



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Supporting a Commonwealth of Communities



Welcome to DLS Gateway


Welcome to DLS Gateway!

This presentation will introduce you to the Division of Local Services' Gateway application.



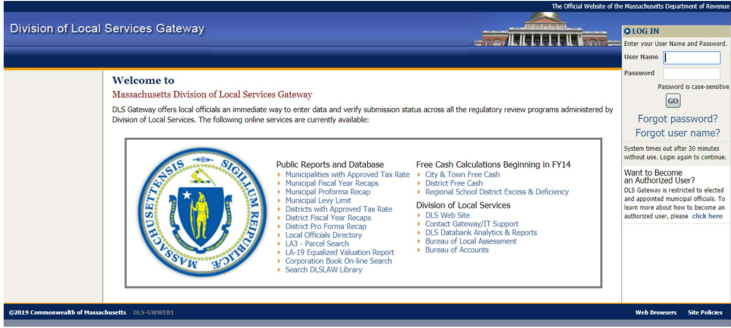
Welcome to DLS Gateway!

This presentation will introduce you to the Division of Local Services' Gateway application.



What is DLS Gateway?

**DLS Gateway is a
Web-based application suite
used by local government officials
and the Division of Local Services.**



What is DLS Gateway? DLS Gateway is a Web-based application suite used by local government officials and the Division of Local Services.

Cities, towns, special purpose districts and regional school districts all use DLS Gateway to transact business with the Division of Local Services.



Cities, towns, special purpose districts and regional school districts all use DLS Gateway to transact business with the Division of Local Services.


Local officials log into DLS Gateway
to enter data and submit forms.

The Official Website of the Massachusetts Department of Revenue

Division of Local Services Gateway

Welcome to
Massachusetts Division of Local Services Gateway

DLS Gateway offers local officials an immediate way to enter data and verify submission status across all the regulatory review programs administered by Division of Local Services. The following online services are currently available:



- Public Reports and Database**
 - Municipalities with Approved Tax Rate
 - Municipal Fiscal Year Recaps
 - Municipal Proforma Recap
 - Municipal Levy Limit
 - Districts with Approved Tax Rate
 - District Fiscal Year Recaps
 - District Pro Forma Recap
 - Local Officials Directory
 - LA3 - Parcel Search
 - LA-19 Equalized Valuation Report
 - Corporation Book On-line Search
 - Search DLSLAW Library
- Free Cash Calculations Beginning in FY14**
 - City & Town Free Cash
 - District Free Cash
 - Regional School District Excess & Deficiency
- Division of Local Services**
 - DLS Web Site
 - Contact Gateway/IT Support
 - DLS Databank Analytics & Reports
 - Bureau of Local Assessment
 - Bureau of Accounts


LOG IN
Enter your User Name and Password.
User Name:
Password:
Password is case-sensitive

[Forgot password?](#)


System times out after 30 minutes without use. Login again to continue.

Want to Become an Authorized User?
DLS Gateway is restricted to elected and appointed municipal officials. To learn more about how to become an authorized user, please [click here](#).

©2019 Commonwealth of Massachusetts DLS-GWVER2 Web Browsers Site Policies




Local officials log into DLS Gateway to enter data and submit forms.

 Do I need a DLS Gateway account?

Not all local officials need a DLS Gateway account.

Officials in these positions do need an account:

- Assessor
- Accountant or Accountant/Auditor
- Treasurer
- Collector or Treasurer/Collector
- Mayor
- Members of the Selectboard or City Council
- City or Town Clerk



Not all local officials need a DLS Gateway account. Officials in these positions do need a DLS Gateway account:

Assessor

Accountant or Accountant/Auditor

Treasurer

Collector


Mayor

Members of the Selectboard or City Council

City or Town Clerk

The people filling these roles need to sign forms or submit data to DLS, so they always need accounts.

- Assessor
- Accountant or Accountant/Auditor
- Treasurer
- Collector or Treasurer/Collector
- Mayor
- Selectboard/City Council
- City or Town Clerk



Board of Assessors

☐ Check to add signature

LA-4
 Assessment / Classification
 STATUS: FORM ENTERED
BERNARDSTON FIRE & WATER - 406 2020
 Jurisdiction: Bernardston Fire & Water - 406 • Fiscal Year: 2020

Property Type	Parcel Count	Class1 Residential	Class2 Open Space
000	512	122,176,000	
002	0	0	
4000C 000,000	23	2,080,700	
004	23	2,080,700	
005	4	3,011,000	
111-125	5	1,523,300	
1300-30,000	118	3,318,000	

Total Adjusted Accountant's/Auditor's Cash and Investments
0.00

Signatures
Treasurer
 I hereby certify to the best of my knowledge that this information is complete and accurate as of this date.
☐ Check to add signature

