



# Searching the Boards and Commissions Resource Manual Using Adobe Acrobat or Reader

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Alabama Department of Examiners of  
Public Accounts  
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At the board and commission members training session, you received a disk with information pertaining to your training session. The disk contains an electronic copy of the resource manual and this presentation for using the manual, as well as a copy of the PowerPoint presentation from the training.



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The Boards and Commissions training manual on your disk is in PDF format and requires either Adobe Acrobat or Adobe Reader for access. If you do not have Adobe Acrobat or Adobe Reader on your computer, you will need to install a copy of the program to access the manual.



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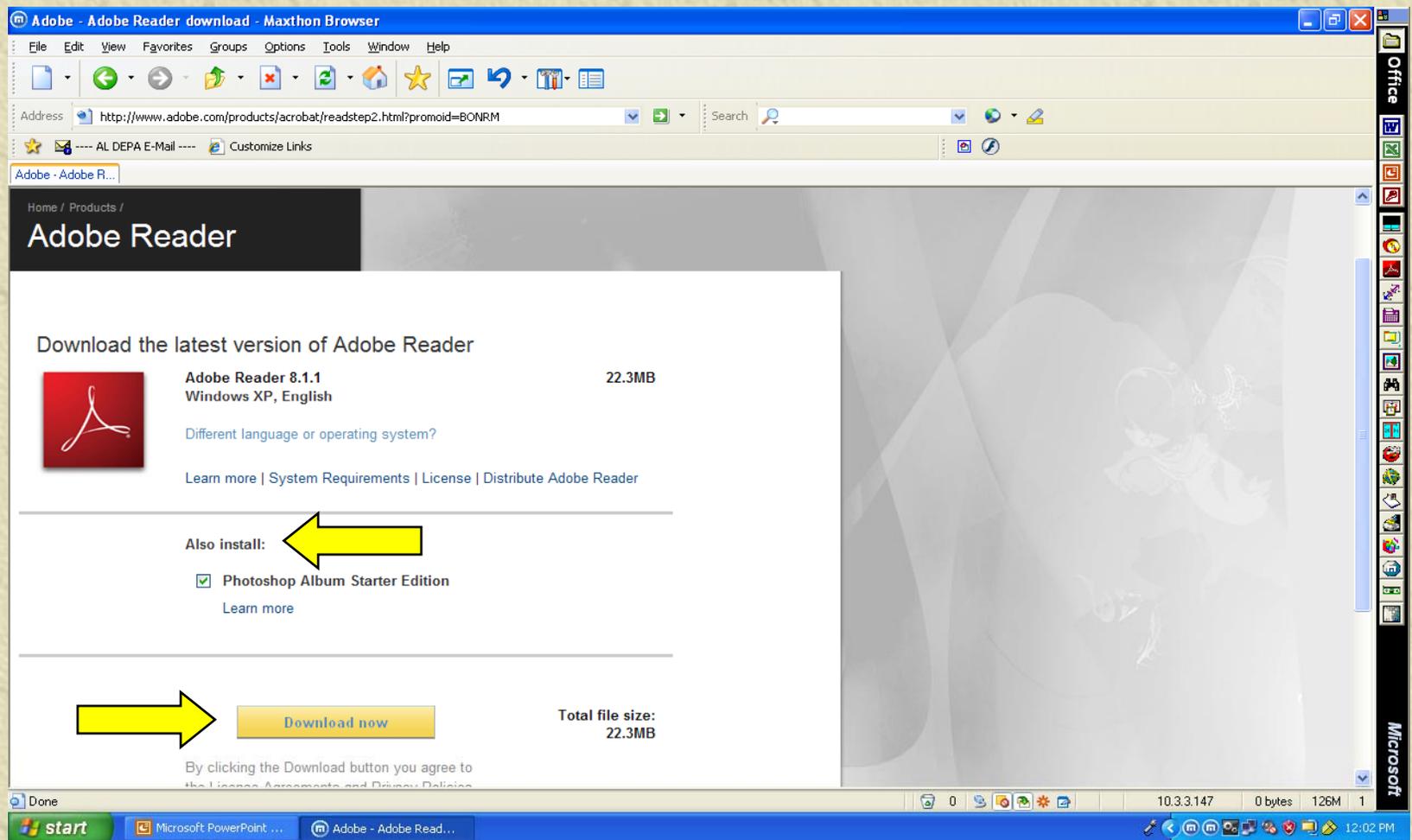
Adobe 8.1.1 can be used with all versions of Windows from 95 forward (95, 98, NT, ME, 2000, XP, and Vista). Adobe 8.1.1 can be downloaded from the [www.adobe.com](http://www.adobe.com) website.

Once you have installed Adobe software on your computer, you can open, search, and read the boards and commissions resource manual from the disk you received during the training session.

To download Adobe 8.1.1, go to the website [www.adobe.com](http://www.adobe.com). Locate and click on the “Get Adobe Reader” link on the home page to begin the download.

The screenshot shows the Adobe website in a Maxthon browser window. The browser's address bar displays <http://www.adobe.com/>. The website's main content area features a large banner for "ADOBE® CREATIVE SUITE® 3" with the tagline "For web, design, and video" and a link to "FIND OUT WHAT PRODUCT IS RIGHT FOR YOU > LEARN MORE >". Below the banner, there is a "Products and solutions" section. This section is divided into two columns: "Products" and "News". The "Products" column lists various Adobe products, including Acrobat, Flex, Illustrator, InDesign, LiveCycle Enterprise Suite, Photoshop, and Photoshop Elements. The "News" column contains several news items, such as "Adobe mobile solutions in the Mobile World Congress 2008" and "Bring out the best in your photos with Adobe Photoshop Elements 6 for Mac". A yellow arrow points to the "Get ADOBE® READER\*" button in the "Products" column. Other buttons in this section include "Get ADOBE® FLASH® PLAYER" and "Free web conferencing". The "Adobe Store" section is also visible, featuring "Creative Suite 3 Design Premium" and "Acrobat 8 Professional". The browser's taskbar at the bottom shows the Start button, open applications (Microsoft PowerPoint, Adobe - Maxthon Bro...), and system tray icons (network, volume, power, time: 11:59 AM).

Choose whether you wish to download the bonus Photoshop Album Starter software, and click on the “Download Now” button to begin download and installation.



Adobe - Adobe Reader download - Maxthon Browser

File Edit View Favorites Groups Options Tools Window Help

Address http://www.adobe.com/products/acrobat/readstep2.html?promoid=BONRM

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Done

start Microsoft PowerPoint ... Adobe - Adobe Read...

10.3.3.147 0 bytes 126M 1 12:02 PM

A wizard will indicate that the download has started, and will guide you through the rest of the setup procedures.

The screenshot displays a web browser window with the address bar showing `http://www.adobe.com/products/acrobat/readst`. The page content includes a navigation menu with links for 'Home', 'Solutions', 'Products', and 'Support'. The main heading is 'Adobe Reader', followed by 'Download Notes' which provides instructions on how to start the download. A small inset image shows a security warning from Internet Explorer. At the bottom of the page, there is a red Adobe Reader logo and the text 'Adobe Reader 8 Latest version for your OS Register Adobe Reader'.

