DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Guidelines and Reference Material

Schedule A
Bureau of Accounts

Fiscal Year 2016

Supporting a Commonwealth of Communities
www.mass.gov/DLS P.O. Box 9569 Boston, MA 02114-9569 (617) 626-2300

TABLE OF CONTENTS

Introduction 1

General Instructions 2

Specific Instructions..... 3

Part 1 - General Fund Revenues 4

Part II - General Fund Expenditures 10

Part III - Special Revenue Funds 14

Part IV - Capital Projects Funds..... 15

Part V - Enterprise Funds 15

Part VI - Trust Funds 15

Part VII - Agency Funds 19

Part VIII - Personnel Expenditures..... 19

Part IX - Schedule of Cash and Investments 19

Part X - Schedule of Debt Outstanding, Issued, and Retired 20

Part XI - Reconciliation of Fund Equity 21

Part XII - Certification 21

Addendum 22

DETAIL: ORGANIZATION RESPONSIBILITY CODES
DETAIL: FOUR-DIGIT EXPENDITURE ACCOUNTS

INTRODUCTION

The Annual City and Town Financial Report, Schedule A, is a year-end statement of revenues and other financing sources, expenditures and other financing uses, changes in fund balances, certain balance sheet and other information. Under state statute, the Director of Accounts is required to collect this information from all communities by November 30, 2016. The data collected is based on fund designations, account numbers and classifications contained in the Uniform Massachusetts Accounting System (UMAS) Manual.

Information from the reports is incorporated into the Division of Local Services (DLS) data base of historical financial information and is used by State and Federal agencies and members of the Legislature in the development of programs and policies impacting cities and towns. The same information is also available to communities, interest groups and citizens-at-large through the DLS web site. Ultimately, the completeness and accuracy of the data reported are critical to ensure that your community's profile is fairly represented when various state and federal agencies use the information in their decision-making processes.

In the event that a city or town fails to submit a Schedule A by November 30, the Department of Revenue is authorized to withhold a community's local aid distribution. 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 guideline and reference material that follow are intended to assist the Schedule A preparer to work sequentially through the form. Information will not be accepted in any other form or format. Therefore, read these guidelines and review areas that you have had problems with in the past. If you have been diligent throughout the year in maintaining up-to-date records, accomplishing regular reconciliations, keeping debt schedules, producing financial reports and generating periodic trial balances, completing the form will not be difficult. If you have questions about completing the Schedule A, contact your Bureau of Accounts (BOA) field representative.

The Bureau of Accounts strongly encourages completion of Schedule A using the Division of Local Services' Gateway system. The automated program with downloading instructions is also available. Only the Gateway or downloaded program formats will be accepted by the Bureau. Any problems in completing the Schedule A should be discussed with your Bureau of Accounts field representative. Any problems using Gateway should be discussed with Gateway Support at 617-626-2350. If using the automated program, follow instructions on this fiscal year's cover letter for E-mailing the automated form.

GENERAL INSTRUCTIONS FOR FY2016

Be advised that if data proofs fail, your Schedule A will not be approved until discrepancies are explained.

Do not attempt to change any column headings or account titles. Do not attempt to alter the computer program.

To avoid delays, the preparer should review the Schedule A upon completion for the following:

All communities should complete and return form KAR-1 for proper submission. Statutory communities should also complete the statutory reconciliation.

Beginning year balances based upon last fiscal year's submission, including debt in Part X, should equal prior year ending balances. Any audit adjustment subsequent to that time should be reported on the appropriate line in Parts 3 – 6 and in Part 11. Beginning balances in parts 7 and 10 allow for an adjustment if need be. If an adjustment is made in Part 7 or 10, please indicate where, why and how much in Part 12. Any adjustment that exceeds five percent must be explained in the "notes" section.

All "Transfers from" equal all "Transfers to", excluding Agency Funds.

Combined total debt for all Parts where applicable equals, in Part X, total long-term retired debt, plus total long-term interest, total short-term interest, and other interest.

Do not enter data in shaded areas and do not enter data in areas that automatically fill when entries are made in other parts of the report.

Report amounts in whole dollars and report all revenue and expenditures "net of," or after accounting for, refunds.

Use the "Notes" sections to explain fund adjustments, identify other financing sources and uses, and for general clarity.

Any reserve fund transfer is reported in the department where the request originated and where the expenditure was incurred.

Report pay-down of short-term principal if from the General Fund in Part II as "Retirement of Debt Principal" and from other funds as "Debt Service." Indicate in the "Notes" section if a pay-down has been reported. Automated program logical edit #8 may indicate "fail" due to a pay-down.

Transfers within the same fund should not be reported.

The Bureau compares the debt reported in Part 10 to the Treasurer's Statement of Indebtedness. Be sure that these amounts match. If not, explain in Part 12.

Please review your Schedule A entries and keep a signed copy for audit purposes.

SPECIFIC INSTRUCTIONS FOR FY2016

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

In Part I, for Other Excise - Hotel/Motel Excise, report only Hotel/Motel excise in the amount of the FY2016 distribution. There should be no variance unless there is special legislation.

When completing Part 3, Special Revenue Funds, Revolving Funds per G. L. c. 44, § 53E½, FY2016 expenditures should be no greater than the amount reported on the FY2016 Tax Rate Recap, Schedule A-3.

Please explain logical edits and prior year comparisons in excess of 40% in the Notes section.

CPA surcharge collections should be reported in Part 3 under Other Special Revenue Funds/Community Preservation Act, Account 4100 Taxes and Excises. The State match should be reported in Account 4600, State Revenue. There is no State match in the first year of adoption. Report the amount of the FY2016 State distribution. There should be no variance unless there is special legislation.

In a city or town with a self-insured Health Care Trust Fund adopted pursuant to M.G.L. Chapter 32B §3A, for Schedule A reporting purposes only, please report as follows:

- In any applicable fund, report employer share expenditures as Transfers To Other Funds only. Also report these expenditures as Transfers From Other Funds in Part VI, Trust Funds, Health Claims – City/Town Share;
- In Part VI, report employer share expenditures as Expenditures in the Trust Funds, Health Claims – City/Town Share column;
- In any applicable fund, report employee share expenditures as part of Salary and Wages and as Transfers To Other Funds. Also report these expenditures as Transfers From Other Funds in Part VI, Trust Funds, Health Claims – Employee Share;
- In Part VI, report employee share expenditures as Expenditures in the Trust Funds, Health Claims – Employee Share column;
- If your city or town is a member of a Joint Purchase Agreement pursuant to Massachusetts General Laws Chapter 32B §12, report premium expense in Part II, as Health Insurance only.

The FY2016 form includes a column for OPEBs in Part VI, Trusts. Please report the amount appropriated to this Fund, if applicable.

Report any remaining Federal American Recovery and Reinvestment Act (A.R.R.A.) grants as Federal grants in Part III.

Report Meals excise revenue under 4199, Other Taxes.

Report school choice and charter school tuition-out under General Fund Expenditures/Education.

Report regional school assessment expenditure and capital outlay under Education/Regional School Assessment only if the community is a member of the regional school district.

Report receipt of Methyl Tertiary Butyl Ether (MTBE) funds either as Miscellaneous Revenues in Part I or if reserved pursuant to Bulletin 2008-13B as a Receipt Reserved for Appropriation in Part III.

SCHEDULE A - GUIDELINES AND INSTRUCTIONS

PART I - GENERAL FUND REVENUES AND OTHER FINANCING SOURCES (FUND 01)

Part I is a report of all taxes, state aid and unrestricted local receipts, including all school related revenue, but exclusive of general and education offsets. All revenue should be reported on a net basis, that is, after adjusting for refunds. Revenues should be reported on a cash basis for all categories, with the exception of Real and Personal Property Taxes and Earnings on Investments. In these two instances, specific instructions are provided below.