Variance (explain)
0.00

Accountant/Auditor
 I hereby certify that the foregoing schedule, setting forth the total cash and investments in the general ledger, is either in agreement with the total cash in the custody of the Treasurer or efforts are being made to reconcile any variance.
☐ Check to add signature

PAGE 2
PAGE 3
PAGE 4

Delete	City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) From Raise and Appropriation
		0	0.00	
		Total	0.00	

Authorized Signature
 Signatures for LA3 Certification
 For cities: City Councilors, Aldermen, Mayor
 For towns: Board of Selectmen
 For districts: Prudential Committee or Commissioners
 We hereby attest that on the hearing date above the Board of Assessors presented information and data relevant to making such determination and the fiscal effect of the available alternatives at the hearing and that the percentages set forth above were duly adopted in public session on date stated above.

Signatures
Clerk
 I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.
☐ Check to add signature

LA3 CERTIFICATION
 Public Hearing Notice published on: Date: 11/26/2018 Time: 12:00 pm
 Public Hearing held on: Date: 12/04/2018 Time: 6:25 pm

The people filling these roles need to sign forms or submit data to DLS, so they always need accounts.

Local officials who don't need to submit or sign forms
sometimes have DLS Gateway accounts
for specific business needs.



For example, IT Directors
and staff often have Gateway accounts,
so they can create and maintain local
accounts without DLS assistance.
Town Managers and Town Administrators
often have accounts to monitor important
processes like setting the tax rate,
determining free cash and
submitting the Schedule A report.

Not sure if you need an account?
Contact DLS Gateway Support
(617) 626-2350 or DLSGateway@dor.state.ma.us



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DLS Gateway accounts
for specific business needs.

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can create and maintain local accounts without DLS assistance. Town
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important processes like setting the tax rate, determining free cash and
submitting the Schedule A report.

Not sure if you need an account? Contact DLS Gateway Support by
calling 617- 626-2350 or sending an email to
DLSGateway@dor.state.ma.us.



How do I get a DLS Gateway account?

The first step is to be listed as a local official in Gateway's Local Officials Directory

Jurisdiction	Department	Functional Role	Position	Official's Name	Phone	Email
Troy	Accountant/Auditor	Accountant/Auditor	Interim Accountant	Lisa Kelly	076-649-2300	
Troy	Accountant/Auditor	Accountant/Auditor	Assistant Town Administrator	Sarah Salsbach	076-649-2300	
Troy	Assessors	Assessor	Assessor	Jennifer Wilson	076-649-2300	jwilson@troygatewayma.gov
Troy	Assessors	Assessment Director	Chief Assessor	Louise M. Winkler	076-649-2300	lwinkler@troygatewayma.gov
Troy	Assessors	Assessor Chairman	Assessor	Ann Marie Conant	076-649-2300	lwinkler@troygatewayma.gov
Troy	Assessors	Assessor	Assessor	Walter Lambert	076-649-2300	
Troy	Assessors	Assessor	Assistant Assessor	Rachel Garthe	076-649-2300	lwinkler@troygatewayma.gov
Troy	Building Inspector	Building Inspector	Building Inspector	Paul Williams	076-649-2300	
Troy	City/Town Clerk	City Clerk/Town Clerk	Town Clerk	James Wilkes	076-649-2300	jwilkes@troygatewayma.gov
Troy	Collector	Collector	Clerk	Debra Fucile	076-649-2300	
Troy	Emergency Management	Fire Chief	Fire Chief	Wesley Russell	076-649-7504	wesleyr@troygatewayma.gov
Troy	Emergency Management	Emergency Man. Dir.	Emergency Management Director	Wes Russell	076-649-7504	wesleyr@troygatewayma.gov
Troy	Police	Police Chief	Deputy Police Chief	Shawn Woods	076-649-7504	shawnw@troygatewayma.gov
Troy	Police	Police Chief	Police Chief	Richard News	076-649-7504	richardn@troygatewayma.gov
Troy	School Administration	School Superintendent	Superintendent of Schools	Michael Finnegan	076-649-7468	mfinnegan@troy.edu
Troy	Selectmen/Town Council	CEO/Manager/Administr.	Selectman	Steve Nicco	076-649-2300	
Troy	Selectmen/Town Council	CEO/Manager/Administr.	Town Administrator	Matthew Hansen	076-649-2300	
Troy	Selectmen/Town Council	CEO/Manager/Administr.	Selectman	David Kishner	076-649-2300	
Troy	Selectmen/Town Council	Executive Secretary	Selectman	Walter Wrennstrom	076-649-2300	
Troy	Selectmen/Town Council	Executive Secretary	Administrative Assistant	Colin Lisselle	076-649-2300	clisselle@troygatewayma.gov
Troy	Selectmen/Town Council	Executive Secretary	Selectman	Richard Smith	076-649-2300	
Troy	Treasurer	Treasurer	Assistant Treasurer	Brittany Longtin	076-649-2300	blongtin@troygatewayma.gov
Troy	Treasurer	Treasurer	Treasurer Collector	Jennifer Finnegan	076-649-2300	jfinnegan@troygatewayma.gov
Troy	Veterans Services	Veterans Agent	Veterans Agent	Christophine Gray	076-649-2300	
Troy	Veterans Services	Veterans Services	Secretary	Henry Johnson	076-649-2300	henryj@troygatewayma.com

The Directory is DLS's source for verifying that a person works for a specific jurisdiction.




