

IDENTIFICATION OF CONFIDENTIAL EXPENSES

Instructions

The *Identification of Confidential Expenses* form is used to identify expense accounts in the VISION system that may contain payment information which has been designated as confidential in statute or by federal or state regulation and must be excluded from statewide payment reports. Categories of expense that are not designated as confidential in statute or regulation **should not be included** on this form and must be included in statewide payment reporting.

Effective for reports using an Effective Date of 7/1/2017 and later, this form is required only from departments that issue confidential payments as reported on the annual Financial Reporting Questionnaire.

Requirements:

1. Departments who issue confidential expenses must submit completed forms annually by **June 30** to be effective the following state fiscal year.
2. This form must also be updated whenever there are interim changes to expenses in an agency/department during a fiscal year. In this case, the form must be submitted **prior to** incurring confidential expenses to prevent the release of confidential information on subsequent reports.
3. This document must be signed by the Appointing Authority and submitted via email to the Department of Finance and Management.

Instructions:

1. Select **Type of Report**:
 - Annual - To be effective at the start of the next state fiscal year
 - Update - When changes occur during a fiscal year
2. Enter the **Effective Date** - For Annual Reports, the effective date should be July 1 of the following state fiscal year.
3. Enter the **Agency/Department Name** and **Business Unit**.
4. Complete all columns in the **Confidential Expense Accounts** section. You must identify the statute or regulation requiring the exclusion. Only those exclusions required by statute or federal or state regulation will be allowed.
5. The Appointing Authority, or designee, must **sign this form** and submit it to the Department of Finance and Management by the due date. The appointing authority's signature or designee's signature must match the signature on the department's Delegation of Authority for Signature Authorization form submitted to the Secretary of Administration's Office per Bulletin 3.3 addendum dated April 20, 2015.

Due Dates:

Annual Report - Due by **June 30** each year

Update - Due **before expenditures are incurred** in the account(s)

Submit completed and signed forms via email to: VISION.CAFR@vermont.gov