A. Tax Collections

4110 Personal Property Taxes: All years of personal property taxes, including 60-day accrual.

4120 Real Estate Taxes: All years of real estate taxes, including 60-day accrual and deferred taxes under Ch 59, §5(41A).

- The real and personal property collections reported in Schedule A should include amounts received during the first sixty (60) days of the next fiscal year less prior year 60-day accrual. STAT communities would show the accrual on Schedule A only and not on their accounting records.

- If tax bills are mailed after May 1 in the Schedule A report year and result in decreased collections, report actual collections in the Schedule A and in the subsequent year's Schedule A when actual collections are likely to be inflated.

4150 Excise Taxes: All years of motor vehicle, boat and vessel, farm animal, classified forest lands excise taxes.

- Excludes fifty (50) percent of boat and vessel excise; remaining fifty (50) percent credited to Waterways Improvement and Maintenance Fund (see Special Revenue Funds).

4179 Penalties and Interest: On delinquent property taxes; delinquent excise taxes; tax lien (title) redemptions; special assessments; and on other taxes not provided for elsewhere.

4180 In Lieu of Taxes: Agreed upon payments from other governmental units or private enterprises instead of assessed real or personal taxes.

- Omit state-owned land distribution (See 4600).

4191 Other Taxes - hotel/motel: State distributions from hotel/motel excise.

4198 Urban Redevelopment Excise: Urban redevelopment excise taxes, including excise paid by Chapter 121A corporations.

4199 Other Taxes: Tax liens (titles) redeemed; taxes in litigation; sale of tax foreclosures, including pro forma tax; jet fuel tax; other taxes not provided for elsewhere.

- Tax lien redemptions include full redemptions, partial payments, payments on account for tax titles, sales of low value tax liens. Exclude water liens (see 4211) and sewer liens (see 4246).
- Other revenues include conveyance, roll back and any taxes not provided for elsewhere. Please specify in "Notes" section.

- Note: Interest and penalties are included in 4179 above.

B. Charges for Services / Other Departmental Revenue

4211 Water Charges: Amounts from water utility usage, including water liens; water connection fees; jobbing; new services; sale of old material, hydrant rentals, etc.

- Omit any collections provided for in a Special Revenue Fund or an Enterprise Fund.

4212 Other Utility Charges: For gas and electric usage; from gas and electric utility other than usage charges; utility usage charges not accounted for elsewhere.

- Omit any collections provided for in an Enterprise Fund.

4229 Other Charges: Utility related charges not accounted for elsewhere; from municipally operated hospital; non-utility airport charges; other revenue collected by town or school systems for charges for services other than utility usage.

- Omit any collections provided for in an Enterprise Fund, or school Special Revenue Fund.

- Other revenues include town or school sale of goods, tickets, fees charged at school athlete events, concessions; rental charges, but not those considered Parks and Recreation charges (See 4244).

4243 Parking Charges: Amounts collected from parking charges.

- Omit any collections provided for in an Enterprise Fund.

- Excludes parking meter revenues (see Special Revenue Funds) and fines (see 4770).

4244 Parks and Recreation Charges: From concession fees, park rentals, etc.

- Omit any collections provided for in a Special Revenue Fund or Enterprise Fund.

4246 Sewerage Charges: For sewer use, connection fees, sewer liens, etc.

- Exclude sewer Special Revenue Fund or Enterprise Fund charges.

4247 Trash Collection Charges: For garbage or trash pick-up.

4248 Transit Charges: For transit services.

4370 Other Departmental Revenues: Municipal lien fees, inspection fees, mooring/dockage fees, trailer park fees; real estate and personal property rentals.

-Include revenues collected for tuition, for pupil transportation, for the rental of school property, and from other school activities not otherwise accounted for.

- Amounts received from the State for pupil transportation should be entered against account 4600.

- Note: School Choice Tuition-in is special revenue and is reported in Part III, Special Revenue Funds/Other Special Revenue/Education

-Other intergovernmental revenue including State distributions through the county or a municipality; other collections falling outside specified reporting categories.

-Include amounts collected by departments not provided for elsewhere. Please specify in "Notes" section.

C. Licenses, Permits and Fees

4322 Fees Retained From Tax Collections: Report fees (i.e., demand fees) retained as revenue and expended through the warrant. If retained by collector as part of compensation, report amount as salary/wage or expenditure in Part II, Salaries and Wages, Collector.

4400 Licenses and Permits: Revenues from alcoholic beverage licenses, including temporary (one day) licenses. Any license or permit fee collected by a department including marriage and victualer's license, building, electrical, plumbing and gas permits.

D. Federal Revenue

4540 Unrestricted - Direct: Any unrestricted revenue received directly from the Federal Government, including amounts for categorical or specific school and desegregation purposes and programs.

4580 Unrestricted - Through the State: Any unrestricted revenue received from the Federal Government, but paid through the state, including amounts for categorical or specific purpose, such as Title I, IV, VI, IX, vocational education, etc. and including Medicaid reimbursements.

- Omit Federal and State grants received (See Special Revenue Funds-Receipts Restricted for Appropriation).

E. Total Revenues from State

Although cities and towns receive their actual cherry sheet distributions less assessments, actual amounts received in gross, but excluding cherry sheet offset items, must be reported on the Schedule A.

Prior grant payments and wait list annual payments received from the Massachusetts School Building Authority (MSBA) should be reported in this part. Other payments (lump sum, lump-sum retained pending audit, progress payments, progress payments retained pending audit) used to reduce outstanding debt should appear as State Revenue in Part IV, Capital Projects Funds until the project is completed. Thereafter, if other payments are received, contact your Bureau of Accounts field representative for details. The reimbursed portion of principal and

interest within a lump sum or progress payment already paid from the General Fund and closed back to the General Fund (see IGR 08-102) should be reported in Part IE.

4600 Total Revenues from State:

-Include Education amounts received for Chapter 70 school aid; school transportation programs; retired teachers pensions; charter tuition assessment reimbursement.

-Include General Government amounts received for lottery, beano and charity games; additional assistance; local share of racing taxes; regional public libraries; police career incentive; federally aided urban renewal projects (in lieu of excise reimbursements under Ch. 121A); veterans' benefits, exemptions for veterans, the blind, surviving spouses and the elderly; state-owned land payments.

-Other revenue from the state not provided for elsewhere, plus revenue for local public works projects, mandated programs or regulations.

- Report local public works grants in Special Revenue Funds.

- Exclude cherry sheet offsets (See Special Revenue Funds-State Grants)

F. Revenues from Other Governments

Enter the amount of revenue received which is first distributed to another government, other than the federal distributions through the state.

4695 Court Fines: Amount of revenue received from court fines

4720 Amounts Received From The County For Services Performed: Amount of revenue received through distributions from a county.

- Exclude county dog fund revenue (see Special Revenue Funds)

4730 Amounts Received From Other Municipalities For Services Performed: Amount of revenue received by schools or town through distributions from another city or town, i.e., pension reimbursements, for services rendered, reimbursement for joint purchases, etc.

G. Total Special Assessments

4750 Total Special Assessments: Revenue received from special assessments and betterments which are not reported elsewhere.

H. Total Fines and Forfeitures

4770 Total Fines and Forfeitures: Revenue received from parking fines, penal fines, library book fines, bond forfeitures, etc.

