

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
ADMINISTRATIVE CODE

CHAPTER 355-1-1  
ORGANIZATION

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(1) DIRECTOR'S OFFICE. The Department of Finance provides administrative services to other state agencies. The department was created to manage and control all matters pertaining to fiscal affairs, except those specifically assigned to other agencies. It also has duties relating to the acquisition and control of property and supplies. Its programs are: to manage, supervise and control all matters pertaining to the fiscal affairs and fiscal procedures of the state except those assigned to other agencies by law; to keep records, accounts and other appropriate data; to manage, supervise and control the insurance and state surety insurance funds; to make an annual financial report of the state.

(2) DIVISION OF BUDGET. The functions and duties of the Division of Budget are as follows:

(a) To prepare and administer the budget, and direct the execution thereof.

(b) To assist in preparing a detailed, tentative budget for every department, board, bureau, commission, agency, office and institution of the state, including those which employ special or earmarked funds, and all earmarked and special funds shall be included in the regular budget of each such department, board, bureau, commission, agency, office or institution.

(c) To make all budget allotments.

(d) To administer, enforce and supervise the execution of the budget, including the enforcement of penalties for the violation of any law, rule or regulation with respect thereto.

(e) To perform all acts and duties required with respect to the budget by the provisions of this article.

(f) To furnish all information for and assist in the preparation of the general revenue bill and all appropriation bills.

(g) To prepare and make such comparisons, studies and reports as may be helpful in the preparation or execution of the budget or the making of budget allotments or as may be required from time to time by the Director of Finance or the Governor.

(h) To secure such information and data from any department, board, bureau, commission, agency, office or institution of the state or any officer or employee thereof as may be needed or considered helpful in the preparation of the budget or any report, study, comparison or other assignment of the Division of Budget.

(i) To perform such other functions and duties of the Department of Finance as may from time to time be assigned by the Director of Finance.

(3) DIVISION OF CONTROL AND ACCOUNTS. The Division of Control and Accounts is responsible for maintaining all books, records and accounts of the State Treasury which relate to the finances of the state government. The accounting element includes maintenance of fund balances in the State Treasury, preauditing of receipts and disbursements to ensure legal compliance and computer services to provide accounting and budgeting data for the various state departments and for the executive and legislative branches of government.

(4) DATA SYSTEMS MANAGEMENT.

(a) The Data Systems Management Division is responsible for the successful operation of the state's data centers and the continued effort of consolidating the state's data processing units into these data centers. It is Data Systems Management's obligation to provide the technical and advisory assistance necessary to accomplish these goals. DSMD has the responsibility of coordinating and controlling all the data processing activities of the state agencies. This area includes preparing RFP's and ITB's for data processing products, services and equipment. After the responses are received, DSMD has the final responsibility for the vendor selection that will best serve the needs of the state in conjunction with the least cost to the state.

(b) DSMD also provides and maintains continuing educational programs to ensure a knowledgeable staff in each agency in order that the state's data processing function remains current with the industry's growth and development.

(c) DSMD is also charged with responsibility for the field of word processing. This includes analyzing all word processing bids, and setting up word processing demonstrations for a particular agency. The demonstrations give the interested agency a visual preview of how that vendor's equipment will perform the agency's work requirements.

(d) DSMD also assists the agency in selecting the equipment that will best serve its purposes and functions. Also, DSMD must control the proliferation of word processing equipment throughout state government.

(5) LEGAL DIVISION. The Legal Division advises the Director of Finance and other divisions on all legal matters pertaining to the department. The division is headed by an assistant attorney general who is appointed by the Director of Finance with the approval of the Attorney General. The Legal Division represents the state in all litigation affecting the department. In addition, the Chief of the Legal Division acts as attorney for the Board of Adjustment.

(6) PERSONNEL AND OFFICE OF SPACE MANAGEMENT.

(a) Personnel devises, recommends and installs departmental personnel policies and programs. It prepares and presents materials to support classification and pay plan changes, exceptional pay increases for individual employees and other personnel actions. It supervises an inservice training program, analyzes training needs, supervises other employees engaged in preparing training materials and conducts training courses. Personnel provides orientation and advisory services for new employees, explains payroll deductions, retirement benefits, credit union, group insurance, and other fringe benefits. It also supervises the procurement, investigation, interviews and initial selection of clerical and administrative employees. Personnel supervises the maintenance of classification and compensation plans, the requisitioning of eligibles from examination registers and the preparation and maintenance of service ratings and other personnel records.

(b) The Office of Space Management seeks to formulate a statewide space management program and to establish long-range plans in regard to state space needs. It makes studies, surveys, investigations, and inventories of all buildings owned or leased by the state. It promulgates uniform standards for allocation of facilities owned or leased by the state, investigates all requests for additional facilities needed by all state agencies and makes recommendations concerning the need for and the best method of allocating or acquiring such facilities. In addition, the Office of Space Management contracts with agencies, corporations or individuals to make studies, surveys, investigations, inventories and

recommendations relative to the most economic and feasible methods of acquiring new space and utilization of present space. It makes recommendations and reports to the legislature relative to the proper utilization of and acquisition of space by state agencies. With the aid, assistance and direction of the Finance Director and the Governor, it makes rules and regulations necessary to implement the provisions of the Enabling Act.

(7) DIVISION OF SERVICE. The Division of Service maintains, supervises, manages, repairs, improves, provides light and heat, cleans the Capitol and all buildings and property owned by the state in the Capitol Complex, including monuments and historical sites as well as the Governor's Mansions in Montgomery and Gulf Shores. Service provides security guards, hostesses (with exclusions), landscape gardeners (excluding Gulf Shores) and furnishes equipment necessary for these functions. It also provides a central mail service, central office supply service, central janitorial supply service, state motor pool, statewide telephone system, surplus property sales lot and supervises the activities of building authorities in the State of Alabama.

(8) DIVISION OF PURCHASES AND STORES. It is the primary function and duty of the Division of Purchases and Stores to purchase all personal property, except alcoholic beverages, for each state department, board, bureau, commission, agency, office and institution. In performing this function, the division renders an unparalleled service. In order to accomplish its duties, the Division of Purchases and Stores maintains a computerized bidders list of some 6,000 plus active bidders in approximately 1,324 commodity classifications. The division establishes, maintains and services annual supply contracts used by all state agencies and by many other political subdivisions.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 41-4-16, 41-4-35.

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