Overlaid on the browser is a '6% Adobe Download Manager powered by getPlus@' window. It features the Adobe logo and a progress bar indicating 6% completion. Below the progress bar, it lists 'Downloads: Adobe Reader' and includes a 'Pause all' button. A detailed download bar at the bottom of the manager window shows 'Adobe Reader - 10.7%' with a progress bar, 'Decompression 0.0%', and 'Speed: 773.33 KB/sec - Estimated time: 26 sec (2.39 MB of 22.32 MB)'. The manager window also includes a search bar and an Adobe logo in the top right corner.

The Windows taskbar at the bottom shows the 'start' button, several open applications including 'Microsoft PowerPoint', 'Adobe - Adobe Read...', and '6% Adobe Download ...'. The system tray on the right displays the date and time as '12:04 PM'.



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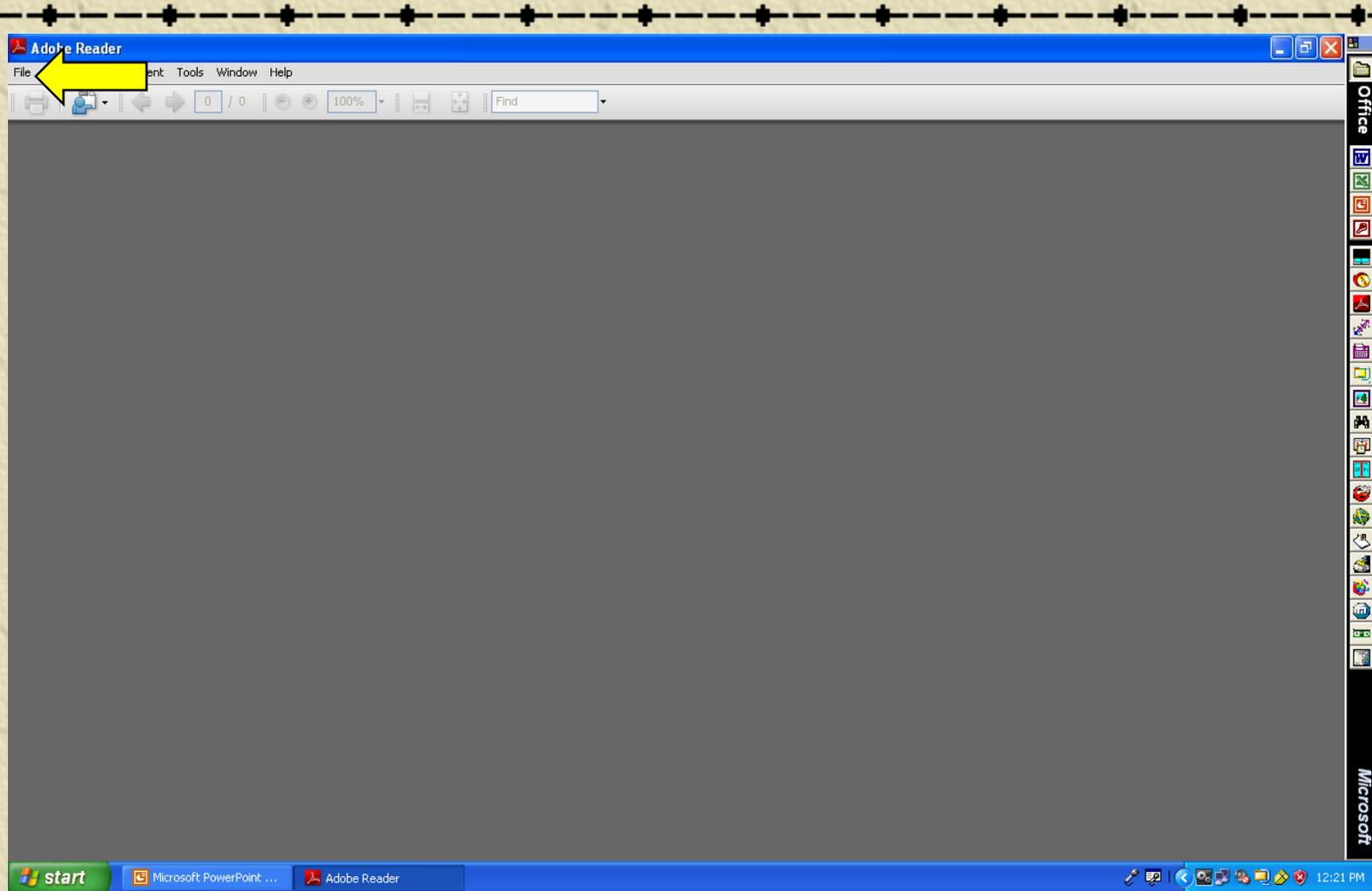
Once the setup wizard has run, you will need to restart your computer to be able to use Adobe Reader 8.1.1.



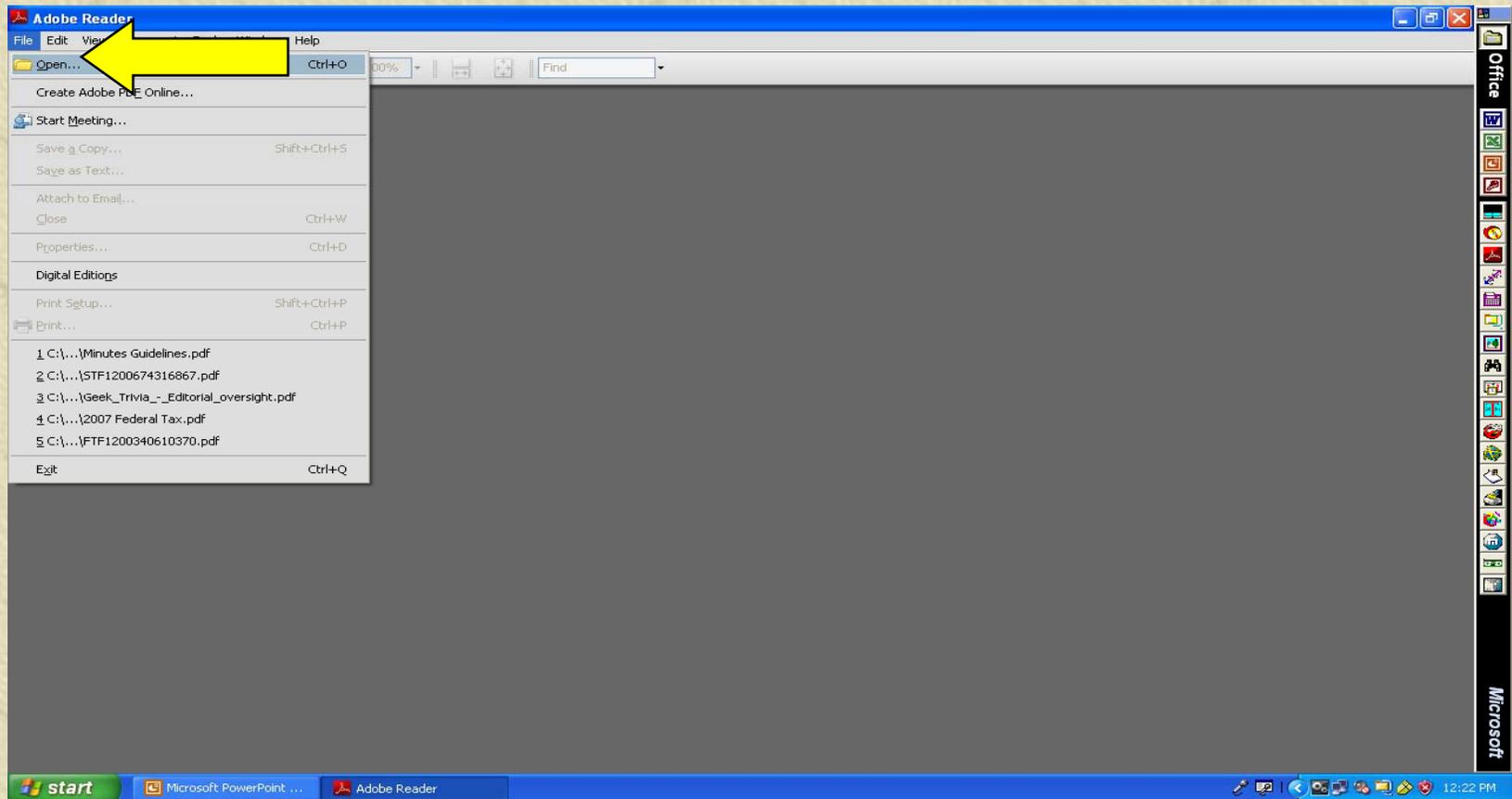
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The first time you open the Adobe software, a Licensing Agreement will pop up. Read the agreement, and click “Accept” if you accept the terms of use and wish to continue working with Adobe. If you click anything other than “Accept”, you will not be able to use the software.

