



To: City Auditors/Town Accountants
From: Mary Jane Handy, Director of Accounts

September, 2016

The Bureau of Accounts once again strongly encourages completion of the FY2016 Schedule A directly in Gateway. If you are using the EXCEL program, note the upload process found [here](#). If you have a Gateway password, you may begin to enter data immediately. If you have any questions on this system, please contact Gateway Support at 617-626-2350.

The FY2016 EXCEL Schedule A is now available and includes:

- form KAR-1 (also in Gateway);
- a copy of our [Guidelines and Reference Material for Preparing Schedule A](#);
- a [Reconciliation of Cash Receipts to Revenues and Cash Disbursements to Expenditures for Statutory Communities](#) (not in Gateway).

Only the Gateway format will be accepted.

The FY2016 form is substantially the same as in FY2015. Please refer to pages 2 and 3 of the Schedule A Guidelines and Reference Material for FY2016 instructions.

The FY2016 Schedule A due date is November 30, 2016.

Massachusetts General Laws provide for the withholding of local aid payments to cities and towns that do not submit a Schedule A to the Bureau timely. Further, these local aid payments if not made before the close of the State's accounts payable period may revert to the Commonwealth's General Fund. The Department of Revenue intends to continue this policy of withholding March 31 and subsequent monthly aid payments until the form has been accepted. Additional details included in the Municipal Modernization legislation regarding monthly aid payments will be included in future DLS guidance.

If you use Gateway, submit only the Reconciliation of Cash page if applicable to your Bureau of Accounts field representative. Please be sure to include explanations of all logical edits and prior year comparisons in Part XII.

If you use the EXCEL version, please review the instructions for uploading it into Gateway. Separately forward the reconciliation page if applicable to your Bureau of Accounts field representative. Do not Submit Schedule A until the Logical Edits are resolved and Prior Year Comparisons in excess of 40% have been reviewed and explained in the Notes section of Part XII.

Important update 9/16/2016:

It has come to our attention that accountants/auditors have been unable to successfully convert the FY 2016 Excel Schedule A using the Community Software Consortium's Schedule A Converter program. Users have encountered the following error when running the process:



For the conversion to run properly, data needs to be in the same place year after year. Unfortunately a row was erroneously deleted by DLS in Part 2 of our FY 2016 Excel Schedule A which has caused this error.

We have corrected the 2016 Excel Schedule A file and posted a new version to our Web site: <http://www.mass.gov/dor/local-officials/accountant-info/automated-programs/schedule-a.html>

If you downloaded the Excel Schedule A prior to 9/16/2016 and have not yet begun entering data, please download and use the corrected version and delete any older versions.

If you have already entered data in the original version of the Excel file, you may continue using it. When you are ready to convert and upload the data into Gateway, contact DLS IT Support (617-626-2350 or DLSITGroup@dor.state.ma.us) and they will be happy to assist you with the process.

We apologize for any inconvenience this may have caused.

Contact your Bureau of Accounts field representative with any other problems completing Schedule A.