You Begin

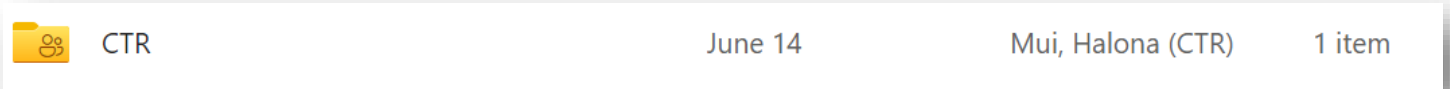
The statutory receivable instructions provide guidance to departments on reporting receivables due from a governmental body that are related to goods and services provided on or before June 30<sup>th</sup> and where the revenue is received by the Commonwealth between July 1<sup>st</sup> and August 31<sup>st</sup>. The preliminary estimate is due on August 1<sup>st</sup> and the final report is due on September 3<sup>rd</sup>.

# DIRECTIONS for Preliminary (To be completed by August 1, 2024)

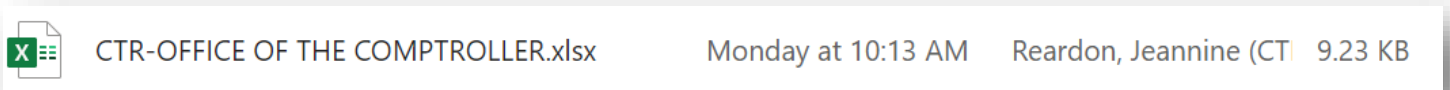
## Step 1: Open Link

[FY24 Stat AR](#)

## Step 2: Select your folder.



## Step 3: Open the Excel spreadsheet.



## Step 4: Enter information.

1. Preliminary Balance
2. Preliminary Comments
3. Preliminary Preparer's Name
4. Preliminary Approver's Name

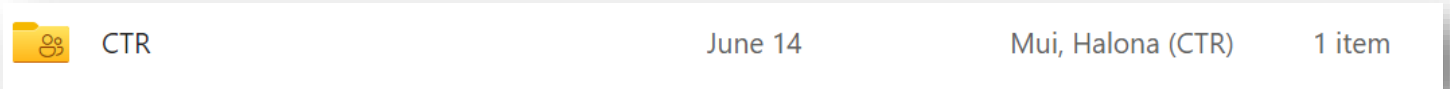
	A	B	C	D	E	F	G	H	N	O	P	Q
1	fiscal_year	fund	fund_name	sub_fund	sub_fund_name	revenue_category	revenue_category_name	revenue_source	Preliminary Balance	Preliminary Comments	Preliminary Preparer Name	Preliminary Approver Name
2	2024	10	General Fund	0	SFUND IS ZERO	2	ASSESSMENTS	4806 AS				
3	2024	10	General Fund	0	SFUND IS ZERO	4	DEPARTMENTAL	3048				
4	2024	10	General Fund	0	SFUND IS ZERO	4	DEPARTMENTAL	3046				

# DIRECTIONS for Final (To be completed by September 3, 2024)

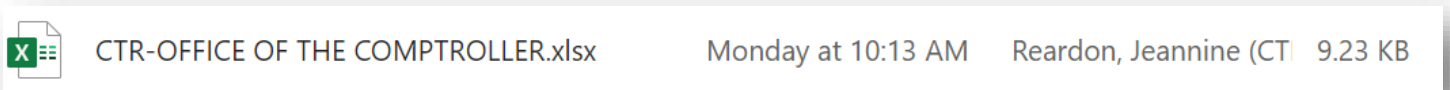
## Step 1: Open Link

[FY24 Stat AR](#)

## Step 2: Select your folder.



## Step 3: Open the Excel spreadsheet.



## Step 4: Enter information.

1. Final Balance
2. Final Comments
3. Final Preparer's Name
4. Final Approver's Name

	A	B	C	D	E	F	G	H	R	S	T	U
1	fiscal_year	fund	fund_name	sub_fund	sub_fund_name	revenue_category	revenue_category_name	revenue_source	Final Balance	Final Comments	Final Preparer Name	Final Approver Name
2	2024	10	General Fund	0	SFUND IS ZERO	2	ASSESSMENTS	4806				
3	2024	10	General Fund	0	SFUND IS ZERO	4	DEPARTMENTAL	3048				
4	2024	10	General Fund	0	SFUND IS ZERO	4	DEPARTMENTAL	3046				

## DIRECTIONS to Share File

Step 1: Right Click (or two-finger select) next to your department folder.



Step 2: Select Manage access.