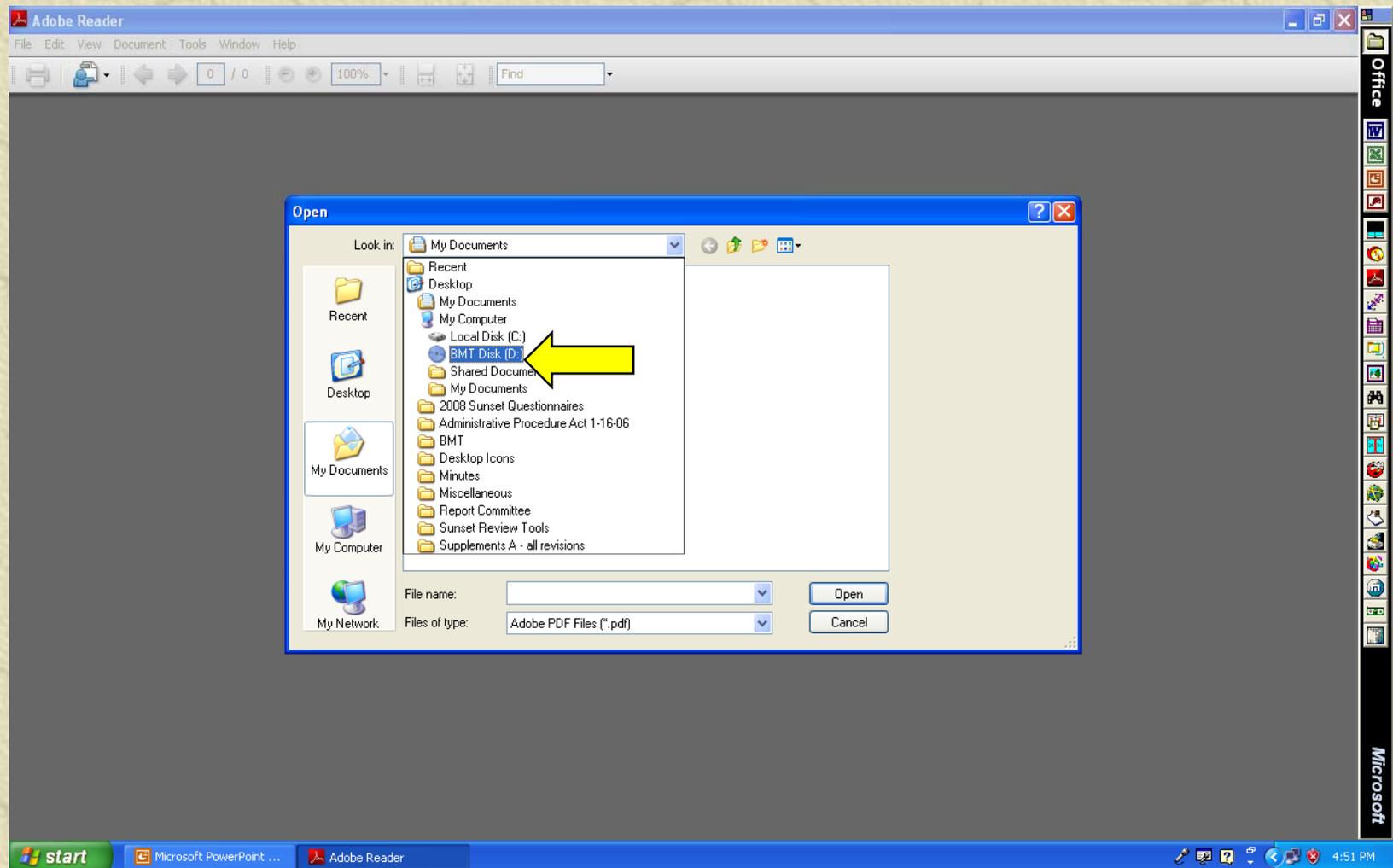
Click on the “File” link on the Adobe toolbar.