I. Miscellaneous Revenues

4800 Miscellaneous Revenues: Received for schools or town as unrestricted contributions and gifts; as gas tax reimbursements, from favorable court judgments, as accrued interest and premiums on bond sales, from the sale of inventory. Include any other revenue not provided for elsewhere.

- Exclude grants.
- Report restricted contributions or gifts in Special Revenue Funds-Other or in Trust Funds section.

4820 Earnings on Investments: Earned income including interest, dividends, gain on sales, etc.

- Interest earned by June 30, but not yet received, should be accrued.

J. Total Other Financing Sources

4990 Other Financing Sources: Proceeds from the sale of fixed assets and other financing sources not reported elsewhere.

- Bond proceeds should not generally be recorded in the General Fund, except if authorized by special legislation, i.e., deficit bonds. Report bond proceeds instead in Capital Projects Fund, Enterprise Funds or Special Revenue Funds, as is appropriate.
- UMAS communities should exclude proceeds of tax anticipation notes or other temporary loans.
- Tax anticipation notes should be reported in Part X, Short Term Debt.
- Temporary loans are a liability on the balance sheet and are not a revenue or expenditure. STAT communities should report repayment of temporary loans as an "Other Financing Use" in order to arrive at beginning and ending ledger balances. STAT communities may report proceeds of temporary loans as "Other Financing Sources" in Special Revenue, Capital Projects and Enterprise Funds to arrive at beginning and ending ledger balances.
- Please provide detail in "Notes" section.

K. Interfund Operating Transfers

- Interfund operating transfers are legally authorized transfers between funds. Such transactions include those from a fund receiving revenue to the fund through which the resources are to be expended. With the exception of Agency Funds, transfers should always be in balance, that is, every "transfer to" a fund should have a corresponding "transfer from" another fund.
- Reserve fund transfers and other intra-fund transfers should not be reported as operating transfers.
- A cash transfer between banks is a reclassification of an asset and should not be reported as a revenue or expenditure on Schedule A.

4972 Special Revenue Funds: Transfers to General Fund from Special Revenue Funds.

4973 Capital Projects Funds: Transfers to General Fund from Capital Projects Funds.

4975 Enterprise Funds: Transfers to General Fund from Enterprise Funds.

4976 Trust Funds: Transfers to General Fund from Trust Funds, including transfers from stabilization.

4977 Agency Funds: Transfers to General Fund from Agency Funds.

PART II - GENERAL FUND EXPENDITURES AND OTHER FINANCING USES (FUND 01)

Part II is a report of expenditures for most municipal operations ("Object of Expenditure") financed by tax dollars, including school-related expenditures. In completing this section, do not enter data in shaded areas. All expenditures should be reported net of refunds (overpayments) that were credited to respective accounts. The following also apply:

Special Articles - Special articles should be reported in the appropriate fund and in the departments in which the expenditures were incurred.

Year-End Warrants and Accounts Payable - Report in this Schedule A. Expenditures pursuant to warrants and accounts payable established within the current Schedule A reporting year are charged and reported in the current Schedule A reporting year, even though the actual disbursement was made in the subsequent fiscal year.

Prior Year Warrants and Accounts Payable - Do not report in this Schedule A. Disbursements made in the current Schedule A reporting year, but pursuant to warrants and accounts payable established in the prior fiscal year, are not reported. Because appropriation accounts were charged in the prior year when the warrants and accounts payable were established, the expenditures were reflected on the prior year Schedule A.

Prior Year Encumbrances - Report in this Schedule A. Actual expenditures, in the current Schedule A reporting year, of encumbrances established in the prior fiscal year, are reported with departmental expenditures in the current Schedule A reporting year. This is the case even though encumbrances are segregated in the accounting records.

Current Year Encumbrances - Do not report in this Schedule A. Encumbrances established during the current Schedule A reporting year are not reported on that year's Schedule A. Because the encumbrance reserves a portion of an appropriation for a specific future use, it is reported in the year it is expended.

Organization Responsibility Codes

For the purposes of Part II, General Fund Expenditures and Other Financing Uses are organized and reported under the headings listed below. Details of the department and function classification codes (also referred to as Organization Responsibility codes) within each heading category are identified below.

Please refer to the Addendum for a more detailed listing of what is included in each heading.

General government (100):	Legislative, executive, accountant/auditor, collector, treasurer, law department, city/town counsel, public buildings/property maintenance, assessors, operations support, license and registration, land use, conservation commission and other.
Public Safety (200):	Police, fire, emergency medical services, inspections and other.
Education (300):	Education (schools).

Regional School District assessment payments should be

separately reported in Part II, Expenditures – Education. Up to four regional school district assessments may be entered. Enter the district's name at the top of the column, the district's operating assessment as expenditures and capital assessment as capital outlay.

Public Works (400): Highways/streets (snow and ice), highways/streets (other), waste collection and disposal, sewerage collection and disposal, water distribution, parking garage, street lighting and other.

Human Services (500): Health services, clinical services, special programs, Veteran's services, and other.

Culture and Recreation (600): Library, recreation, parks, historical commission, celebrations and other.

Debt Service (700): Retirement of debt principal (long and short term), interest on long term debt, interest on short term debt, other interest.

Unclassified (900): Worker's compensation, unemployment, health insurance, other employee benefits, court judgments, other insurance, retirement, and other. Also included are intergovernmental expenditures with previous organizational responsibility codes between 800 and 899. These include any Federal assessments and charges, State and county assessments and charges as reflected on the Cherry Sheet, and other intergovernmental assessments and charges from the Massachusetts Water Resources Authority, regional (non-school) districts, etc.

Report employer share expenditures as Transfers To Other Funds only. Report employee share expenditures as part of Salary and Wages and as Transfers To Other Funds.

If your city or town is a member of a Joint Purchase Agreement pursuant to Massachusetts General Laws Chapter 32B §12, report premium expense in Part II, as Health Insurance only.

- Although Cherry Sheet assessments have been netted against a community's distribution and there has been no actual outlay of cash, these expenditures must be reported on Schedule A.
- If your city or town has not adopted M.G.L. Chapter 40 §5D, report pension fund expense as Retirement.

Total General Fund Expenditures: In the automated Schedule A, do not fill-in shaded areas. Make no entry in "Total" column. Amount

will fill-in automatically with the completion of prior Part II entries.

Transfers / Other Financing Uses — In the automated Schedule A, do not fill-in shaded areas. Data entry in the "Total" column is necessary.

Expenditure Accounts

NOTE: When completing Schedule A, include all school and non-school expenditures. Do not make entries in shaded areas. Also, refer to Addendum for detail uses within four-digit, Expenditure Account Numbers.

5100 Salaries and Wages: Salaries and wages for permanent and temporary employees; gross overtime and gross differentials; certain direct and indirect fringe benefits to employees; and other personal services. (See Addendum for greater detail.

- Add fees retained by any municipal official, if not already retained as general revenue and expended through the warrant (See Part I, 4322).

5700 Expenditures: Purchase of services including utility costs; repair and maintenance costs, rent or leasing costs; expenditures for professional and technical services; tuition and school transportation; supplies; intergovernmental payments including regional school assessments; other charges and expenditures for in-state and out-of state travel; dues and memberships; insurance premiums, veteran's benefits and otherwise miscellaneous expenditures.

- Report actual cherry sheet intergovernmental assessments below under "Unclassified."

- Report school choice and charter school tuition-out under General Fund Expenditures/Education.

5800 Construction: Expenditures in connection with any municipal construction projects, such as fire and police stations, schools, wastewater treatment plants, sewer systems, etc., unless reported as "Other Capital Outlay" below.