To obtain an account, the first step is to be listed as a local official in Gateway's Local Officials Directory. The Directory is DLS's source for verifying that a person works for a specific jurisdiction.

TOWN CLERK OFFICE HOURS [Read more »](#)

Home » Departments

Town Clerk





MASSACHUSETTS
REGISTER
TO VOTE
ONLINE

DLS Gateway Support
can open accounts
for officials listed in the Directory.

CONTACT

DLS Gateway Support

 Phone
Call DLS Gateway Support
(617) 626-2350
For assistance with the DLS Gateway
Application, Local Officials Directory or
Gateway accounts.

 Online
DLS Gateway Support Email
DLSGateway@dor.state.ma.us

Your city, town or district clerk
will add you to Gateway's
Local Officials Directory.

Clerks can also open
DLS Gateway accounts
for new officials.

Your city, town or district clerk will add you to Gateway's Local Officials Directory.

Clerks can also open DLS Gateway accounts for new officials.

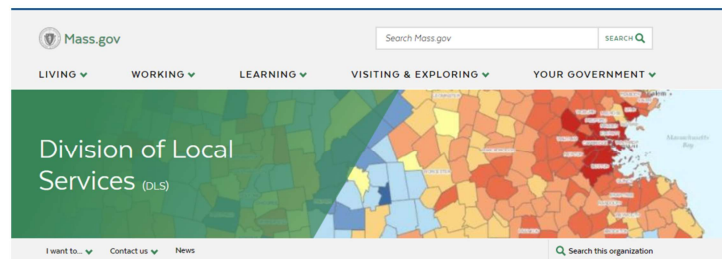
DLS Gateway Support can open accounts for officials listed in the Directory.



How do I find DLS Gateway?

You can get to Gateway
from the DLS website.

Mass.gov/dls



DLS supports local officials in your community to achieve sound fiscal management through guidance, training and oversight.

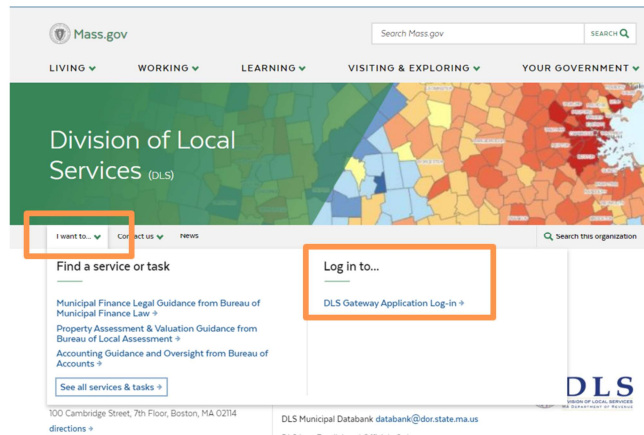


You can find Gateway by going first to the DLS website.

Use any Web browser to go to **Mass.gov/dls**

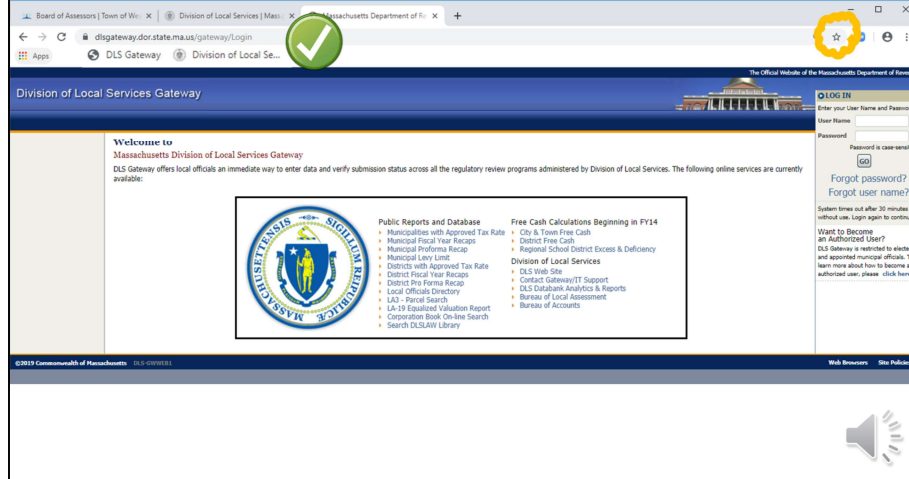
Underneath the DLS banner, click “I want to...”