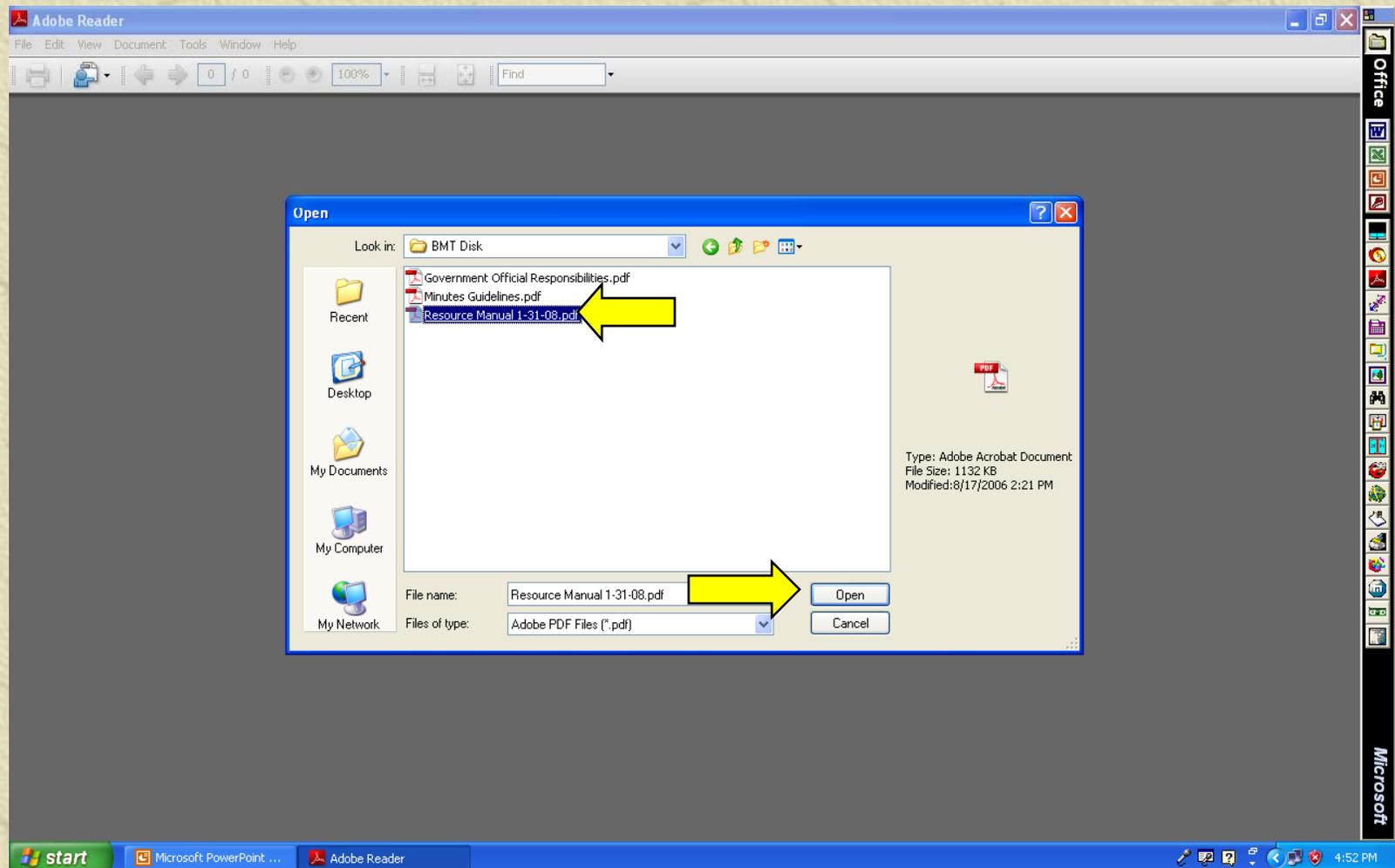
Click on “Open” to choose the destination and file you wish to view.



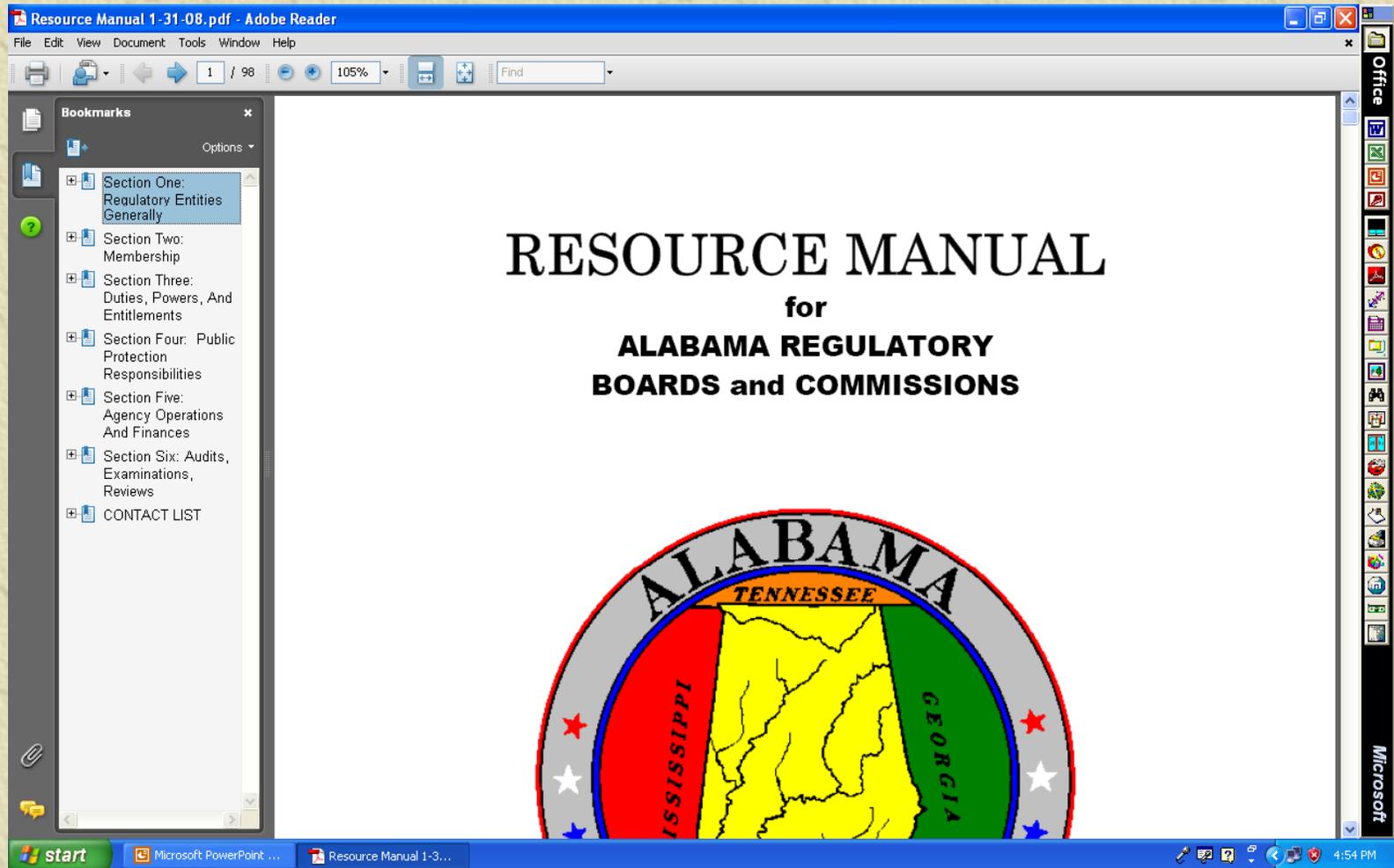
Click on the down arrow beside the “Look In” box and click to choose the D: drive from the list.