5800 Other Capital Outlay: Involves land acquisition and other purchases of rights; acquisitions of existing properties; expenditures for site improvements; equipment purchases and equipment replacement expenditures.

5900 Debt Service: Expenditures for maturing long-term debt, and interest, specifically, retirement of debt principal, interest on long and short term debt, and any other interest payments.

Unclassified: Includes expenditures for worker's and unemployment compensation, health and life insurance, Medicare and other employee benefits, court judgments, other insurance, retirement, and other.

Also included are intergovernmental assessments which comprise Federal government charges, State cherry sheet assessments and other charges from

the Massachusetts Water Resources Authority, regional (non-school) districts, etc. (See Addendum for detailed list).

5960 Transfers to Other Funds: Transfers to the General Fund, Special Revenue Funds, Capital Project Funds, Enterprise Funds, Trust Funds, and Agency Funds.

- A cash transfer between banks is a reclassification of an asset and should not be reported as a revenue or expenditure on Schedule A.

- Interfund operating transfers are legally authorized transfers between funds. Such transactions include those from a fund receiving revenue to the fund through which the resources are to be expended. With the exception of Agency Funds, transfers should always be in balance, that is, every "transfer to" a fund should have a corresponding "transfer from" another fund.

5990 Other Financing Uses: Amount classified as other financing uses not reported elsewhere.

- Temporary loans are a liability on the balance sheet and are not a revenue or expenditure. STAT communities should report repayment of temporary loans as an "Other Financing Use" in order to arrive at beginning and ending ledger balances.

SCHEDULE A INSTRUCTIONS - PART III THROUGH PART VI

With noted exceptions, the instructions that follow are equally applicable to:

Part III - Special Revenue Funds
Part IV - Capital Project Funds
Part V - Enterprise Funds, and
Part VI - Trust Funds

PART III - SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for receipts restricted to a particular purpose (other than Capital Projects, Trust, or Enterprise Funds). Within Schedule A, Part III, Special Revenue Funds are reported under the following classifications: Federal grants, State grants, Receipts Reserved for Appropriation, Revolving Funds, and Other Special Revenue.

Special Revenue Funds must be established by statute, and are almost always permitted by Generally Accepted Accounting Principles (GAAP). A separate accounting of each of the above activities is required to demonstrate compliance with grant agreements, general laws, and other restrictions imposed on certain receipts. Although a separate fund is not required for each type of special revenue, a separate account must be maintained to demonstrate compliance. Beginning and ending ledger balances (Statutory) or fund balances (UMAS) should be reported even if there is no current year activity.

Report funds received pursuant to the State Special Education Reimbursement Fund (Circuit Breaker) in Part III, Special Revenue Funds, State Education grants.

Report any debt service fund created by special act as a special revenue fund in Part III.

Federal grants are revenues received from the federal government and include the following categories of monies: general government grants, public safety grants, public works grants, education grants, Federal Emergency Management Agency (FEMA), culture and recreation grants, community development block grants, housing and urban development grants and other federal grants. Include federal grant money received through the state.

State grants are revenues received from the state government and include the following categories of monies: general government grants, public safety grants, public works grants, education grants, Massachusetts Emergency Management Agency (MEMA), culture and recreation grants, council on aging grants, library grants and other state grants.

Receipts reserved for appropriations are proceeds that are earmarked and placed in separate accounts for appropriation of particular purposes. By statute, these proceeds can originate from and be retained for the following purposes: education appropriation, waterways improvement, wetlands protection, parking meters, ambulance service, insurance reimbursements over $20,000, sale of real estate, sale of cemetery lots and other.

Revolving funds are receipts from specific revenue sources that are accounted for separately from the general fund and may be spent without appropriation to support the activity, program or service that generated the revenues. They include the following categories: education, athletic, parks & recreation, Massachusetts General Law, Ch. 44 §53E½, and other revolving funds.

Other Special Revenue include the monies received for the following categories: water, sewer, education, school lunch, adult education, professional development, open space acquisition, Massachusetts Clean Water Trust (MCWT), Title V, gifts and donations and other. Water surpluses under MGL Ch. 41, §69B should be reported within fund balances information.

- Report School Choice Tuition-in under Other Special Revenue/Education
- Report Community Preservation Act fund activity under Other Special Revenue/Open Space Acquisition.

PART IV - CAPITAL PROJECTS FUNDS

Capital projects reporting should account for financial resources that are used for the acquisition or construction of major capital facilities, that involve projects extending over more than one year, and that are financed wholly or in part from bond issues, intergovernmental loans, private donations, or current revenues of more than one fund. Exclude projects financed by enterprise of trust activity.

Each capital project should be reported separately. Beginning and ending ledger balances (STAT) or fund balances (UMAS) should be reported even if there is no current year activity.

Typical capital projects involve water, sewer, schools, municipal buildings, landfill, highways (chapter 90) and other.

Report MSBA payments (lump sum, lump-sum retained pending audit, progress payments, progress payments retained pending audit) used to reduce outstanding debt as State Revenue in Part IV, Capital Projects Funds until the project is completed. Thereafter, if other payments are received, contact your Bureau of Accounts field representative for details.

PART V - ENTERPRISE FUNDS

For purposes of this Schedule A, report as an Enterprise in Part V any fund created pursuant to Massachusetts General Laws Chapter 44 §53F½.

Enterprise Funds are typically established for municipal operations that can be financed and conducted in a manner similar to a private business and where the intent of the municipality is that all cost, direct or indirect, of providing goods or services be financed or recovered primarily through user charges. Under MGL Ch.44, §53F½, Enterprise Fund accounting can be adopted for operations where utility, health care, recreation and transportation services are provided. For more detail on setting up an Enterprise Fund, refer to the DOR Informational Guideline Release 08-101.

Enterprise Fund activity is segregated from the General Fund to account for the services financed and delivered. Revenues and expenses are accounted for on a full accrual rather than modified accrual basis.

PART VI - TRUST FUNDS

Trust funds are used to account for assets held by a community in a trustee capacity and for a specific purpose stipulated by a trust agreement. Both principal and interest may be used for the purpose if the trust is established as an expendable trust. For non-expendable trusts,

interest, but not principal may be expended as directed. Certain statutes have also permitted communities to establish trust funds for specific purposes.

For a self-insured health care trust fund, employer shared expenditures/expenses in other funds are reported as Transfers From Other Funds in Trust Funds, Health Claims – City/Town Share. Employer shared expenditures in this column are reported as Expenditures.

For a self-insured health care trust fund, employee shared expenditures/expenses in other funds are reported as Transfers From Other Funds in Trust Funds, Health Claims – Employee Share. Employee shared expenditures in this column are reported as Expenditures.

Report Stabilization Funds created for specific purposes (see IGR 04-201) in Part VI, Trust Funds, as Other Trust Funds.

Report the activity of a Pension Reserve Trust Fund pursuant to Massachusetts General Laws Chapter 40 §5D, in Part VI, Trust Funds, as pension reserve.

The following applies to all Special Revenue Funds, Capital Project Funds, Enterprise Funds and Trust Funds.

Revenues

4100 Taxes and Excises - Amounts charged in the particular fund for taxes and excises.

- Regarding *Special Revenue Funds,* amounts are reported only when fifty (50) percent of the boat excise is diverted to waterways improvement.

4200 Charges for Services - Revenue collected for utility and non-utility charges as appropriate, for services and for charges not provided for elsewhere.

4500 Federal Revenue - Revenue received from the Federal government to be used for a categorical or specific purpose.

4600 State Revenue - Revenue received from the State government which must be used for a categorical or specific purpose.

