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William McNamara
Comptroller

MEMORANDUM

To: Chief Fiscal Officers and GAAP Liaisons

From: Pauline Lieu, Assistant Comptroller / Chief Financial Reporting Officer

Date: July 7, 2026

Subject: Fiscal Year 2026 GAAP Reporting Instructions

Office of the Comptroller Fiscal Year Memo FY#2026-22

Executive Summary

This memo provides guidance to departments on reporting Fiscal Year 2026 year-end activity and obligations, in accordance with Generally Accepted Accounting Principles (GAAP), to the Office of the Comptroller (CTR). CTR is responsible for publishing the annual financial reports of the Commonwealth.

The due date for submitting the GAAP package is Friday, August 7, 2026.

It is important that information about Commonwealth revenues, receivables, expenditures, obligations, and assets owned is reported consistently and uniformly to meet financial reporting requirements. To facilitate timely preparation of the FY2026 Annual Comprehensive Financial Report (ACFR), the due date for submitting the GAAP package is **Friday, August 7, 2026**. The decentralized department supplement (for DMH, DDS, and DPH) to the GAAP Instructions is now included as Attachment B. All attachments to this letter can be found on the CTR website under GAAP Instructions.

Since FY2023, GAAP packages are now submitted through the Workiva (Wdesk) platform. An email was sent to department CFOs and GAAP Liaisons on or around May 26, 2026 to update and confirm their current existing account access to the Wdesk platform. If there are additional changes to the contacts provided at that time, CFOs should contact CTR at CTRGAAPReporting@mass.gov.

The following departments / agencies are excluded from these FY2026 GAAP Instructions. Separate instructions and/or correspondence will be sent to these departments regarding FY2026 financial reporting requirements:

- Massachusetts Department of Transportation (MassDOT)
- Massachusetts Bay Transportation Authority (MBTA)
- Massachusetts School Building Authority (SBA)
- Teachers Retirement Board (TRB)
- University of Massachusetts (UMS)
- Massachusetts State College Building Authority (MSCBA)
- State Universities: Bridgewater State University (BSC), Framingham State University (FRC), Fitchburg State University (FSC), Massachusetts College of Art and Design (MCA), Massachusetts Maritime Academy (MMA), Massachusetts College of Liberal Arts (NAC), Salem State University (SSA), Worcester State University (WOR), and Westfield State University (WSC).
- State Colleges: Berkshire Community College (BCC), Bunker Hill Community College (BHC), Bristol Community College (BRC), Cape Cod Community College (CCC), Greenfield Community College (GCC), Holyoke Community College (HCC), Massasoit Community College (MAS), Mass Bay Community College (MBC), Middlesex Community College (MCC), Mount Wachusett Community College (MWC), Northern Essex Community College (NEC), North Shore Community College (NSC), Quinsigamond Community College (QCC), Roxbury Community College (RCC), and Springfield Technical Community College (STC)

If you have questions regarding the GAAP Instructions or other attachments, please contact CTR GAAP Reporting at CTRGAAPReporting@mass.gov.

Thank you for your cooperation.

Attachment: A) FY2026 GAAP Instructions
B) Decentralized Departments Supplement to FY2026 GAAP Instructions
C) FY2026 GAAP Reporting Wdesk Guide and Help

cc: Mosaic Liaisons
Internal Control Officers
Internal Distribution