

# ***INTERNAL CONTROL NEWS***

## **DECEMBER 2013**

The purpose of this quarterly newsletter is to provide departments with articles on good business practices, internal controls, and responsibilities. Through articles intended to promote educational and professional development opportunities for employees, this newsletter seeks to raise awareness across state government on the importance of internal controls. We hope that by providing this array of information, we can keep you informed of internal control related activities, and help you implement and maintain effective controls in your areas of operation.

## **Performance Measure Pilot**

The Vantage budget system was implemented in the fall of 2012 to produce the FY 2014 state budget. One of Vantage's features is its "performance measure" module, which will allow presentation of a program's objectives and performance measures alongside its budget data. That module is scheduled to be implemented in this year, via a "pilot" program, selecting 13 programs across 11 departments. The participants in the pilot program are as follows:

- Court Diversion
- Dept. of Liquor Control - Enforcement appropriation
- Dept. of Health – Alcohol and Drug Abuse Prevention (ADAP)
- Dept. for Children & Families - General Assistance
- Dept. of Disabilities, Aging & Independent Living - Traumatic Brain Injury
- Agency of Education:
  - Adult Education and Literacy
  - Tobacco Litigation-funded programs
- Dept. of Forests, Parks, and Recreation – State Parks appropriation
- Agency of Transportation – Town Highway Bridges
- Agency of Agriculture, Food & Markets:
  - Food Safety
  - Working Lands
- State Treasurer's Office – Unclaimed Property
- Agency of Commerce & Community Development – Tourism and Marketing



Each of these programs will describe their program objective and provide three performance measures, all of which will be incorporated into the Vantage system. Vantage

will then be able to provide reports and other documentation that uses these measures to inform the program's budget review. (It should be noted that departments have always been expected to provide "off-line" performance data as part of their budget presentations, and this process will continue. Pilot departments can provide more extensive supplemental performance data if they wish, and non-pilot departments should continue to meet the requirement with their off-line materials.)

The budget office presented this approach to the House Appropriations Committee on October 30, where it received a very positive response. Over the past two years, that committee has been placing increased emphasis on performance measures in its budget review, frequently asking departments:

- What are we doing?
- How well are we doing it?
- Is anyone better off?

The committee is optimistic that the pilot program – and eventual rollout of performance measures in the budget system – will help them to answer those questions.

Heather Campbell, our newest budget analyst, is project manager within the budget office for this initiative. Sue Zeller, the State's new Chief Performance Officer, will be ensuring that this effort is consistent with the State's Strategic Plan, Governor's "dashboard," and other state-wide and departmental accountability and performance-tracking initiatives. Consultants from our budget system vendor are also assisting with the implementation.

## Maintaining Employee Data

Every year a significant number of W-2s do not get delivered because of an incorrect mailing address. Delayed W-2s are an unnecessary inconvenience and source of stress for employees. Please do your part to ensure the accuracy of current and former employees' addresses.

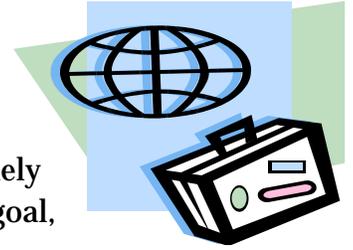


*Important notice regarding the upgrade to VTHR:*

- **Both** the Home and Mailing address are required, even if they are the same.
- **Mailing address** is where you receive mail (and where W-2s will be mailed in January).
- **Home address** is the location of your residence; think of this as your 911 address.
- Current employees need to login to VTHR and navigate to Self Service > Personal Information > Home and Mailing Address. Additional instructions are available on the [VTHR Resource Center](#).

Please make an extra effort to remind temporary and part-time employees of the importance of correct address information. If your department has a regular group of seasonal employees, please make an effort to send this reminder to them. Inactive employees who will receive a 2013 W-2 may update addresses by emailing the [VTHR Helpdesk](#).

# Traveler's Responsibility



The State of Vermont strives to ensure accurate and timely reimbursement of employee travel & expenses. To help achieve this goal, employees who travel for their jobs have a responsibility to:

- Know State travel policies and rules (e.g., Agency of Administration's [Bulletin 3.4: Employee Travel & Expense Policy](#));
- Know your department's requirements regarding submitting receipts, using chartfields, and month end procedures;
- Become proficient with the VISION Expense module including the training & support material on the [F&M website](#) and review the [frequently asked questions](#);
- Submit your expense report accurately and timely, including all required receipts and forms;
- Obtain necessary prior authorizations for travel & expenses in accordance with Bulletin 3.4 and your department's requirements;
- Ensure expenses incurred are reasonable and necessary for the conduct of official State business;
- Maintain an accurate record of expenses, including business purpose, destination, departure & return times, meal locations & times, miles driven, etc;
- Obtain required receipts and other supporting documentation;
- Know your department's policy and process for using a P-Card;
- Know who your department's expense coordinator is and seek his/her assistance as necessary.

## Staff Happenings



- **Sarah Clark** is the new Deputy Commissioner of Finance & Management. Sarah's previous State experience includes time as a Budget Analyst with the Dept. of Finance & Management (F&M), Assistant Financial Operations Manager for the Agency of Human Services, Financial Manager and interim Commissioner for the Dept. of Forests, Parks & Recreation, and most recently as Financial Director for the Dept. of Corrections.
- **Susan Zeller**, former Deputy Commissioner, has joined the Agency of Administration as the State's Chief Performance Officer.
- **Matt Riven**, Director of Budget & Management, will be leaving F&M in January to become the Chief of Finance & Administration at the Vermont Judiciary.

*Internal Control News* is published quarterly by the Dept. of Finance & Management.  
Please contact [Kevin Gilman](#) with comments or suggestions.