4800 Miscellaneous Revenue - Revenue received from the collection of special assessments, amounts of penalty and interest on special assessments, on charges for services, amounts received as a contribution or gift from a donor, other than grants, and revenue not accounted for elsewhere.

4820 Earnings on Investments - Income earned on investments including interest, dividends, gains on sales, etc.

Other Financing Sources

4910 Bond Proceeds - Revenue received from the sale or issuance of bonds.

4970 Transfers from Other Funds - Revenue received from other funds authorized to be used as an appropriation.

- Interfund operating transfers are legally authorized transfers between funds. Such transactions include those from a fund receiving revenue to the fund through which the resources are to be expended. With the exception of Agency Funds, transfers should always be in balance, that is, every "transfer to" a fund should have a corresponding "transfer from" another fund.

- Reserve fund transfers and other intra-fund transfers should not be reported as operating transfers.

- A cash transfer between banks is a reclassification of an asset and should not be reported as a revenue or expenditure on Schedule A.

4990 Other Financing Sources - Amounts available for spending, for example, proceeds from the sale of capital and other fixed assets, transfers, capital contributions and financing sources not reported elsewhere.

- Temporary loans are a liability on the balance sheet and are not a revenue or expenditure. STAT communities should report repayment of temporary loans as an "Other Financing Use" in order to arrive at beginning and ending ledger balances.

- UMAS communities should exclude proceeds of tax anticipation notes or other temporary loans.

- STAT communities may report proceeds of tax anticipation notes or other of temporary loans as "Other Financing Sources" in Special Revenue, Capital Projects and Enterprise Funds to arrive at beginning and ending ledger balances.

- Please provide detail in "Notes" section.

Expenditures

5100 Salaries and Wages: Salaries and wages for permanent and temporary employees; gross overtime and gross differentials; direct and indirect fringe benefits to employees; and other personal services. (See Addendum for additional detail).

5700 Expenditures: Purchase of services including utility costs, repair and maintenance costs, rent or leasing costs, expenditures for professional and technical services, tuition and school transportation; supplies; intergovernmental payments including regional school assessments; other charges and expenditures for in-state and out-of state travel, dues and memberships, insurance premiums, veteran's benefits and otherwise unclassified expenditures; and court judgments. (See Addendum for additional detail).

5800 Construction: Expenditures in connection with any municipal construction projects. (See Addendum for additional detail).

5800 Other Capital Outlay: Involves land acquisition and other purchases of rights; acquisitions of existing properties; expenditures for site improvements; equipment purchases and equipment replacement expenditures. (See Addendum for additional detail).

5900 Debt Service: Expenditures for maturing long-term debt, and interest.

Other Financing Uses

5960 Transfers to Other Funds: Also referred to as interfund operating transfers.

- Interfund operating transfers are legally authorized transfers between funds. Such transactions include those from a fund receiving revenue to the fund through which the resources are to be expended. With the exception of Agency Funds, transfers should always be in balance, that is, every "transfer to" a fund should have a corresponding "transfer from" another fund.

- A cash transfer between banks is a reclassification of an asset and should not be reported as a revenue or expenditure on Schedule A.

5990 Other Financing Uses: Amount classified as other financing uses not reported elsewhere.

- Note: Temporary loans are a liability on the balance sheet and are not a revenue or expenditure. STAT communities should report repayment of temporary loans as an "Other Financing Use" in order to arrive at beginning and ending ledger balances.

Excess (deficiency) of revenues over expenditures and other financing sources (uses) is an auto-fill space. Make no entries here.

Fund Balance Beginning of Year: The beginning fund balance should be equal to the ending fund balance for the prior fiscal year.

Adjustments: These include any changes to the fund balance that occurred after the close of the fiscal year. When any adjustment to a fund exceeds five percent of its balance, an explanation is required in the “Notes” section. Information regarding lesser adjustments may be requested.

Fund Balance End of Year: Verify that this year-end fund balance is equal to the corresponding fund balance listed in Part XI, Reconciliation of Fund Equity.

PART VII - AGENCY FUNDS

Agency funds are used to account for assets held by a governmental unit in the capacity of an agent for individuals, private organizations, other governmental units, and/or other funds. A community is only custodian of the funds and the fund itself provides no equity to the community.

NOTE: Total assets must equal total liabilities.

A. Assets The report of fund assets is the combined total of cash-on-hand within and the dollar value of outstanding receivables due to all fund accounts as of June 30.

B. Liabilities Liabilities are reported by individual fund account as of June 30. Fund accounts include, but are not necessarily limited to, police outside detail, fire off-duty detail, tax due state, meals tax due state, licenses due state, due county/retirement systems, guarantee bid deposits, unclaimed items and other liabilities.

PART VIII - PERSONNEL EXPENDITURES

Total salaries and wages as of December 31 2015, as reported on IRS Form W-2: Includes all amounts paid in salaries and wages as reported on W-2s for all employees during the last full calendar year which ended within the current Schedule A reporting year.

Total number of employees for calendar year ending December 31, 2015: This number should reflect city and town full time equivalents (FTEs), including schools, as of December 31.

PART IX - SCHEDULE OF CASH AND INVESTMENTS AS OF JUNE 30

This Schedule A section reflects the cash status of the community as of June 30. All data blocks for this part must be completed.

The Schedule A preparer should compare the individual balances indicated in this chart with corresponding totals reflecting General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Enterprise Funds, Trust and Agency Fund year-end balances.

The schedule of cash and investments should also reconcile with year-end cash reconciliations and a balance sheet submitted to the Department of Revenue. Any discrepancies, adjustments or corrections should be addressed in the Part IX area for "notes."

PART X - SCHEDULE OF DEBT OUTSTANDING, ISSUED, AND RETIRED THIS FISCAL YEAR

Indicate in the Notes section of Part X if any amount reported in column (c), retired this fiscal year, was due to refunded debt.

A. General Obligations Bonds

The municipality's debt activity during the Schedule A year should be reported in Section A for general obligation bonds that are both inside and outside the debt limit. The statutory debt limit is set at five (5.0) percent of equalized valuation for cities and towns, unless waivers to achieve higher levels are granted by the Municipal Finance Oversight Board. For further reference, debt incurred for purposes authorized under MGL Ch. 44, §7 is within the debt limit, while debt incurred under Ch. 44, §8 is outside the debt limit. If a community has borrowed for other than the major categories listed in Part X, enter the amount in the "Other Inside Limit" or "Other Outside Limit" lines and specify the borrowing purpose, together with other appropriate information, in the "Notes" section at the bottom of the page.

Because Massachusetts cities and towns have limited statutory authority to issue true revenue bonds, all permanent debt should be reported in the Section A as general obligation bonds. If, due to special circumstances, the community has issued non-general obligation bonds, you must present a clear statement as to the purpose of the bonds in the "Notes" section.

- Outstanding general obligation bonds as indicated in Column (d), should be adjusted for reimbursements from the Massachusetts Clean Water Trust (MCWT).

B. Revenue Bonds and Non-guaranteed Bonds

In contemporary municipal finance, revenue bonds are rare. By definition, they are payable from and secured solely by specific revenues and, as a result, are not regarded as full faith and credit obligations. Non-guaranteed bonds are similar, unsecured instruments.

If your community has issued revenue or non-guaranteed bonds, please insert the amount in this section with explanatory notes below.

C. Short Term Debt

Temporary loan information as of June 30 is entered in Section C and should be reported net of refunding.

D. Other Interest

Interest paid on refunds due to abatements should be reported here.

