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MEMORANDUM

To: Department Heads, Chief Fiscal Officers, MMARS Liaisons, and Payroll Directors

From: William McNamara, Comptroller of the Commonwealth

Date: August 5, 2024

Subject: Official Opening of Fiscal Year 2025

Comptroller Memo FY2025-04

Executive Summary

The Fiscal Year 2025 General Appropriation Act, Chapter 140 of the Acts of 2024, has been signed. This memo announces that July 29, 2024, is the official “opening date” of the accounting system. A deadline of August 12, 2024, has been established for the alignment of encumbrances and expenditures to the enacted budget.

The Fiscal Year 2025 General Appropriation Act has been signed. On Monday, August 5, 2024, the Executive Office for Administration and Finance expects to record in MMARS all accounts in all funds, and expenditure ceilings will be adjusted to reflect 4/12 of the amount available for spending in all subsidiaries for departments subject to the periodic allotment. This establishes legal authorization for Fiscal Year 2025 obligations and expenditures as of July 29, 2024. Therefore, the official “opening date” of the accounting system for Fiscal Year 2024 is July 29, 2024. Late penalty interest can be requested by vendors if bills have not been paid 45 days after the receipt of the invoice or 45 days after July 1, 2024, whichever is later, in accordance with 815 CMR 4.00 and the Office of the Comptroller’s (CTR [Bill Payments Policy](#)).

Any accounting transactions that were processed under the House 2 revised structure must be recorded in conformance with the General Appropriation Act. Departments should complete any payroll and non-payroll adjustments to conform to the Fiscal Year 2025 chart of accounts by August 12, 2024. Departments may not request or accept performance, or otherwise incur obligations, in excess of department appropriations and allotments, pursuant to M.G.L. c. 29, §§ 26 and 27. Any reductions to expected spending levels for Fiscal Year 2025 budgetary accounts may require adjustments to previously executed contracts. CTR’s policy on [Amendments, Suspension or Terminations](#) provides departments with the procedures for suspending,

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amending, or terminating contract actions as necessary to stay within their authorized spending limits. Departments are responsible for properly recording activity to the appropriate fiscal year, and other fiscal actions in accordance with state finance law.

If you have specific accounts for which you have questions or require additional guidance, please contact Jessica Cogswell, Statewide Payments Officer, at (617) 356-6689 or Scott Claussen, Statewide Payroll Officer, at (617) 356-6263.

All of us at CTR look forward to partnering with you in the new fiscal year.

Please distribute this memo to all pertinent personnel. Thank you.

cc: General Counsels
Internal Distribution