Under “Log in to...” click DLS Gateway Application Log-In.




Using any Web browser, go to mass.gov/dls. Underneath the DLS banner, click “I want to,” then under “Log in to...” click the link for DLS Gateway Application Log-In.

Once you get to the DLS Gateway login screen,
create a bookmark for faster access.
It's a good idea to bookmark the DLS website, too!



Once you get to the DLS Gateway login screen, create a bookmark in
your web browser for faster access. It's a good idea to bookmark the DLS
website, too!

How do I use DLS Gateway?



Gateway is divided into modules.
Each module represents a process
that involves submitting data to DLS.

Click the name of a module to select that process.

Division of Local Services Gateway

Certification Taxrate Balance Sheet Schedule A District Taxrate LA-3 Misc Forms Directory Other Apps

Welcome to the DLS Gateway suite of applications for local officials.


You are identified as :

Rob McDonald
Bernardston

Please choose the appropriate item from the menu bar above to continue.

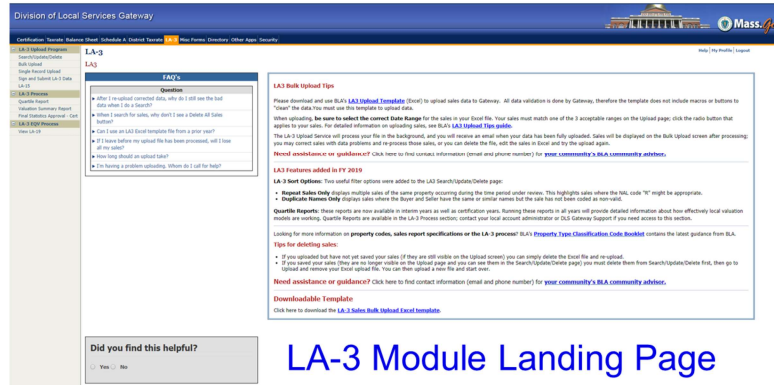
Please contact your System Administrator or DLS if you want to update the information.

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Gateway is divided into modules. Each module represents a process that involves submitting data to DLS. Click the name of a module to select that process.

After selecting a module,
the first screen you see is the **Landing Page**.



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Instructions, tips, related information and new features
are all highlighted on the landing page.

Links to any required or optional template files
are in the Downloadable Template section.

LA3 Bulk Upload Tips

Please download and use BLA's [LA3 Upload Template](#) (Excel) to upload sales data to Gateway. All data validation is done by Gateway, therefore the template does not include macros or buttons to "clean" the data. You must use this template to upload data.

When uploading, **be sure to select the correct Date Range** for the sales in your Excel file. Your sales must match one of the 3 acceptable ranges on the Upload page; click the radio button that applies to your sales. For detailed information on uploading sales, see BLA's [LA3 Upload Tips guide](#).

The LA-3 Upload Service will process your file in the background, and you will receive an email when your data has been fully uploaded. Sales will be displayed on the Bulk Upload screen after processing; you may correct sales with data problems and re-process those sales, or you can delete the file, edit the sales in Excel and try the upload again.

Need assistance or guidance? Click here to find contact information (email and phone number) for [your community's BLA community advisor](#).

LA3 Features added in FY 2019

LA-3 Sort Options: Two useful filter options were added to the LA3 Search/Update/Delete page:

- **Repeat Sales Only** displays multiple sales of the same property occurring during the time period under review. This highlights sales where the NAL code "R" might be appropriate.
- **Duplicate Names Only** displays sales where the Buyer and Seller have the same or similar names but the sale has not been coded as non-valid.

Quartile Reports: these reports are now available in interim years as well as certification years. Running these reports in all years will provide detailed information about how effectively local valuation models are working. Quartile Reports are available in the LA-3 Process section; contact your local account administrator or DLS Gateway Support if you need access to this section.

Looking for more information on **property codes, sales report specifications or the LA-3 process**? BLA's [Property Type Classification Code Booklet](#) contains the latest guidance from BLA.


Tips for deleting sales:

- If you uploaded but have not yet saved your sales (if they are still visible on the Upload screen) you can simply delete the Excel file and re-upload.
- If you **saved your sales** (they are no longer visible on the Upload page and you can see them in the Search/Update/Delete page) you must delete them from Search/Update/Delete first, then go to upload and remove your Excel upload file. You can then upload a new file and start over.

Need assistance or guidance? Click here to find contact information (email and phone number) for [your community's BLA community advisor](#).

Downloadable Template

Click here to download the [LA-3 Sales Bulk Upload Excel template](#).



Instructions, tips, related information and new features are all highlighted
on the landing page.

Links to any required or optional template files are in the Downloadable
Template section.

