



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

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**MEMORANDUM**

**TO:** All Chief Fiscal Officers

**FROM:** Thomas L. White, Jr.  
State Comptroller

**DATE:** August 19, 2013

**RE:** Comptroller Charges

Comptroller charges for services will be effective October 1, 2013. Charges will be billed monthly in arrears. Information concerning this new process was communicated in the FY 2014 Budget Request instructions in September 2012 and FY 2014 Operations Plan instructions in June of this year. Fee authority codified as Title 41-4-66(d). The Comptroller's Office intends to utilize the electronic transfer system, which will simplify the process and limit the amount of paperwork required to be handled by each agency.

In order to develop this process, the Comptroller's Office needs specific accounting information from which these charges will be made. Attached is a transfer request document that will be used to set up these payments on our custom database.

AFNS agencies may choose to have their accounting information passed back to them once the transaction has been updated in CAS. Mark the appropriate box on the form with a "Y" if your agency accounting should be automatically updated in your system and include your AFNS codes on the form. Non-AFNS agencies should complete the form by entering CAS codes only. *Please include e-mail contact information and phone number so that my office can address any questions.*

Return your completed form to Ms. Pam Harris, Fiscal Management, RSA Union Building, Suite 216, no later than Thursday, August 29, 2013. After collection of initial data, I will send out additional details regarding this process.

If you have any questions or need assistance completing the form, please contact Ms. Harris at 334-242-4225 or my office at 334-242-7050. Thank you for your assistance.

TLWjr/PH

Attachment