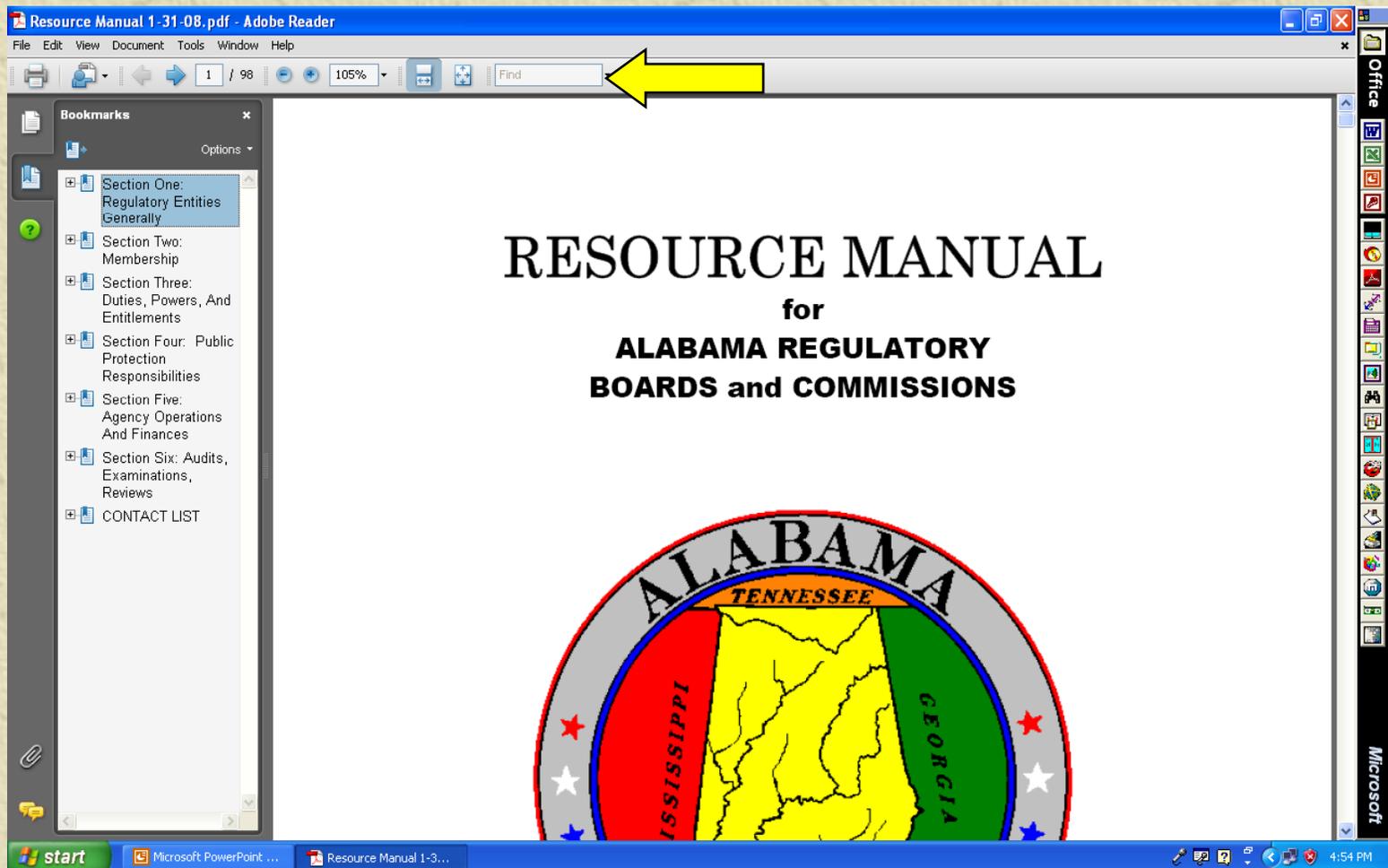
Choose the manual file from the list, and click the “Open” button.



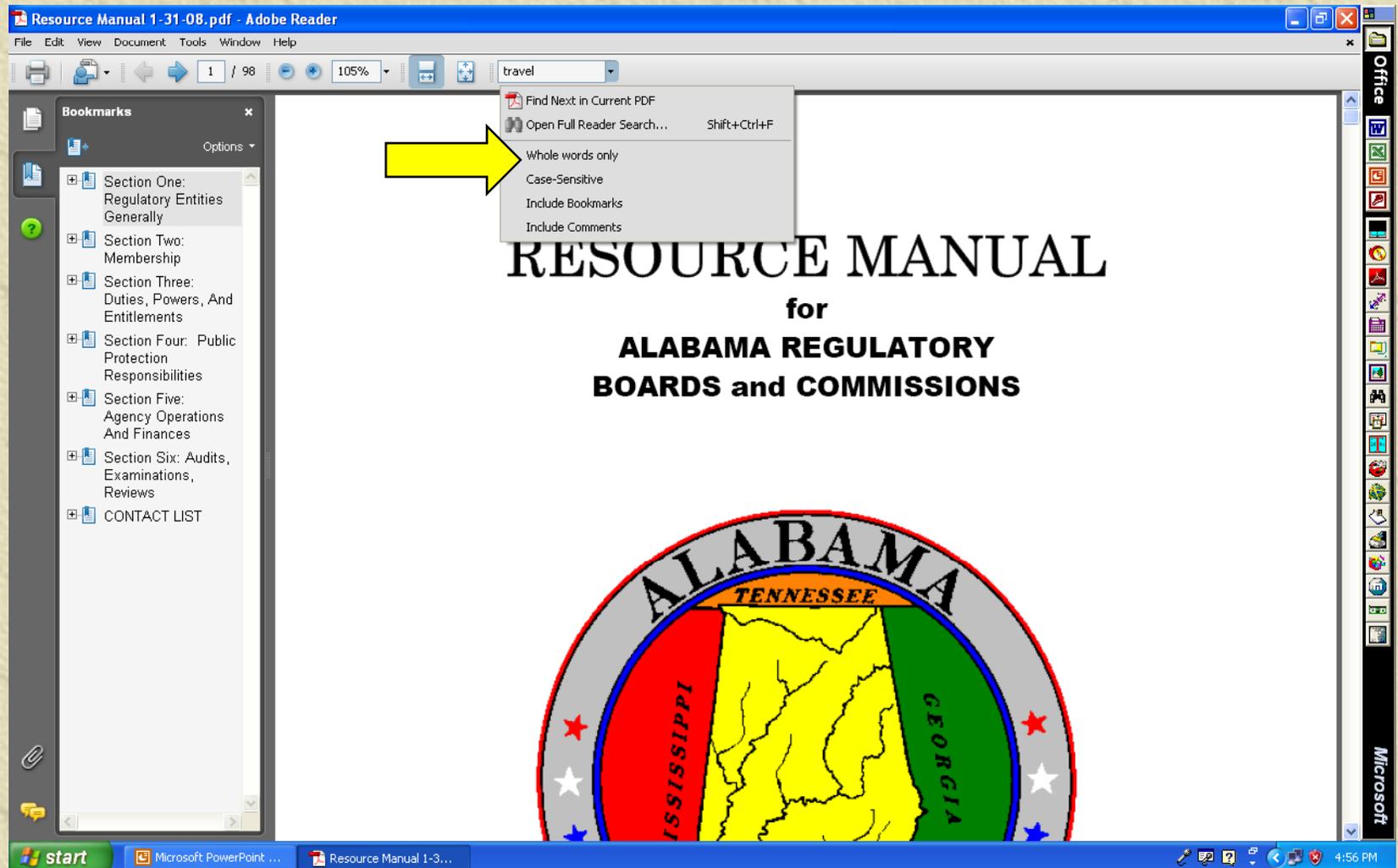
The boards and commissions training manual will be displayed on your screen.



To search the document for specific words, type your search phrase in the space labeled, “Find”.



Chose whether you want a “Whole words only” search (a search for “travel” will return only “travel” – not “travels”, “traveling”, or “traveler”).