Many landing pages include a Frequently Asked Questions box.
Click any question to see the answer.

The screenshot shows a web application interface. At the top is a navigation bar with links: Certification, Taxrate, Balance Sheet, Schedule A, District Taxrate, LA-3 (highlighted), Misc Forms, Directory, Other Apps, and Set. Below this is a sidebar menu with categories: LA-3 Upload Program (containing Search/Update/Delete, Bulk Upload, Single Record Upload, Sign and Submit LA-3 Data, and LA-15), LA-3 Process (containing Quartile Report, Valuation Summary Report, and Final Statistics Approval - Cert), and LA-3 EQV Process (containing View LA-19). The main content area has a header 'LA-3' and 'LA3' below it. A 'FAQ's' box is open, showing a list of questions with expandable/collapsible arrows. The first question is expanded, showing its answer.

LA-3
LA3

FAQ's

Question

▼ After I re-upload corrected data, why do I still see the bad data when I do a Search?

When you Click Save on the Bulk Upload screen, the data is moved from the Upload tables to the final LA3 tables. To remove bad data from the LA3 tables you must do a Search on the Search/Update/Delete screen, then Delete Searched Sales. That removes the data from the LA3 so you can upload and save new data on the Bulk Upload screen.

► When I search for sales, why don't I see a Delete All Sales button?

► Can I use an LA3 Excel template file from a prior year?

► If I leave before my upload file has been processed, will I lose all my sales?

► How long should an upload take?

► I'm having a problem uploading. Whom do I call for help?

FAQ's =
Frequently
Asked
Questions



Many landing pages include a Frequently Asked Questions box. Click any question to see the answer.

Each module consists of forms to be submitted.
They are listed on the Navigation panel on the left of the screen.

Select a form by clicking the form name in the Navigation panel.

The screenshot shows the 'TaxRate' application interface. On the left is a navigation panel with a tree view. The 'TaxRate' module is expanded, showing sub-modules like 'Tax Rate - BOA', 'Tax Rate - Reports', and 'Tax Rate - Checklist'. The 'Tax Rate - BOA' sub-module is further expanded, showing 'A-1 Offset Receipts' as the selected form. The main area displays the 'A-1 Offset Receipts' form. At the top, it shows the 'Certification' tab and the 'TaxRate' module. Below this, it displays the 'A-1 Offset Receipts, Chapter 44, Section 33E' form. The form includes a table with columns for 'Description', 'Actual Receipts Fiscal 2019', 'Estimated Receipts Fiscal 2020', and 'Support Receipts'. The table contains 12 rows, with the last row showing a total of 0.00. Below the table, there is a section for 'Signatures' with a table for recording signatures and a section for 'Board of Assessors' with a table for recording signatures. The form also includes a 'Save' button and a 'Print' button.

Each module consists of forms to be submitted. They are listed on the Navigation panel on the left of the screen. Select a form by clicking the form name in the Navigation panel.

A-1

Office Receipt to Chapter 53E

Status: NO STATUS FOUND

BERNARDSTON - 029 2020

Jurisdiction: Bernardston - 029

Fiscal Year: 2020

Go

	Description	(a) Actual Revenues Fiscal 2019	(b) Estimated Receipts Fiscal 2020 *	Support Required
1	Water	0.00	0.00	
2	Sewer	0.00	0.00	
3	Hospital	0.00	0.00	
4	Nursing home	0.00	0.00	
5	Recreation department	0.00	0.00	
6	Airport	0.00	0.00	
7		0.00	0.00	
8		0.00	0.00	
9		0.00	0.00	
10		0.00	0.00	
11		0.00	0.00	
12	Total	0.00	0.00	

*If Column(b) exceeds Column(a) for any item, written permission by the Director of Accounts is Required prior to appropriation

Current Documents... [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Accounting Officer

I hereby certify that the actual revenues as shown in column (a) are to the best of my knowledge correct and complete.

☐ Check to add signature

Board of Assessors

We hereby attest that the receipts itemized above have not been used as a revenue source elsewhere on the Tax Rate or Pro Forma RAGU.

☐ Check to add signature

Save Submit Print

Status of Tax Rate Forms

View Last Updated By

Let's look at the sections within each Gateway form:

The form name always appears at the top.

The current form status is just underneath the name.

Every form starts with "No Status Found", which means you haven't entered and saved any data yet.

The status will change as you enter, save and eventually submit your data.

Let's look at the sections within each Gateway form:

The form name always appears at the top.

The current form status is just underneath the name.

Every form starts with "No Status Found", which means you haven't entered and saved any data yet.

The status will change as you enter, save and eventually submit your data.

