



Commonwealth of Massachusetts

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To: Chief Fiscal Officers and GAAP Liaisons
From: Pauline Lieu, Chief Financial Reporting Officer
Date: June 12, 2024
Subject: FY 2024 Annual Capital Asset Inventory Review

Comptroller Memo FY#2024-20

Executive Summary

This memo serves as notice that the annual inventory of GAAP capital assets is underway. Several MMARS reports can be accessed through MobiusView to assist with this effort. **Every department must return a form confirming that the review has been completed.**

The Office of the Comptroller (CTR) has established the inventory controls and reporting guidelines for capital assets and instituted a mid-year and an annual capital asset inventory review. Capital assets are defined as GAAP and non-GAAP capital assets – please see CTR’s [Fixed Assets - Acquisition Policy](#) for details. **Although the primary focus of this review is GAAP capital assets, departments should also review any non-GAAP assets under their ownership.**

Reports to Review

Monthly capital asset inventory reports are available on MobiusView and are defined as:

NGA155SD	Departmental Current GAAP (Non-Memo) and Non-GAAP (Memo) Assets Summary
NGA155SG	Current Active GAAP (Non-Memo) Capital Asset Inventory by Department, Unit, and Asset Type Key report for completion of your inventory review
NGA155SN	Current Active Non-GAAP (Memo) Asset Inventory by Department, Unit, and Asset Type
NGA156SD	Disposed GAAP and Non-GAAP Capital Asset Inventory by Department, Unit, and Asset Type
NGA156SS	Departmental Disposed GAAP (Non-Memo) and Non-GAAP (Memo) Asset Summary

Review of the GAAP capital assets can be completed by utilizing capital asset inventory report NGA155SG found on MobiusView:

<https://mobiusview.prod2.tss.mass.gov:8443/mobius/MVLogin.html>.

This report reflects departmental GAAP capital asset inventory as of **06/30/2024 and will be available the first week in July.**

To assist departments in reconciling their capital assets MobiusView report, the Commonwealth Information Warehouse contains the following view: `dbo_m_fa_fixed_assets_history`. This view is updated monthly in accordance with the MMARS source table and will mirror MobiusView capital assets reports NGA 155* and NGA 156*. The Commonwealth Information Warehouse standard security applies to this view.

Questions to Answer

Please review and reconcile the report with your inventory for any capital asset additions, disposals, or transfers your department has processed and answer the following review questions:

1. ***Asset Additions:*** Does the current NGA155SG reflect all GAAP capital assets acquired or constructed by your department year to date? If not, please provide details.
2. ***Asset Deletions:*** Does the current NGA155SG reflect disposals made prior to June 30, 2024? If not, please provide details.
3. ***Asset Transfer:*** Was a capital asset transferred from your department to another department during the fiscal year reflected on the NGA155SG?
4. ***Asset Not in Service:*** Are there any assets listed on the current NGA155SG that are no longer in service? If so, please provide details.

Please complete the confirmation form located as an attachment to this memo and include any variances identified in the review. The file should be saved as **Annual Inventory_(your dept alpha code).pdf**. For example: **Annual Inventory_CTR.pdf**.

The completed form should be sent directly to Christine Bender **no later than July 26, 2024 (Friday)**.

Capital Spending Review

By the middle of July, the annual capital spending reviews will be sent to departments that have expended capital funds during FY 2024. The capital spending review complements this capital asset inventory review. The purpose of the spending review is to help departments assure capital spending which relates to capital assets has been properly captured in the MMARS capital asset system.

Further Assistance

For further assistance, please contact Christine Bender, Capital Asset Analyst at christine.bender@mass.gov or Pauline Lieu, Chief Financial Reporting Officer at pauline.lieu@mass.gov.

Enc.: Capital Asset Inventory Annual Review Form

cc: Payroll Directors
Security Officers
Internal Distribution
General Counsels