- Costs of issuing debt should not be reported in this category

Note: By way of reconciliation, debt retired (Column (c)) plus interest paid on permanent and temporary borrowing (Column (e)), should equal the sum of the individual "Debt Service" entries (Account No. 5900) for all funds (Parts II - VI). If this proof fails, approval of your Schedule A will be delayed until reconciliation is addressed and resolved. Remember to note if a pay-down of short-term principal is being shown in any part.

Total Authorized and Unissued

Remember to complete boxes in the lower right corner of the Debt page with amounts of Authorized (c); Issued/Retired/Rescinded (d); and Unissued Debt (e) as of June 30.

PART XI - RECONCILIATION OF FUND EQUITY (RETAINED EARNINGS) FOR THE FISCAL YEAR

This reconciliation is appropriate for UMAS communities. It provides a reconciliation of fund equities and serves as a Schedule A proof. In reviewing the reconciliation, the Schedule A preparer should be satisfied that all totals tie to corresponding totals in each part of this report. If on STAT, use the reconciliation form separately provided.

With the exception of Line 11 for the General Fund, all data blocks automatically fill based on information entered into different sections of the Schedule A or from information carried forward in our data base from last fiscal year's Schedule A form.

When any adjustment to a fund exceeds five percent of its balance, an explanation must be included in the "notes" section. Information regarding any lesser adjustment may be requested.

Note that because a community is only custodian of agency funds and the fund itself provides no equity to the community, it is not included in the reconciliation.

PART XII - CERTIFICATION

The certification part of the Schedule A requires the approval of the Town Accountant or City Auditor. Be advised that by his or her signature, the Town Accountant or City Auditor certifies that the data in the report are accurate.

If you use the Gateway system, submit only the reconciliation page if applicable to your Bureau of Accounts field representative.

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 have been reviewed and explained in the Notes section of Part XII.

This page also includes a section for notes. Unless provided in other "note" sections of this report, information placed here should address and offer detail relative to:

-Other financing sources
-Other financing uses
-Combined departmental expenditures
-Changes between ending fund balances reported in the prior year, and beginning fund balances reported in the current Schedule A reporting year
-Other unusual items

ADDENDUM

Detail: Organization Responsibility Codes
Detail: Four-Digit Expense Account Numbers

ADDENDUM

ORGANIZATION RESPONSIBILITY CODES

Reporting Of Expenditures - Department And Function

Function classification provides information on the overall purposes or objectives of expenditures. Function group related activities are aimed at accomplishing a major service is regulatory responsibility. Functions are normally used to classify expenditures for external financial reporting.

Classification of expenditures by organizational unit is essential to responsible accounting. This classification corresponds with the government unit's organizational structure. If your community is combining departmental expenditures, please specify the departments in the appropriate "Notes" section.

For reference, detailed descriptions of functions and organization units are provided below. Note that in the Schedule A, school related revenues and expenditures are not accounted for separately.

GENERAL GOVERNMENT (100)

Organization Responsibility codes 100-199 are reserved for this subheading.

110 Legislative - Expenditures related to the legislative operations of the community. Reporting units in this category include: City or Town Council (111), Aldermen (112), Town Meeting (113), Moderator(114), and Other Legislative (119).

120 Executive - Expenditures related to the executive operations of the community. Reporting units in this category include: Mayor (121), Selectmen (122), Town or City Manager (123) and Other Executive (129).

130 Financial Administration - Expenditures related to the financial administration of the community. Reporting units in this category include: Finance Committee (131), *Reserve Fund (132), Finance Director (133), Comptroller (134), Accountant/Auditor (135), Budgeting (137), Purchasing Agent (138), Assessors (141), Revaluation (142), Treasurer (145), Collector (146), and Other Finance Officer (149)

Note: *Communities cannot expend directly from the reserve fund. Amounts expended should be reported in the department in which the expenditures were incurred.

150 Operations Support - Expenditures related to the non-financial administration of the community. Reporting units in this category include: Law Department or Town/City Counsel (151), Personnel (152), Civil Service (153), Data Processing or Management Information Systems (155), Messenger (157), Tax Title Foreclosure (158), Other Operations Support (159)

160 Licensing And Registration - Expenditures related to the licensing and registration operations of the community. Reporting units in this category include: City/Town Clerk (161), Elections (162), Registration (163), Licensing Commission (165), Other License and Registration (169)

170 Land Use - Expenditures related to the management and control of land use within the community. Reporting units in this category include: Conservation Commission (171), Community Preservation Committee - Open Space (172), Planning Board/Department (175), Zoning/Appeals Board (176), Other Land Use (179)

180 Development - Expenditures related to encouraging and managing the physical and economic growth of the community. Reporting units in this category include: Urban Development (181), Economic Development (182), Community Preservation Committee - Housing (183), Rent Control (185), Other Development (189)

190 Other - Expenditures for other General Government operations which don't fall readily into one of the previous categories. Reporting units in this category include: Worker's Compensation Agent (191), Public Buildings and Properties Maintenance (192), Building Insurance (193), Committee Preservation Committee - Historic Preservation (194), Town Reports (195), Other General Government (199)

PUBLIC SAFETY (200)

Organization Responsibility codes 200-299 are reserved for this subheading.

210 Police - Expenditures for law enforcement.

220 Fire - Expenditures for preventing and fighting fires.

230 Emergency Medical Services - Expenditures related to the provision of emergency medical services to the community's residents and workers. Reporting units in this category include: Ambulance Service (231), Emergency Medical Technicians (232)

240 Protective Inspection - Expenditures related to the protective inspection operations of the community. Reporting units in this category include: Building (241), Gas (242), Plumbing (243), Weights and Measures (244), Electrical (245), Public Scales (246), Other Inspectors (249)

290 Other - Expenditures related to public safety which don't fall readily into one of the previous categories. Reporting units in this category include: Civil Defense (291), Dog Officer (292), Traffic Control (if separate from Police) (293), Forestry (294), Harbor Master (295), Other Public Safety (299)

EDUCATION (300)

Organizational Responsibility codes 300-399 are reserved for this subheading.

PUBLIC WORKS AND FACILITIES (400)

Organizational Responsibility codes 400-499 are reserved for this subheading.

410 Engineering - Expenditures related to the design and location of public works and facilities. Reporting units in this category include: Engineer (411)

420 Highways and Streets - Expenditures related to the construction, maintenance, and repair of highways and streets in the community. Reporting units in this category include: Administration (421), Construction and Maintenance (422), Snow and Ice Control (423), Street Lighting (424), Other Highways and Streets (429)

430 Waste Collection and Disposal - Expenditures related to the collection of garbage and other refuse and delivering it to the place of disposal. Reporting units include: Administration (431), Street Cleaning (432), Collection and Disposal (433), Other Waste Collection and Disposal (439)

440 Sewerage Collection and Disposal - Expenditures related to the collection and disposal of sewerage. Reporting units in this category include: Pumping Stations (443), Other Sewerage (449)

450 Water Distribution - Expenditures related to the distribution of water to residences and businesses.

460 Electric Distribution - Expenditures related to the distribution of electricity to residences and businesses.

470 Gas Distribution - Expenditures related to the distribution of natural gas to residences and businesses

480 Transportation Facilities - Expenditures related to the construction, maintenance, and repair of transportation facilities. Reporting units in this category include: Parking Garage (481), Airports (482), Other Transportation (489)

490 Other - Expenditures for public works and facilities which do not readily fall into one of the previous categories. Reporting units in this category include: Cemetery (491), Other Public Works (499)

HUMAN SERVICES (500)

Organization Responsibility codes 500-599 are reserved for this subheading.

