



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Robert Bentley
Governor


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Acting Director of Finance

Thomas L. White, Jr., CPA
State Comptroller

Janice A. Hamm, CPA
Deputy State Comptroller

MEMORANDUM

TO: All Agency Fiscal Officers

FROM: Thomas L. White, Jr. 
State Comptroller

DATE: October 24, 2013

RE: Comptroller Charges Transfer Form and Invoice Process

Beginning in November, agencies will be billed for Comptroller fees based on the previous month's actual transactions. Your agency coded transfer form is attached. Monthly billing and payment will be handled through the transfer sub-system as follows:

1. Monthly invoices will typically be published on the 2nd workday of each month on the ISD invoice website.
2. Agencies will be notified by e-mail when invoices are loaded and accessible.
3. Invoices will also be loaded in summary and detail on the FRMS website.
<https://frms-reports.alabama.gov/login>
4. Agencies will submit transfer form and a copy of their invoice to Fiscal Management for processing.
5. Agencies can request transfer be automatically processed by e-mailing Ms. Pam Harris at pam.harris@comptroller.alabama.gov.
6. Uniform FY 2014 billing rates are:

a.	CR	Cash Receipt Lines Processed	\$ 3.4700
b.	OT	Warrant Register Processed	\$ 66.9800
<i>*only Finance, Human Resources, Peace Officer Annuity & Benefit, Revenue and Retirement Systems</i>			
c.	HR	Payroll Warrants Issued	\$ 1.5000
d.	PV	Payment Voucher Lines Processed	\$ 1.0400
e.	AT	Accounting Ledger Records Created	\$ 0.3400

If you have any questions, please contact Ms. Harris at 334-242-4225 or my office at 334-242-7050.

Thank you for your assistance.

TLWjr/PKH/dt

Attachment