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

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MEMORANDUM

TO: Chief Fiscal Officers

FROM: Kathleen D Baxter
State Comptroller

A handwritten signature in black ink, appearing to be 'KDB', written over the name 'Kathleen D Baxter'.

DATE: September 30, 2022

SUBJECT: FY 2022 Schedule of Expenditures of Federal Awards (SEFA)

The Comptroller's Office is beginning its preparation of the State's 2022 Schedule of Expenditures of Federal Awards (SEFA). Your department's SEFA Preparer is being copied on this email. The SEFA Instructions and an Excel spreadsheet template for the preparation of the FY 2022 SEFA are attached. The instructions and template can also be found on the Comptroller's website at <https://comptroller.alabama.gov/sefa/>.

Please submit your department's SEFA to sefa@comptroller.alabama.gov by October 21, 2022. The email should identify your department or agency in the subject (for example SEFA-Forestry, SEFA-ADECA, etc.) If you have any questions, please contact one of the following individuals in the Financial Reporting Section of the Comptroller's Office:

- Dana Thomas 334-353-1466 dana.thomas@comptroller.alabama.gov
- Megan Corley 334-353-1611 megan.corley@comptroller.alabama.gov
- Rick Thomas 334-353-1612 rick.thomas@comptroller.alabama.gov

Your assistance in providing the requested information in a timely manner is greatly appreciated.

KDB/dt