



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2620  
Telephone (334) 242-7050 Fax (334) 242-7466  
[www.comptroller.alabama.gov](http://www.comptroller.alabama.gov)

Kay Ivey  
Governor

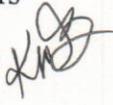
Clinton Carter  
Finance Director

Kathleen D. Baxter, PhD, CGFM, CPM  
State Comptroller

September 7, 2017

MEMORANDUM

TO: Department Directors  
Chief Fiscal Officers

FROM: Kathleen D. Baxter   
State Comptroller

SUBJECT: Update to *Fiscal Policy and Procedures Manual*

An updated version of the State of Alabama's Fiscal Policy and Procedures Manual has been posted to the website. This is an extensive update in both content and appearance. Links to forms, job aids, and other relevant material has been created to provide a more efficient and effective means of providing policy and procedural information related to the fiscal processes of the State of Alabama. This update to the manual includes STAARS related instructions and processes. Users will need to have a user id for the STAARS website to access the links to STAARS related job aids and instructions.

Please distribute this information to those individuals in your agency who use the manual. If you have questions or comments, please contact Taylor Freeman at [taylor.freeman@comptroller.alabama.gov](mailto:taylor.freeman@comptroller.alabama.gov).