

# ACCOUNTANT/AUDITOR RESPONSIBILITIES

## January 2020



As excerpted from the Accountant's Manual published by the Massachusetts Municipal Accountants and Auditors Association, below is a summary of the duties of the accountant/auditor:

- Verify that every expense payment is lawful and justified and that funding exists under the appropriate budget line item ([MGL c. 41, §52](#)).
- Maintain municipal books, including a general journal, general ledger, and subsidiary ledgers ([MGL c. 41 §57](#)).
- Maintain detailed records of all debt ([MGL c. 41 §57](#)).
- Retain custody of all contracts and surety bonds ([MGL c. 41 §57](#)).
- At the close of the fiscal year, receive from each department, board, or committee a list of bills remaining unpaid ([MGL c. 41 §58](#)).
- Certify in advance the availability of an appropriation for any construction contract in excess of \$2,000 ([MGL c. 44 §31C](#)).
- Certify to the assessor's expenditures, approved in advance, expenses in excess of available appropriations for snow and ice removal ([MGL c. 44 §31D](#)).
- At least monthly, prepare reports for officers and department heads that show total appropriations, expenditures, and balances in each appropriation ([MGL c. 41 §58](#)).
- Provide notification when an appropriation has been expended or appears likely to become overdrawn ([MGL c. 41 §58](#)).
- Furnish the assessors with a written report detailing money received for the preceding fiscal year from sources other than taxes, loans, and trust funds ([MGL c. 41 §54A](#)).
- By May 1 each year, notify the assessor in writing of the amount of debt falling due in the next fiscal year and the provisions made to meet debt requirements ([MGL c. 44 §16](#)).
- Immediately upon the close of the calendar year, prepare statements detailing the preceding year's appropriations and expenditures; appropriations for the current fiscal year; expenditures incurred during the first six months; estimated expenditures for the second six months; and estimates for the ensuing fiscal year ([MGL c. 41 §60](#)).
- Make an annual report that provides the receipts and expenditures for the past fiscal year from all funds; shows the specific appropriation amounts, expenditures and purposes; states any change in municipal debt; and lists indebtedness incurred and unpaid at the end of the fiscal year ([MGL c. 41 §61](#)).
- Annually prepare and furnish to the DLS Director of Accounts a 1) Schedule A, 2) statement of public debt, and 3) Balance Sheet ([MGL c. 44, §43](#)).