



STATE OF ALABAMA  
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Office of the State Comptroller

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**MEMORANDUM**

TO: Chief Fiscal Officers

FROM: Kathleen D. Baxter   
State Comptroller

DATE: October 4, 2019

SUBJECT: Financial Statements for 2019

The Comptroller's Office is beginning its preparation of the State's 2019 *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](https://alstaars.servicenow.com/it/browseResources_policiesProcedures.do)

Please provide all information **no later than October 25, 2019**.

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

➤ Brett Gantt	<a href="mailto:brett.gantt@comptroller.alabama.gov">brett.gantt@comptroller.alabama.gov</a>	334-353-2749
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Your assistance in providing the requested information in a timely manner is greatly appreciated.

KDB/sm