510 Health Inspection Services - Expenditures related to inspection and regulatory activities which contribute to the conservation and improvement of public health. Reporting units in this category include: Other Health Inspection Services (519)

520 Clinical Services - Expenditures related to the provision of clinical services to maintain or improve public health. Reporting units in this category include: Health Center (521), Nursing Service (522), Mental Health Clinic (523), Dental Clinic (524) Other Clinical Services (529)

530 Medical Facilities - Expenditures related to the operation of medical facilities.

540 Special Programs - Expenditures related to the provision of services to specific target groups within the general population. Reporting units in this category include: Council on Aging (541), Youth Services (542), Veterans' Services (543), Other Special Programs (549)

560 Public Assistance - Expenditures related to the provision of services for individuals who are economically unable to provide essential needs for themselves such as veterans benefits.

590 Other - Expenditures for human services which do not readily fall into one of the previous categories. Other Human Services (599)

CULTURE AND RECREATION (600)

Organization Responsibility codes 600-699 are reserved for this subheading.

610 Library - Expenditures related to the operation of a public library.

630 Recreation - Expenditures related to the provision of recreational activities or the operation of recreational facilities.

650 Parks - Expenditures related to the maintenance of public parks, squares, and similar ornamental areas.

670 Museums - Expenditures related to the maintenance and operation of institutions which display exhibits of cultural, historic, or scientific interest. This category includes Zoos, Art Galleries, Botanical Gardens and the like.

690 Other - Expenditures for other cultural and recreational activities which do not readily fall into one of the previous categories. Reporting units in this category include: Historical Commission (691), Celebrations (Memorial Day, etc.)(692), Other Culture and Recreation (699)

DEBT SERVICE (700)

Organization Responsibility codes 700-799 are reserved for this subheading.

710 Retirement Of Debt - Principal - Expenditures for periodic payments of principal amounts on local long term debt.

750 Interest - Expenditures for periodic payments of interest amounts on local debt. Reporting units in this category include: Long-term Interest (751), Short-term Interest (752)

759 Other Interest - Interest on refunds on account of abatements should be reported here. Costs of issuing debt should not be reported in this category.

UNCLASSIFIED (900)

Organizational Responsibility codes 900-999 and Intergovernmental Assessments are reserved for this subheading.

910 Employee Benefits - Expenditures related to employee benefits not made directly to employee, but which are allocated to specific functions or organizations. Reporting units in this category include: Retirement and Pension Contributions (911), Retirement and Pension Contributions - Non-Contributory (911), Worker's Compensation (912), Unemployment Compensation (913), Health Insurance (914), Life Insurance (915), Medicare (916), Other Employee Benefits (919)

940 Other Miscellaneous - Expenditures for miscellaneous items not allocated directly to specific functions or organizations. Reporting units in this category include: Court Judgments (941), Liability Insurance (945)

Intergovernmental Assessments

Federal Assessments and Charges **-** Expenditures made for federal assessments and charges. This category is not common in most local governments.

State Assessments and Charges - Expenditures made in order to comply with State assessments and charges as identified on the Cherry Sheet.

County Assessments and Charges - Expenditures made in order to comply with county assessments and charges as identified on the Cherry Sheet.

Other Intergovernmental Assessments and Charges - Expenditures made for Mass Water Resources Authority (MWRA), regional (non-school) district assessments etc.

OTHER FINANCING USES (900)

990 Transfers - Expenditures relating to transfers between funds: Transfers to General Fund (991), Transfers to Special Revenue Fund (992), Transfers to Capital Projects Fund (993), Transfers to Enterprise Fund (995), Transfers to Trust Fund (996), Transfers to Agency Fund (997).

EXPENDITURE ACCOUNT DETAIL

The detail descriptions of expenditures below relate to all funds.

5100 - SALARIES AND WAGES

- Salaries And Wages, Permanent Positions - Expenditures for full-time and part-time work performed by employees who are considered to be in positions of a permanent nature.

- Salaries And Wages, Temporary Positions - Expenditures for full-time and part-time work performed by employees who are hired on a temporary or substitute basis.

- Additional Gross, Overtime - Amounts earned by employees, whether temporary or permanent, for work performed in excess of normal requirements.

- Additional Gross, Differentials - Amounts paid to some employees above and beyond normal compensation in recognition of special circumstances such as: Merit, Educational, Holiday, Shift, Week-end, and Longevity.

- Fringe Benefits to Employees - Expenditures for fringe benefits paid directly to employees, such as: Vacation, Standard Holidays, Personal Business, Occupational Sick Leave, Non-occupational Sick Leave, Court Leave, Military Leave, Bereavement Leave, Maternity Leave, Educational Leave, On Call Time, Union Activities, and Court Appearances.

- Other Personal Services - Expenditures incurred for personal services, not otherwise classified, such as: Tuition Reimbursement, Unused Sick Leave Buy Back, Uniform Allowance, In-service Training, Career Incentives and Stipends.

5700 - EXPENDITURES

Purchase of Services

- Energy - Expenditures for energy services received from public or private utility companies, such as: Electricity for heat, power, lighting; Natural Gas for heat or power generation; Oil for heat (not for automobiles).

- Non-Energy Utilities - Expenditures for utility services other than energy services supplied by public or private organizations. Water and sewerage are included here.

- Repairs and Maintenance - Expenditures for repairs and maintenance services not provided directly by municipal personnel. This includes contracts and agreements covering the upkeep of buildings and equipment, such as: Buildings and Grounds, Sewer Pump Stations, Recreational Facilities, Water Pumping Stations, HVAC Equipment, Vehicles, Construction Equipment, Medical Equipment, Office Equipment and Furnishings, Computer Equipment, Communication Lines and Equipment, Audio-visual Equipment, Traffic Control Equipment, Machine Tools, Water Meters, and Street Paving and Marking.

- Rentals and Leases - Costs for rental or leasing of land, building, equipment and vehicles. A few examples are: Buildings, Recreational Facilities, Vehicles, Construction Equipment, Medical Equipment, Office Equipment and Furnishings, Data Processing Equipment, Communication Lines and Equipment, Audio-visual Equipment, including Films, HVAC Equipment, Photocopiers, and Uniforms.

- Other Property-Related Services - Expenditures for property-related services not otherwise classified such as: Custodial Service Contracts, Garbage Collection Contracts, Snow Removal Contracts, and Solid Waste Disposal Contracts.

- Professional and Technical - Expenditures for services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, outside auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, and others. Some examples are: Medical and Dental, Accounting and Auditing, Food Service Management, Legal, Management Consulting, Advertising, Instructional/Educational Testing, Data Processing, Public Safety, Engineering/Architectural, Labor Relations/Contract Bargaining, Book Binding, Employee Training, and Underwriting.

- Tuition - Expenditures to reimburse other educational agencies for instructional services rendered for specific students residing in the legal boundaries described for the paying municipality other than assessments such as: In-state Schools, Out-of-state Schools, Private Schools, Payments to Collaboratives, and Payments to Regional School Districts.

- Pupil Transportation - Expenditures for transporting children to/from school and other school activities. Examples are: In-state Schools, Out-of-state Schools, Contracted, Public Carrier and Payments to Parents.

- Communication - Services provided by persons or businesses to assist in transmitting and receiving messages or information. This includes telephone and telegraph services, as well as postage machine rental and postage, delivery services, advertising, teletype, data processing, communications line, printing and mailing.

- Recreational - Costs related to recreational activities. A few examples would be: Entertainers, Lecturers, Films, Supervision, Instruction, Admission Fees and Officials' Fees.

- Other Purchased Services - Expenditures for services rendered by organizations or personnel not on the payroll of the municipality other than Professional and Technical Services or Property-Related Services. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided, such as: Weather Reports, Photography, Animal and Pest Control, Nonschool Field Trips, Mini Bus Service (contracted) and Laundry and Cleaning.

