

COMMONWEALTH OF MASSACHUSETTS-OFFICE OF THE COMPTROLLER
EXPENDITURE CLASSIFICATION HANDBOOK

See <http://knowledgecenter.osc.state.ma.us/KC/Home.asp> for additional information.

INSTRUCTIONS

I. INTRODUCTION

The Office of the Comptroller (CTR) is required to establish a schedule of object classes (subsidiary) and object codes pursuant to M.G.L. c. 29, § 27 to be used in all accounting for expenditures under the Massachusetts Management Accounting and Reporting System (MMARS). **This schedule is effective for FY2007 and forward.** The object classes and object codes contained in this Expenditure Classification Handbook indicate the types of goods and services for which Commonwealth funds are expended.

TYPE OF EXPENDITURE	OBJECT CLASS/CODE
EMPLOYEE COMPENSATION and RELATED EXPENSES	AA, BB, CC, DD
DEPARTMENT ADMINISTRATIVE EXPENSES & OPERATIONAL SERVICES	EE, JJ
CONSULTANT SERVICE CONTRACTS	HH, NN1-14, U05
PURCHASED CLIENT HUMAN & SOCIAL SERVICES and NON-HUMAN SERVICES PROGRAMS	MM
EQUIPMENT PURCHASE, TELP, LEASE, RENTAL, MAINTENANCE and REPAIR	KK, LL, N62, N63, U08, U09
FACILITY SUPPLIES: ENERGY COSTS AND SPACE RENTAL EXPENSES	FF, GG, N52
HORIZONTAL AND VERTICAL CONSTRUCTION, IMPROVEMENTS, MAINTENANCE, AND REPAIR COSTS	NN
GRANTS and SUBSIDIES	PP
ENTITLEMENT PROGRAMS	RR
DEBT SERVICE	SS
LOANS and SPECIAL PAYMENTS	TT
INFORMATION TECHNOLOGY (IT) EXPENSES	UU

This Handbook includes the object code descriptions and instructions regarding the encumbering and expenditure of all funds. The object code descriptions are brief explanations of the goods and/or services for which funds are encumbered and expended. The object codes in this Handbook are used for all expenditures of the Commonwealth, regardless of whether the payment is to employees, contractors, individuals, recipients, beneficiaries, political sub-divisions or another department.

CTR has provided accurate primary legal authority, oversight department, agreement types, encumbrance/payment request documents and tax reporting requirements for each object code. **However, departments are responsible for full compliance with all applicable state and federal statutes, rules, regulations and requirements governing the expenditure of funds, regardless of whether or not specifically cited in this Handbook. Departments are advised to seek additional assistance from their legal and fiscal staffs.**

COMPTROLLER'S KNOWLEDGE CENTER

The Comptroller's Knowledge Center can be found at <http://knowledgecenter.osc.state.ma.us/KC/Home.asp>. This intranet web-based portal is intended to provide user support information, MMARS resources, and services for end-users. The CTR Knowledge Center is your "one-stop" information center for policies, procedures, MMARS support, e Learning, job aids, forms, and any other resources you need to conduct your departmental day-to-day business.