A-1

Offset Receipts, Chapter 44, Section 53E

Status: NO STATUS FOUND

BERNARDSTON - 029 2020

Jurisdiction Bernardston - 029
Fiscal Year 2020
Go

	Description			Est
1	Water		2029	
2	Sewer		2028	0.00
3	Hospital		2027	0.00
4	Nursing home		2026	0.00
5	Recreation department		2025	0.00
6	Airport		2024	0.00
7			2023	0.00
8			2022	0.00
9			2021	0.00
10			2020	0.00

Gateway always assumes you wish to work on the current form.

To view data from a prior year, select the fiscal year then click the Go button.

Gateway always assumes you wish to work on the current form.

To view data from a prior year, select the fiscal year then click the Go button.

Data can be entered in any field
with a white background.

Data fields with an orange background
are calculated automatically or come from another form,
so they cannot be changed.

Cash Reconciliation Report

Cash Reconciliation Report

Status: NO STATUS FOUND

BERNARDSTON - 029 2019

Jurisdiction: Bernardston - 029 Fiscal Year: 2019 Go

Total Treasurer's Cash and Investments (6/30 year-end report)	0.00	✗
Other trust funds not in custody of Treasurer	0.00	
Total Cash and Investments	0.00	✗
Accountant's/Auditor's Cash and Investments (PER BALANCE SHEET)		
General Fund	0.00	
Special Revenue Funds	0.00	
Capital Projects Funds	0.00	
Enterprise Funds	0.00	
Trust and Agency Funds	0.00	
Total per general ledger	0.00	✗

Enter data here

And here




Data can be entered in any field with a white background. Data fields with an orange background are calculated automatically or come from another form, so they cannot be changed.

When you submit data to DLS for review,
Gateway locks the data to keep it from changing.
Locked data appears with a green background.

Jurisdiction: Bernardston - 029 Fiscal Year: 2019 Go

Status	Delete	(A) Ballot Vote Date	(B) Purpose(s) of Exclusion Vote	(C) Date of original note/bond per purpose(s)	(D) Temp or Perm (Y/N)	(E) FY 2018 Net Excluded Debt Service	(F) FY 2018 Gross Debt Service Expended	(G) FY 2019 Gross Debt Service Excludable	(H) Reimbursement adjustments (Whole numbers only)	(I) FY 2019 Net Excluded Debt Service
Attached	<input type="checkbox"/>	10/15/2012	Highway Dump Truck/School Roof	11/20/2012	P	0	0	0	0	0
Attached	<input type="checkbox"/>	05/07/2007	Fire Truck	05/15/2007	P	0	0	0	0	0
Attached	<input type="checkbox"/>	05/07/2007	Safety Complex	06/01/2007	P	0	0	0	0	0
Attached	<input type="checkbox"/>	05/01/2017	Bridge Project	06/16/2016	P	60,504	60,504	0	0	0
Total										0

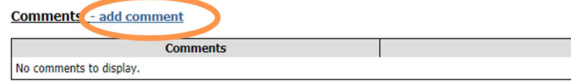
Need to correct a mistake after you submit?
No problem!

Call your BLA or BOA advisor
or DLS Gateway Support to have a form unlocked 

When you submit data to DLS for review, Gateway locks the data to keep it from changing. Locked data appears with a green background.

Need to correct a mistake after you submit? No problem! Call your BLA or BOA advisor or DLS Gateway Support to have a form unlocked

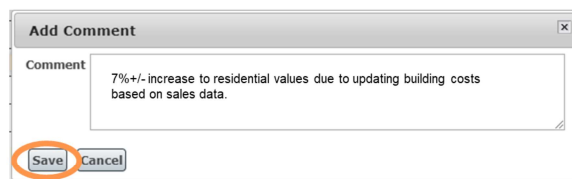
Some forms include a Comments section.
Click the “add comment” link to add a comment.



Comments - [add comment](#)

Comments	
No comments to display.	

Type your comment in the Comment pop-up, then click Save.



Add Comment [X]

Comment

7%+/- increase to residential values due to updating building costs based on sales data.

Save Cancel



Some forms include a Comments section. Click the “add comment” link to add a comment. Type your comment in the Comment pop-up, then click Save.

Some forms include a Documents section.
Click the “upload new documents” link to upload a file.

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

You can drop a file inside the box,
or click inside the box
to browse to the file
you wish to upload.

Document Uploads

Drop files here to upload (click [here](#) to select one or more files)

Maximum file size is 24.9 MB. Any file larger than that will fail to upload.

Done



*Please note the maximum file size limit!
Your file must be smaller than 25MB.



Some forms include a Documents section. Click the “upload new documents” link to upload a file.

You can drop a file inside the box, or click inside the box to browse to the file you wish to upload.

Please note the maximum file size limit for Gateway uploads: files must be smaller than 25MB.

Each form has its own specific signature requirements.
Forms cannot be submitted without the required signatures.

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

☐ Check to add signature

Accountant/Auditor

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.

☐ Check to add signature

Gateway will display an error when a required signature is missing.

