



Informational Guideline Release

**Municipal Data Management and Technical Assistance Bureau
Informational Guideline Release (IGR) No. 08-301
July 2008**

FISCAL YEAR 2009

PAYMENT SCHEDULE FOR CHERRY SHEET PROGRAMS

This Informational Guideline Release provides municipal and regional school officials with information on the FY2009 payment schedule for Cherry Sheet programs. In addition, this guideline explains how assessments will be deducted from local aid distributions. This information will be useful in cash flow analysis.

If you need any additional information, please call Jared Curtis at (617) 626-2320 or Donnette Benvenuto at (617) 626-2360 of the Municipal Data Management and Technical Assistance Bureau.

Topical Index Key:

Cash Management
Local Aid

Distribution:

Accountants/Auditors
Municipal/Regional School Treasurers
Regional School Business Managers

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PAYMENT SCHEDULE FOR CHERRY SHEET PROGRAMS

The information below is intended to provide you with helpful links to answer your questions regarding the FY2009 Cherry Sheets and actual payments to be made to your community or school district in FY2009.

The Division of Local Services publishes [local aid distribution and reimbursement figures](#) on its website the day that they are reimbursed to cities, towns and regional school districts. Among the files you will find are the quarterly local aid distribution breakdown, Community Preservation Act state matching grant, State Owned Land, property tax exemption reimbursements for elderly veterans, blind persons and surviving spouses, and the Sewer Rate Relief figures.

Visit the State Comptroller's website at <https://massfinance.state.ma.us/VendorWeb/vendor.asp> to view actual state payments received by cities, towns and regional school districts that are made by other state agencies.

For information regarding your Community's vendor code and TIN, which is necessary to access payments from vendor web, click on the link below:

<http://www.mass.gov/dor/docs/dls/mdmstuf/LocalAidDist/VendorCodes.xls>

For information on how the estimates were determined and what may cause them to change, please refer to the link below:

<http://www.mass.gov/dor/docs/dls/cherry/cherrysheetmanual.pdf>

FY09 Cherry Sheet Programs Payment Schedule

Receipts

Program

Chapter 70
Regional School Transportation
Retired Teachers' Pensions
Charter Tuition Reimbursements
School Lunch
School Choice Receiving Tuition
Essex County Technical Institute Receiving Tuition
Lottery
General Fund Supplemental to Hold Harmless Lottery
Additional Assistance
Local Share of Racing Taxes
Regional Public Libraries
Police Career Incentive
Urban Renewal Projects
Veterans' Benefits
Exemptions: Veterans, Blind Persons & Surviving Spouses
Elderly Exemptions
State-Owned Land
Public Libraries

Timing of Payments

Quarterly
Semiannually, December & June
Annually, September
December, March & June
Monthly
December, March & June
Quarterly
Quarterly
Quarterly
Quarterly
Monthly or Quarterly
Annually, April
Semiannually, December & June
Quarterly
Annually, after filing
Annually, December
Annually, November
Annually or Semiannually

Assessments

For cities and towns, cherry sheet assessments (Form C.S. 1-EC) will automatically be deducted from quarterly local aid distributions. One quarter ($\frac{1}{4}$) of the State Assessments and Charges, Transportation Authority programs (Lines B-1 through C-3) and Essex County Technical Institute Sending Tuition program (Line E-3) will be deducted from a community's quarterly local aid distribution. One third ($\frac{1}{3}$) of the School Choice and Charter School Tuition Assessments (Lines E-1 and E-2) will be deducted from a community's December, March and June quarterly local aid distributions.

In addition, Annual Charges Against Receipts will be deducted from a community's quarterly local aid distributions as follows:

1st quarter: Multi Year Repayment Program (Line D-1)

1st quarter: STRAP Repayments (Line D-3)

4th quarter: Special Education (Line D-2)

County assessments (Line A) are paid directly to the county by the city or town. However, communities in the former Worcester County will have their assessments deducted from their local aid distributions.

For regional school districts, cherry sheet charges (Form C.S. 2-ER, Line 7A) will be deducted from quarterly local aid distributions as follows:

4th quarter: Special Education (Line 7A)

For regional school districts, cherry sheet charges for School Choice and Charter School Tuition (Lines 8A and 9A) will be deducted from the December, March and June quarterly local aid distributions.