



State of Alabama
Department of
Examiners of Public Accounts

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Chief Examiner

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Gordon Persons Building
50 North Ripley Street, Room 3201
Montgomery, AL 36104-3833

April 4, 2014

The Department of Examiners of Public Accounts, at the request of the legislative Sunset Committee, is presenting a training session oriented to state board/commission members and their staffs. Although the training was developed primarily for state regulatory boards and commissions, much of the training is applicable to all state agencies.

The objective of this training is to provide information on the conduct of agency business according to state law and good administrative practice. We believe that dissemination of this information will result in better agency operations and fewer audit findings.

The training will include:

- Compliance with enabling statutes and general laws of the state and their interpretations by the Attorney General, the Ethics Commission, and the Examiners of Public Accounts.
- Recurring issues revealed during our examinations.

Time will be allotted for questions and answers.

The training will be conducted on May 7, 2014 from 8:30 AM - 4:00 PM in the auditorium on the bottom floor of the Gordon Persons Administrative Building at 50 North Ripley Street in Montgomery.

Registration will be from 8:00 – 8:30 AM.

Parking is scarce, and it may be necessary to park at the Cramton Bowl parking lot. Trolley service is provided from that area to the Gordon Persons Building.

If your organization plans to have members present at the training, please respond by April 30, 2014 as to how many will attend in order to allow us to prepare sufficient reference material for distribution to attendees. Please include in your response the following information:

- Name of person attending
- Title of person attending
- Agency of person attending

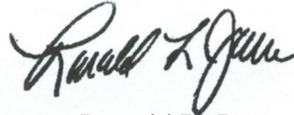
Responses can be made:

- By e-mail to Chris.Kilpatrick@examiners.alabama.gov

- By FAX to Chris Kilpatrick at (334) 353-1331
- By regular mail to Department of Examiners of Public Accounts
P O Box 302251
Montgomery, AL 36130-2251
ATTN: Chris Kilpatrick
- By telephone at (334) 353-8824

I believe you will find this training relevant and beneficial.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald L. Jones". The signature is written in a cursive style with a large, stylized initial "R".

Ronald L. Jones
Chief Examiner