Share

Copy link

Manage access

Download

Delete

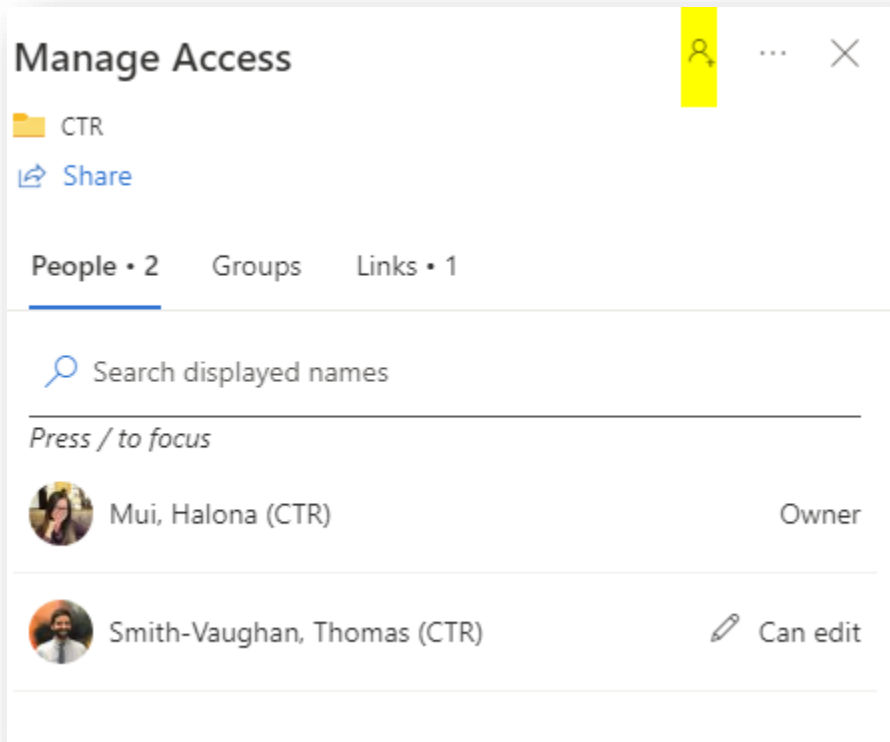
Move to

Copy to

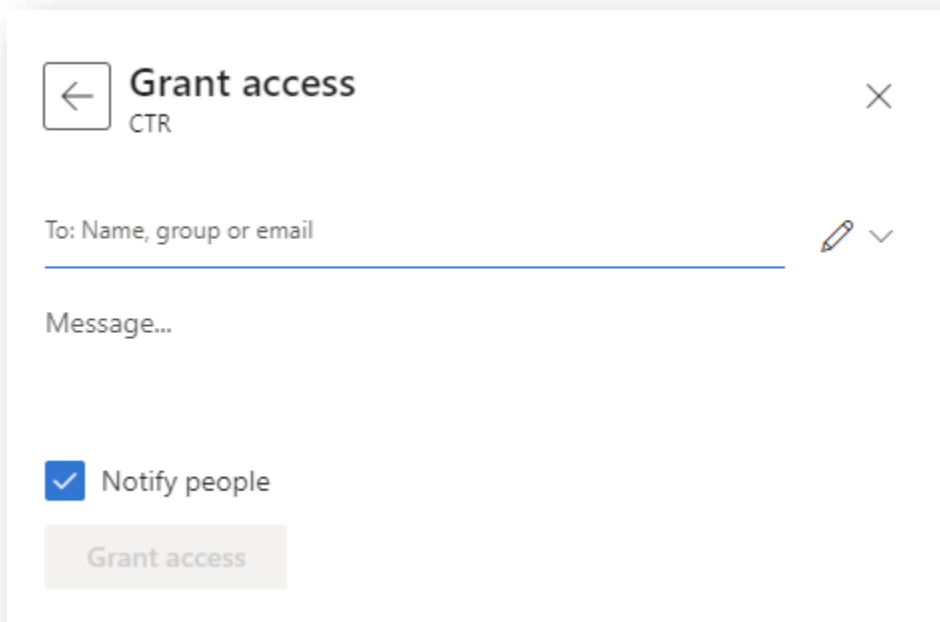
Rename

Details

**Step 3: Select highlighted.**



**Step 4: Enter email address and select Grant access.**



The screenshot shows a 'Grant access' dialog box with a back arrow icon and the text 'Grant access' and 'CTR'. It features a 'To: Name, group or email' field with a dropdown arrow, a 'Message...' text area, a checked 'Notify people' checkbox, and a 'Grant access' button.

## For additional Questions

If you have questions about this Job Aid, [contact the CTR Solution Desk](#)