The screenshot shows the Adobe Reader interface with a search for the word "travel". The search results are displayed in a list on the right side of the document. The first result is "travel" with a page number of 1. A yellow arrow points to the "Whole words only" option in the search dropdown menu, which is currently selected. The document content shows the title "RESOURCE MANUAL for ALABAMA REGULATORY BOARDS and COMMISSIONS" and a map of Alabama with the words "MISSISSIPPI" and "GEORGIA" written vertically on either side.

Resource Manual 1-31-08.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 98 105%

travel

- Find Next in Current PDF
- Open Full Reader Search... Shift+Ctrl+F
- Whole words only**
- Case-Sensitive
- Include Bookmarks
- Include Comments

Section One: Regulatory Entities Generally

Section Two: Membership

Section Three: Duties, Powers, And Entitlements

Section Four: Public Protection Responsibilities

Section Five: Agency Operations And Finances

Section Six: Audits, Examinations, Reviews

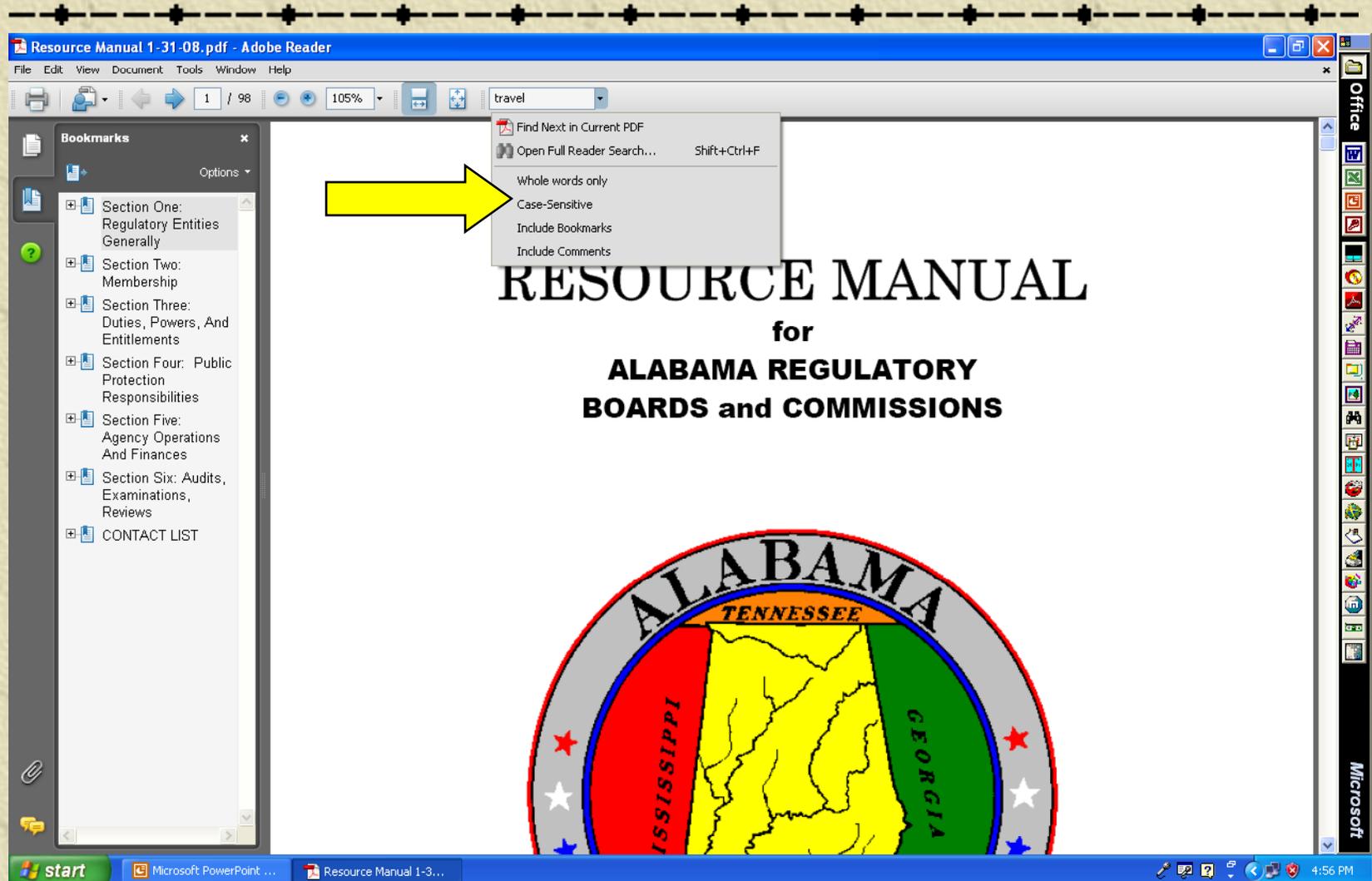
CONTACT LIST

**RESOURCE MANUAL**  
for  
**ALABAMA REGULATORY BOARDS and COMMISSIONS**

MISSISSIPPI ALABAMA GEORGIA

start Microsoft PowerPoint ... Resource Manual 1-3... 4:56 PM

If your search term is case sensitive, chose the  
“Case-sensitive” option.



The screenshot shows the Adobe Reader interface with a search menu open. The search term "travel" is entered in the search bar. The search options menu is displayed, with a yellow arrow pointing to the "Case-Sensitive" option. The menu items are: "Find Next in Current PDF", "Open Full Reader Search..." (with keyboard shortcut Shift+Ctrl+F), "Whole words only", "Case-Sensitive", "Include Bookmarks", and "Include Comments". The background of the PDF shows the title "RESOURCE MANUAL for ALABAMA REGULATORY BOARDS and COMMISSIONS" and a map of Alabama with neighboring states labeled: MISSISSIPPI, TENNESSEE, and GEORGIA.

Bookmarks

- Section One: Regulatory Entities Generally
- Section Two: Membership
- Section Three: Duties, Powers, And Entitlements
- Section Four: Public Protection Responsibilities
- Section Five: Agency Operations And Finances
- Section Six: Audits, Examinations, Reviews
- CONTACT LIST

RESOURCE MANUAL  
for  
ALABAMA REGULATORY  
BOARDS and COMMISSIONS

MISSISSIPPI  
TENNESSEE  
GEORGIA

Make sure that the cursor is still in the search text box, and then hit the “Enter” key. You will be taken to the first instance of your search term. You can click the “next” or “previous” buttons to navigate between instances of the search term.

The screenshot shows the Adobe Reader interface with a search for the term "travel". The search results are displayed in a list on the right side of the document, with the entry "TRAVEL EXPENSE REIMBURSEMENT" highlighted in blue. The document's table of contents is visible on the right side of the page, showing sections such as "SECTION THREE: DUTIES, POWERS, AND ENTITLEMENTS" and "SECTION FOUR: PUBLIC PROTECTION RESPONSIBILITIES". The search bar at the top of the document contains the text "travel". The Adobe Reader window title is "Resource Manual 1-31-08.pdf - Adobe Reader". The Windows taskbar at the bottom shows the Start button, Microsoft PowerPoint, and Resource Manual 1-3-... The system clock shows 4:59 PM.

Resource Manual 1-31-08.pdf - Adobe Reader

File Edit View Document Tools Window Help

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travel

Bookmarks

- Section One: Regulatory Entities Generally
- Section Two: Membership
- Section Three: Duties, Powers, And Entitlements
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The bookmarks look like a table of contents for the manual.