 **Accountant/Auditor : At least 1 signature/s are required for this group.**



Each form has its own specific signature requirements. Forms cannot be submitted without the required signatures.

Gateway will display an error when a required signature is missing.

To sign a form, click the checkbox next to “Check to add signature.”

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

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I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.

☐ Check to add signature

Click the Sign button to complete the signature.

Apply Signature

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

Richard Martin, District Treasurer , Bernardston Fire & Water , rpmartin@hpw.gov 978-444-4321 | 11/1/2019 8:34 AM

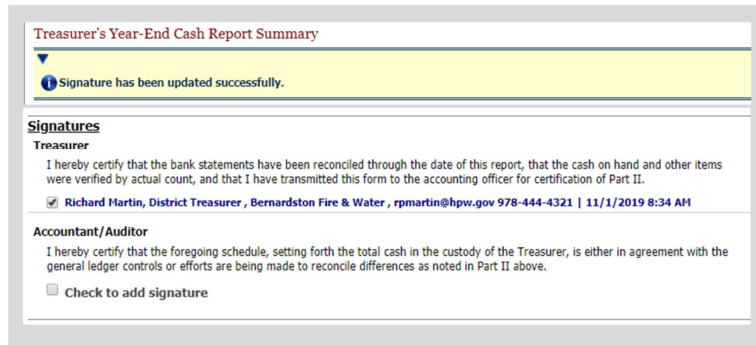
Are you sure you want to sign this form?

Comment

To sign a form, click the checkbox next to “Check to add signature.”

Click the Sign button to complete the signature.

Gateway adds your name, title, contact information and the date and time of the signature to the form.



Treasurer's Year-End Cash Report Summary

Signature has been updated successfully.

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

☒ Richard Martin, District Treasurer, Bernardston Fire & Water, rpmartin@hpw.gov 978-444-4321 | 11/1/2019 8:34 AM

Accountant/Auditor

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.

☐ Check to add signature



Gateway adds your name, title, contact information and the date and time of the signature to the form.

To remove a signature, click the checkbox next to your signature

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

☒ Richard Martin, District Treasurer, Bernardston Fire & Water, rpmartin@hwp.gov 978-444-4321 | 11/1/2019 8:34 AM

Accountant/Auditor

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.

☐ Check to add signature

then click the Remove button.



To remove a signature, click the checkbox next to your signature,

Then click the Remove button.

Every DLS Gateway user has specific rights for specific forms.
Your assigned rights determine what you can see and do.

Module / Sub modules	Permissions
<input type="checkbox"/> Balance Sheet	<input checked="" type="checkbox"/> None <input type="checkbox"/> Allow
<input type="checkbox"/> Year End Accounting	<input checked="" type="checkbox"/> None <input type="checkbox"/> Read <input type="checkbox"/> Save <input type="checkbox"/> Submit <input type="checkbox"/> Sign Only
<input type="checkbox"/> Certification	<input type="checkbox"/> None <input checked="" type="checkbox"/> Allow
<input type="checkbox"/> BLA Directives	<input type="checkbox"/> None <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Submit
<input type="checkbox"/> Certification	<input type="checkbox"/> None <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Submit

The Action Buttons
at the bottom
of each form
are tied to your
user rights.

The screenshot shows a web-based form titled 'Snow and Ice Datasheet' under the 'Certification - Toronto' menu. The form includes a sidebar with navigation links like 'Balance Sheet Checklist', 'Year End Accounting', and 'Certification'. The main content area shows a 'Chapter 44, Section 31D' form for 'Bernardston - 029 2019'. It contains several data entry fields with numerical values, such as 'Original Budget / PEY Original Budget' (50,464.00). At the bottom of the form, there is a 'Signatures' section for 'Accountant/Auditor' and three buttons: 'Save', 'Submit', and 'Print', which are highlighted with an orange circle. A speaker icon is located in the bottom right corner of the form's content area.

Every DLS Gateway user has specific rights for specific forms. Your assigned rights determine what you can see and do.

The Action Buttons at the bottom of each form are tied to your user rights.



What happens after I submit a form?

When you submit a form, Gateway automatically notifies the DLS staff assigned to your community or district.

Inactive	Jurisdiction	Year	Application	Process	Type of Activity	Activity Date	FORM	DOC
<input type="checkbox"/>	Kingston	2019	Schedule A	SCHEDULE A	FORM SUBMIT	10/21/2019 3:18:52 PM	Open	None
<input type="checkbox"/>	Hanover	2020	Taxrate	INTERIM YEAR ADJUSTMENT	FORM SUBMIT	10/21/2019 2:45:49 PM	Open	None
<input type="checkbox"/>	Shutesbury	2020	Taxrate	INTERIM YEAR ADJUSTMENT	FORM SUBMIT	10/21/2019 2:41:02 PM	Open	None
<input type="checkbox"/>	Hanover	2020	Taxrate	INTERIM YEAR ADJUSTMENT	FORM SUBMIT	10/21/2019 2:23:30 PM	Open	None

DLS staff review only submitted forms.
When you finish working on a form, remember to Submit!



