



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Deputy State Comptroller

MEMORANDUM

TO: Chief Fiscal Officers

FROM: Kathleen D. Baxter 
State Comptroller

DATE: October 4, 2018

SUBJECT: Financial Statements for 2018

The Comptroller’s Office is beginning preparation of the State's 2018 *Comprehensive Annual Financial Report (CAFR)*. As part of the preparation process, all departments are required to make adjustments and accruals for accounting events that have not been captured through daily transactions as well as certain note disclosures. Enclosed you will find a list of the specific items requiring action on your part and some general instructions. Guidance for specific CAFR items can be found on the STAARS Support Portal at https://alstaars.servicenow.com/it/browseResources_policiesProcedures.do. Please provide all information **no later than October 26, 2018**.

If you have any questions, please contact any of the following individuals in the Financial Reporting section of the Comptroller’s Office:

- Brett Gantt brett.gantt@comptroller.alabama.gov 334-353-2749
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Your assistance in providing the requested information in a timely manner is greatly appreciated.

KDB/sm