The screenshot displays the Adobe Reader interface. The window title is "Resource Manual 1-31-08.pdf - Adobe Reader". The menu bar includes File, Edit, View, Document, Tools, Window, and Help. The toolbar shows navigation and search options, with a page indicator of 1 / 98 and a zoom level of 105%. On the left, the "Bookmarks" sidebar is open, listing the following sections:

- Section One: Regulatory Entities Generally
- Section Two: Membership
- Section Three: Duties, Powers, And Entitlements
- Section Four: Public Protection Responsibilities
- Section Five: Agency Operations And Finances
- Section Six: Audits, Examinations, Reviews
- CONTACT LIST

A yellow arrow points from the "Section One: Regulatory Entities Generally" bookmark to the title page of the document. The title page features the following text:

**RESOURCE MANUAL**  
for  
**ALABAMA REGULATORY**  
**BOARDS and COMMISSIONS**

Below the text is a circular logo with a map of Alabama in the center. The map is divided into three vertical sections: red on the left labeled "MISSISSIPPI", yellow in the middle, and green on the right labeled "GEORGIA". The word "ALABAMA" is arched across the top, and "TENNESSEE" is written in a smaller font below it. The logo is bordered by a grey ring with red and blue stars.

The Windows taskbar at the bottom shows the Start button, open applications (Microsoft PowerPoint, Resource Manual 1-3...), and the system tray with the time 8:55 AM.

Click on the bookmark on the left side of the page, and you will be taken to the appropriate section in the manual.

Resource Manual 1-31-08.pdf - Adobe Reader

File Edit View Document Tools Window Help

19 / 98 105% Find

**Bookmarks**

- Section One: Regulatory Entities Generally
- Section Two: Membership
- Section Three: Duties, Powers, And Entitlements**
- Section Four: Public Protection Responsibilities
- Section Five: Agency Operations And Finances
- Section Six: Audits, Examinations, Reviews
- CONTACT LIST

### Section Three: Duties, Powers, And Entitlements

The discussion below is an overview of the duties, powers, and entitlements assigned to state agencies by law, and the responsibilities inherent in them.

- A *duty* is an act or course of action that is required by position, social custom, law, or religion.
- A *power* is the ability or official capacity to exercise control or authority.
- An *entitlement* is a right or claim to something.

#### 1. Duties

- *Staffing And Personnel*  
One important duty of a regulatory entity is to employ sufficient, competent staff to meet responsibilities. The state's Merit System Act, which governs the hiring of employees in state service, is found in the *Code of Alabama 1975*, Title 36, Chapter 26, which also creates the State Personnel Board and the State Personnel Department to administer the state's hiring. Unless specific statutory authority is granted to hire outside of the merit system, state agencies must comply with the Merit System Act and with State Personnel Board's rules and policies. These rules and policies include detailed procedures necessary to remain in compliance with federal and state laws regarding hiring, promotion, non-discrimination, benefits, and termination.

In the merit system, positions of service are divided into three categories:

- *Exempt Service*  
These positions are completely exempt from the requirements of the merit system law, the State Personnel Department's policies, and the rules of the State Personnel Board. The positions include, among others, officers elected by the vote of the

start Microsoft PowerPoint ... Resource Manual 1-3... 8:56 AM



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Additionally, you can use the URL links, or links to different websites, embedded in the text of the manual to go to and browse various websites for additional information and guidance. First, make sure that you are connected to the Internet. You cannot access URL links unless you are on-line.

The URL links display as the address of a particular website, and are underlined with blue text.

The screenshot shows the Adobe Reader interface. The title bar reads "Resource Manual 1-31-08.pdf - Adobe Reader". The menu bar includes "File", "Edit", "View", "Document", "Tools", "Window", and "Help". The toolbar shows various navigation and editing tools, including a "Find" search box. On the left, a "Bookmarks" panel is open, listing several sections: "Section One: Regulatory Entities Generally", "Section Two: Membership", "Section Three: Duties, Powers, And Entitlements" (which is selected and highlighted in blue), "Section Four: Public Protection Responsibilities", "Section Five: Agency Operations And Finances", "Section Six: Audits, Examinations, Reviews", and "CONTACT LIST". The main document area displays text from the PDF. A paragraph of text is partially visible at the top: "executive functions by the legislature or governor are not affected." Below this is a bulleted list item: "▪ Adequate Public Notice". The text under this item explains the requirements for public notification of meetings. A yellow arrow points to the URL "www.sos.state.al.us" which is underlined in blue. Below the list item, there are two more paragraphs of text. The first paragraph discusses the requirements for one-day notice for pre-arranged meetings. The second paragraph discusses emergency meetings and the reasons for less than 24-hour notice. The Windows taskbar at the bottom shows the "start" button, open applications like "Microsoft PowerPoint" and "Resource Manual 1-3...", and the system tray with the time "8:58 AM".

executive functions by the legislature or governor are not affected.

- *Adequate Public Notice*  
In order for the public to be aware of a public meeting, the public must have the opportunity for notification of the meeting. Notification must include the time, date, and the nature of the meeting. If a preliminary agenda is available at the time of notification, this shall also be included. If there is no preliminary agenda, a general description of the nature and purpose of the meeting shall accompany the notification. Agencies with statewide jurisdiction must submit a notice to the secretary of state so that it may be posted on the website of the secretary within the act's stated deadlines. Under the Open Meetings Act, Section 2(6)(a)(1) requires a seven-day notice of all pre-arranged meetings required by law to be held at a certain place or time. For instance, the Licensure Board for General Contractors must meet in January, April, July, and October of each year (Section 34-8-24). Therefore, the Licensure Board for General Contractors must submit notice of the meeting to the secretary of state several days prior to the seven-day deadline. The secretary of state has formulated a policy by which the agencies are to submit the notification, and it is available at [www.sos.state.al.us](http://www.sos.state.al.us)

Sections 2(6)(a)(2) and (3) require a one-day notice to be given for pre-arranged meetings to possess or approve the expenditure of funds. They also require a one-day notice of all meetings to discuss business matters of the agency. For instance, if the License Board for General Contractors wanted to meet in December to discuss issues concerning licensees, a one-day notice would be required. Notice must be submitted to the secretary of state's website with enough time to allow processing and posting of the notice for at least one day prior to the meeting.

Emergency meetings must have at least a one-hour notice. There are only two reasons for less than 24-hours' notice. One exception is that the agency requires a meeting in order to avoid immediate physical injury to persons or damage to property. The other exception is that a public official or employee is resigning, and the agency wants to accept the resignation. No other business of the agency

Click on the URL to follow the link to the appropriate website.

The screenshot shows the Adobe Reader interface. The title bar reads "Resource Manual 1-31-08.pdf - Adobe Reader". The menu bar includes "File", "Edit", "View", "Document", "Tools", "Window", and "Help". The toolbar shows various navigation and editing tools. On the left, a "Bookmarks" pane is open, listing sections: "Section One: Regulatory Entities Generally", "Section Two: Membership", "Section Three: Duties, Powers, And Entitlements" (highlighted), "Section Four: Public Protection Responsibilities", "Section Five: Agency Operations And Finances", "Section Six: Audits, Examinations, Reviews", and "CONTACT LIST". The main document area displays text from a PDF. A yellow arrow points to the URL <http://www.sos.state.al.us/> within the text. The Windows taskbar at the bottom shows the Start button, open applications (Microsoft PowerPoint, Resource Manual 1-3...), and the system tray with the time 8:58 AM.