Supplies

As a general guideline, a supply item is any article or material that meets at least one of the following conditions:

- it is consumed in use;
- it loses its original shape or appearance with use;
- it is expendable;
- it is an inexpensive item.

- Energy Supplies - This includes the cost of expendable supplies purchased to provide energy to municipalities.

- Office Supplies - This includes the cost of expendable supplies and materials used in the offices of a municipality. A few examples would be: Paper, Stationery, Forms, Photocopying and Sundry items.

- Building and Equipment Repairs and Maintenance Supplies - This includes the cost of expendable supplies which are purchased by a municipality to repair or maintain buildings owned by the municipality. It includes: HVAC Items, Electrical, Plumbing, Paint, Hand Tools, Power Tools, Glass, Window Shades, Doors, Floor Coverings and Wall Coverings.

- Custodial and Housekeeping Supplies - This includes the cost of expendable supplies related to custodial and housekeeping functions. Custodial and housekeeping items include: Cleaning Supplies, Brooms and Mops, Bedding, and Linen.

- Groundskeeping Supplies - This includes the cost of expendable supplies related to groundskeeping functions including: Tools, Parks Soil, Sod, Track Cinders, Pesticides and Herbicides, Paint for Grounds, Bleacher Boards and Hardware, Fertilizers, Trees and Shrubs, Loam, Grass Seed, and Lime.

- Vehicular Supplies - This includes the cost of expendable supplies utilized for maintenance purposes in municipally owned motor vehicles including: Gasoline, Motor Oil and Lubricants, Tires and Tubes, Batteries, Anti-freeze, and Parts and Accessories.

- Food and Food Service Supplies - This includes the cost of expendable supplies used for food service purposes including: Perishables, Nonperishables, and Serving Utensils.

- Medical and Surgical Supplies - This includes the cost of expendable supplies and materials used for surgical or medical purposes including: Orthopedic Supplies, O. R. Packs, Sutures, Pacemakers, Instruments, X-ray Film, Isotopes, Chemicals and Solutions, Drugs, and Oxygen.

- Educational Supplies - This includes the cost of expendable supplies and materials used for educational purposes including: Test Materials, Plan Books and Registers, Workbooks, Textbooks, Audio-visual Supplies (including Films and Tapes), Teaching Aids, Maps and Charts, Kindergarten Supplies, Special Class Supplies, Encyclopedias, Books and Processing, Special Education Supplies and Athletic Equipment for School.

- Public Works Supplies - This includes the cost of expendable supplies and materials used for public works operational purposes.

- Other Supplies - This includes the cost of expendable supplies utilized for purposes not classified elsewhere: Forfeiting, Recreational, Data Processing, Uniforms, Crime Prevention, Magazine and Newspaper Subscriptions and Library Supplies (Cataloging, etc.).

Intergovernmental

This category includes payments made to federal, state, county and local governments, including county tax or amortization (5621), special assessments (5631), audit of municipal accounts (5632), examination of retirement system (5633), motor vehicle excise tax bills (5634), health insurance/elderly government retirees (5636), health insurance/retired municipal teachers (5637), mosquito control projects (5639), air pollution control districts (5640), metropolitan area planning council (5641), Old Colony Planning Council (5642), parking surcharges (5646), Mass Bay Transit Authority (5661), Boston Metro District (5662), Regional Transit Authority (5663), Multi-year repayment program adjustments (5664), revaluation (5665), energy conservation programs (5666), small town road assistance programs (5667), Mass Water Resources Authority (5694) and Other intergovernmental/specify (5699).

Other Charges and Expenditures

- In-State Travel - This account includes expenditures for transportation, meals, hotels and other travel expenses incurred by staff traveling within the Commonwealth. Per diems in lieu of reimbursements are also included in this grouping. Seminar fees are not travel costs and should be classified as Professional and Technical Services.

- Dues and Memberships - This account includes expenditures for memberships in professional and technical organizations. The full cost of the dues or membership fees should be charged here even if the cost includes tangible items such as a subscription to a journal.

- Insurance Premiums - This account includes expenditures for various types of insurance coverage, including property, liability and fidelity. Insurance for group health is not charged here but is recorded under Fringe Benefits.

- Veterans' Benefits - This account includes payments for veterans' benefits as provided by law.

- Otherwise Unclassified Items - This account includes expenditures for items not classified elsewhere.

Out-of-State Travel

This includes expenditures for transportation, meals, hotel and other expenses associated with staff travel outside the Commonwealth. Payments for per diem in lieu of reimbursements for subsistence (room and board) also are charged here.

Court Judgments

- Judgments - This account includes expenditures from current funds for court judgments against the local unit.

5800 - CONSTRUCTION

This includes expenditures made in connection with construction projects such as: Fire Stations, Police Stations, School Buildings, Wastewater Treatment Plants, Sewer Systems. Refer to instructions for Capital Projects to determine whether or not certain items should be reported in the Capital Project Fund.

5800 - OTHER CAPITAL OUTLAY

- Land - This includes expenditures for the purchase of land, air rights, water rights, and mineral rights.

- Buildings - This includes expenditures for acquiring existing buildings. Included are expenditures for installment or lease payments, where permissible under the law, which have a terminal date and result in the acquisition of buildings. Expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems and other service systems in existing buildings are NOT included. Buildings built and alterations performed by the municipality's own staff are charged to personal services, materials and supplies as appropriate.

- Plant - This includes expenditures for the acquisition of existing plants generally from other governmental units. Expenditures for such capital assets as water treatment plants, pumping stations, and electricity generating facilities would be classified to this account.

- Improvements - This includes expenditures for the improvement of sites and adjacent ways after acquisition, consisting of such work as landscaping, constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; initial surfacing and soil treatment of athletic fields and tennis courts, as appropriate. Special assessments, types of projects for capital improvements such as streets, curbs, and drains would generally be recorded here.

- Additional Equipment - This includes expenditures for additional items of equipment, such as machinery, furniture and fixtures and vehicles including: Office Equipment and Furniture, Automobiles, Trucks and Buses, Construction Equipment, Communications Equipment, Bulletin Boards and Shelving, Classroom Furniture, Classroom Equipment, EMS Equipment/Vehicles, Firefighting Equipment, Fire Alarm Equipment, Appliances, Refuse Containers.

- Replacement Equipment - This includes expenditures for the replacement of equipment, such as machinery, furniture and fixtures and vehicles including: Office Equipment and Furniture, Automobiles, Trucks and Buses, Construction Equipment, Communications Equipment, Bulletin Boards and Shelving, Classroom Furniture, Classroom Equipment, EMS Equipment/Vehicles, Firefighting/FA Equipment, Fire Alarm Equipment, Appliances, Refuse Containers.

5900 - DEBT SERVICE

- Debt Service - This includes retirement of debt principal, interest on long and short term debt, and other interest payments.

5960 - TRANSFERS TO OTHER FUNDS - These are legally authorized, interfund operating transfers, or transfers between funds. Such transactions include those from a fund receiving revenue to the fund through which the resources are to be expended. With the exception of Agency Funds, transfers should always be in balance. If you are reporting a transfer to in a fund you should also be reporting the transfer from in the other fund.

Note: A cash transfer between banks is a reclassification of an asset and should not be reported as a revenue or expenditure on Schedule A.

5990 - OTHER FINANCING USES - Amount classified as other financing uses not reported elsewhere. Note: Temporary loans are a liability on the balance sheet and are not a revenue or expenditure. STAT communities should report repayment of temporary loans as an "Other Financing Use" in order to arrive at beginning and ending ledger balances.