What happens after I submit a form? When you submit a form, Gateway automatically notifies the DLS staff assigned to your community or district.

DLS staff review only submitted forms. When you finish working on a form, remember to Submit!

For some processes like Balance Sheet and Tax Rate,
DLS staff wait to start the review
until all forms tied to that process have been submitted.

Part II Other Required Misc. Forms: Status

All of these Gateway forms must be submitted ("Form Submit" status) to submit the Balance Sheet:

Form Name	Form Status	Last Action Date
BALANCE SHEET CHECKLIST	FORM SUBMIT	10/24/2019 3:19:52 PM
YEAR END CASH REPORT	FORM SUBMIT	10/21/2019 3:55:32 PM
CASH RECONCILIATION	FORM SUBMIT	10/23/2019 1:20:03 PM
OUTSTANDING RECEIVABLES	FORM SUBMIT	10/21/2019 3:58:29 PM
STATEMENT INDEBTEDNESS	FORM SUBMIT	10/21/2019 3:51:55 PM
SNOW AND ICE	FORM SUBMIT	9/13/2019 2:39:22 PM



For some processes like Balance Sheet and Tax Rate, DLS staff wait to
start the review until all forms tied to that process have been submitted.

Gateway keeps local officials informed by sending automated emails when certain events occur – like when you submit a form, or when DLS approves a form.



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Gateway's Local Officials Directory is the source for email addresses, so make sure yours is correct!

Division of Local Services Gateway			Directory Search		
Jurisdiction	Department	Functional Role	Position	Email	
Cumington	Accountant/Auditor	Accountant/Auditor	Accountant	accountant@cumington-ma.gov	
Cumington	Assessors	Assessor Chairman	Assessor	boa@cumington-ma.gov	
Cumington	Assessors		Assessor	boa@cumington-ma.gov	

Contact your city or town clerk if your email address needs updating.

Tax Rate Approval Notification - Cumington - 2020

Massachusetts Department of Revenue Division of Local Services
Christopher C. Harding, Commissioner of Revenue
Sean R. Cronin, Senior Deputy Commissioner of Local Services

Cumington Assessors Date: 10/21/2019

Dear Assessors:

The Fiscal Year 2020 tax rate has been certified by the Bureau of Accounts for Cumington.
The four pages of the Tax Rate Recapitulation form and the Levy Limit worksheet (not applicable to districts) are available on the Division of Local Services website.

[Tax Rate Recapitulation Form](#)

[Levy Limit Worksheet](#)

Page one of the Tax Rate Recapitulation form includes the Director of Accounts' electronic signature and the date of approval. This letter is your notification of approval pursuant to Massachusetts General Laws Chapter 59, section 23. Please forward copies of this notification to other officials as you deem appropriate.

We wish to thank you for your cooperation and assistance in the tax rate setting process.

Sincerely,

Mary Jane Hardy


Mary Jane Hardy
Director of Accounts
Massachusetts Department of Revenue



Gateway's Local Officials Directory is the source for email addresses, so make sure yours is correct!

Contact your city or town clerk if your email address needs updating.

What if I need help?




Need help with DLS Gateway? Contact Gateway Support!

DLS Gateway Support staff are available to assist you with any Gateway-related issue or question.


Support is available Monday-Friday (except State holidays) 8AM – 4PM.

CONTACT


DLS Gateway Support

 Phone

Call DLS Gateway Support
(617) 626-2350
For assistance with the DLS Gateway Application, Local Officials Directory or Gateway accounts.

 Online

DLS Gateway Support Email
DLSGateway@dor.state.ma.us



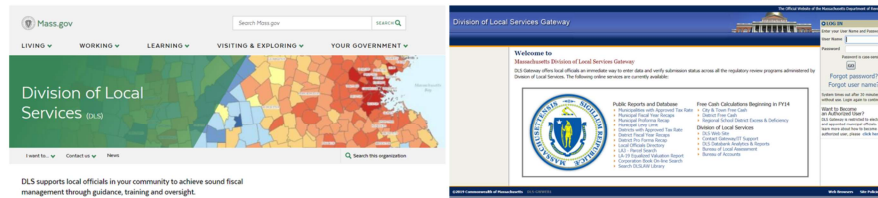
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Support is available Monday through Friday (except State holidays) from 8AM to 4PM.

For more information about DLS Gateway,
contact Gateway Support or your BLA or BOA Community Advisor

Visit DLS's website mass.gov/dls



DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Supporting a Commonwealth of Communities



For more information about DLS Gateway, contact Gateway Support or
your BLA or BOA Community Advisor. And be sure to visit our website at
mass.gov/dls.