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Sections 2(6)(a)(2) and (3) require a one-day notice to be given to the public for meetings to possess or approve the expenditure of funds. They also require a one-day notice of all meetings to discuss business matters of the agency. For instance, if the License Board for General Contractors wanted to meet in December to discuss issues concerning licensees, a one-day notice would be required. Notice must be submitted to the secretary of state's website with enough time to allow processing and posting of the notice for at least one day prior to the meeting.

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You will be taken straight to the appropriate website for further searching and review.

Welcome to the Alabama Secretary of State - Microsoft Internet Explorer provided by AL Examiners of Public Accounts

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Address <http://www.sos.state.al.us/> Go Links

 **OFFICE OF THE SECRETARY OF STATE**  
**NANCY WORLEY, SECRETARY OF STATE**

Today is Thursday, August 17, 2006. This site was last revised on August 3, 2006.

**Good Afternoon!**

Welcome to the Office of the Secretary of State. We hope that if you have questions about the services we render and the programs we administer, you will find your answers here.

**Download FCPA Forms NOW** Over the past several years, we have made a concerted effort to publish as much information as we can on this web site. Look for new additions through the year.

Knowing that our work touches millions of citizens each year, we are committed to making this office one of the most consumer-friendly in state government.

On this site, you can search for a corporate name, UCC financing statements, elections results, registrations for sports agents and notaries. You can even find information on the Acts of Alabama or recently-approved state laws. You can also download a voter registration application.

If you have questions or suggestions on how we might better serve you, please e-mail us. You can message us by clicking [here](#).

**ALABAMA**  
**Open Meetings Act**

**ELECTION 2006**  
**ON-LINE INFORMATION**

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**GET AN ABSENTEE BALLOT APPLICATION**

**MILITARY VOTERS OVERSEAS CITIZENS**

**PROVISIONAL BALLOT STATUS**

**Help America Vote Act**  
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**PROVISIONAL VOTING INSTRUCTIONS** **CLICK**

**CAMPAIGN FINANCE REPORTS** **VIEW**

Done Local intranet

start Microsoft PowerPoint ... Adobe Reader - [Res...] Welcome to the Alab... 3:43 PM



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You can also access the boards and commissions resource manual from the website for the Department of the Examiners of Public Accounts.

Log on to the Internet and go to the Examiners website at [www.examiners.state.al.us](http://www.examiners.state.al.us), or at [www.examiners.alabama.gov](http://www.examiners.alabama.gov).

Examiners of Public Accounts - Microsoft Internet Explorer provided by AL Examiners of Public Accounts

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 State of Alabama  
Department of  
**Examiners of Public Accounts**  
*Ronald L. Jones, Chief Examiner*

**CONTENT**

- Welcome
- Audit Reports
- Forms Publications
- History Authority
- Legislative Committee

**Welcome !!**

The Department of Examiners of Public Accounts is the independent legislative audit agency for the State of Alabama. The Department has the authority to perform audits of the accounts of all entities receiving or disbursing public funds. We are part of the Legislative branch of state government, and are independent of the Executive and Judicial branches of state government, as well as all local governments in the State.

<b>Location</b>	<b>Telephone</b>	<b>Mailing Address</b>
Gordon Persons Building 50 North Ripley St., Rm 3201 Montgomery, AL 36104-3833	(334) 242-9200 <b>FAX</b> (334) 242-1775	P. O. Box 302251 Montgomery, AL 36130-2251

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[Employment Information](#)

[Sunset Committee Information](#)

[Board Member Training Information](#)

Done Trusted sites

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3:45 PM

Choose the “Forms and Publications” button from the sidebar menu on the left side of the page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the website for the Alabama Examiners of Public Accounts. The browser's address bar shows the URL <http://www.examiners.state.al.us/>. The website header includes the state seal of Alabama and the text: "State of Alabama Department of Examiners of Public Accounts Ronald L. Jones, Chief Examiner".

The main content area features a "Welcome!!" message and a paragraph describing the department's role as the independent legislative audit agency for the state. Below this, there are three columns of contact information:

Location	Telephone	Mailing Address
Gordon Persons Building North Ripley St., Rm 3201 Montgomery, AL 36104-3833	(334) 242-9200 FAX (334) 242-1775	P. O. Box 302251 Montgomery, AL 36130-2251

At the bottom of the page, there are links for "Employment Information", "Sunset Committee Information", and "Board Member Training Information".

The left sidebar menu, titled "CONTENT", contains several buttons: "Welcome", "Audit Reports", "Forms Publications" (highlighted with a yellow arrow), "History Authority", and "Legislative Committee".

The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft PowerPoint, Adobe Reader, and the Examiners of Public Accounts website. The system tray on the right indicates the time is 3:45 PM and the site is trusted.

Select the “Alabama Regulatory Boards and Commissions, Training Manual” from the forms and publications list.

Examiners of Public Accounts - Microsoft Internet Explorer provided by AL Examiners of Public Accounts

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Address <http://www.examiners.state.al.us/> Go Links

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**Examiners of Public Accounts**  
*Ronald L. Jones, Chief Examiner*

**CONTENT**

- Welcome
- Audit Reports
- Forms Publications**
- History Authority
- Legislative Committee

**Forms and Publications**

- [SMART Budgeting Planned Audit Procedures](#)
- [Vendor Disclosure Statement, State of Alabama \(posted 01/29/02\)](#)
- [Competitive Bid Laws, State of Alabama \(02/01/03\)](#)
- [Alabama Regulatory Boards & Commissions, Training Manual \(posted 04/27/05\)](#)
- [Alabama Legislative Acts of the Regular Session 2004, Summaries \(posted 08/02/04\)](#)
- [Hospital Audit Guide \(posted 05/21/05\)](#)
- [Mental Health Audit Guide \(posted 05/21/05\)](#)
- [Alabama Legislative Acts of the First Special Session 2004 & Regular Session 2005, Summaries \(posted 07/05/05\)](#)
- [Alabama Government Accountability Forum Presentation \(08/30/05\)](#)
- [Legal Compliance & Program Compliance Standards for Audits of Local Boards of Education \(05/18/06\)](#)
- [Alabama Legislative Acts of the Regular Session 2006, Summaries \(posted 07/17/06\)](#)

If the document you need is not listed, or if it is too large for download,  
E-Mail: [Examiners of Public Accounts](#)

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Trusted sites 3:46 PM

The manual will be displayed in the Examiners website's right-hand pane. The pane will be subdivided for the table of contents and the manual text. Begin your search as previously described.

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*Ronald L. Jones, Chief Examiner*

**CONTENT**

Welcome

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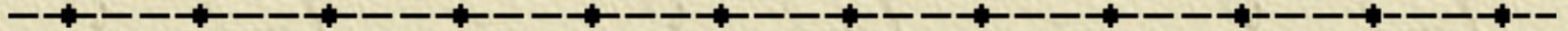
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