

Commonwealth of Massachusetts  
**Division of Capital Asset  
Management & Maintenance**



# DCMS Tip Sheet

Office of Access and Opportunity  
Contractor Certification

June 12, 2023

Edition 4 Volume 6

## Greetings from DCAMM Contractor Certification!

### Let's Talk Proper Financials!

Proper Financial Statements are imperative to maintaining your DCAMM Certification. Failure to provide proper financials can result in delays to your certification renewal or a closure of your application file. Let's talk about what we need to see in a proper financial statement.

#### Getting Down to Basics – What is Required?

For all three types of certifications – Prime, Small Prime, Filed Sub-Bidder – CPA prepared financial statements are required to be attached for all first time and renewal applicants. For Prime applicants the CPA prepared financial statements must be either Audited or Reviewed. For Small Prime and Filed Sub-Bidder Applicants the CPA prepared financial statements may be either Audited, Reviewed or Compiled.

**Tax Returns is not an acceptable alternative to providing CPA prepared Financial Statements.**

## **Common Mistakes in Filing Financial Statements**

One common mistake we see is that Financials Statements are not attached to the application at all. Submitting Tax Returns is not an acceptable alternative to providing CPA prepared Financial Statements. Failure to attach a financial statement will cause your application to be rejected and returned to you. If you are having issues obtaining your financial statements, you need to contact DCAMM **in advance** of filing your timely application. If at all possible, we will work with you, but it will depend on the expected receipt of the financial statement and the specific circumstances of your situation.

Another issue is attaching Financial Statements that are too old to be accepted. We ask that you supply your most recent year ending CPA prepared financial statement. We are aware it takes time to prepare financial statements and we do have a significant cushion built in where we will continue to accept the financial statement from your prior fiscal year if the statement for your most recently ended fiscal year is not yet complete. If you have questions on whether your financial statement is too old to be accepted, please contact DCAMM in advance of filing your application and we can review that for you.

Incomplete or unsigned financials are also common problems. You cannot submit incomplete financials. We need to see the full financial statements including all notes. Incomplete financials will be rejected. The financial statement must also be signed and dated by your CPA. If the statement is not signed you will be asked to provide a new, signed copy of the statement.

## **Parent Company or Consolidated Financials**

We accept CPA prepared parent company or consolidated financial statements. If the statements do not include breakouts for the individual companies consolidated therein, then we will accept internal financials (not CPA prepared) for the breakout figures for the applicant company. Be sure to include an Income Statement and Balance Sheet.

## **Concerns about Confidentiality?**

If you have concerns about the confidentiality of your financial statements and you prefer not to upload them to the application, you may provide them to DCAMM directly either via email or regular mail and we can upload them on our end. This will prevent your financials from being viewed by anyone logging into your DCMS account. You will need to coordinate this with our Intake Coordinator in advance of submitting your application. Our Intake Coordinator's contact information will be listed below. In this case, in the application you will include a note in lieu of the financial statement indicating that you will be providing the financial statement directly to DCAMM for uploading on our end.

**Intake Coordinator:** [Christine.McCorkindale@mass.gov](mailto:Christine.McCorkindale@mass.gov)

[Read Past DCMS Tip Sheets](#)



**Reminder:**

Applications are due three months prior to the expiration of the current certificate

**Questions or concerns?**

You can reach us at (857) 204-1305 (Office direct dial)  
or Email us at [certification.dcammm@mass.gov](mailto:certification.dcammm@mass.gov)

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