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*Adam Greshin, Commissioner*

**To:** Secretaries, Commissioners, Directors, and Elected Officials  
**From:** Adam Greshin, Commissioner of Finance & Management  
**Date:** February 22, 2024  
**Re:** **FY 2024 COSO / SAIC (Self-Assessment of Internal Control) Questionnaire**

As leaders, we are accountable to the Governor and to Vermonters for the resources entrusted to us. We must be effective and efficient, but we also must safeguard against fraud, waste, and abuse. **These are key components of a strong internal control system.** My office will issue its annual **FY 2024 COSO Self-Assessment of Internal Control** to your business offices today. The project will commence on **Monday February 26<sup>th</sup>, 2024, for completion by Monday April 8<sup>th</sup>, 2024 - our permanent six-week survey window.** This Spring schedule release is intended to alleviate some pressures during the mid-term, VISION Year End Close. The Self-Assessment questionnaire provides departments with a management tool to review, assess, and document current internal control practices, identify potential areas of risk or non-compliance, and ultimately be a catalyst for strengthening your agency's internal control system.

**How can you help?** The overall effectiveness of internal control, including this self-assessment, is greatly influenced by our collective commitment to it. Setting the proper tone begins with managers at all levels demonstrating their support of internal control through their words and actions, and by motivating and guiding employees to produce high-quality work, meet deadlines, adhere to prescribed policies and procedures, timely communicate information to those that need it, promptly resolve errors or problems, and protect the State's assets. Additional information, including our **Internal Control Standards: Manager Guide 2.0b**, can be found on the Finance & Management Internal Control website at: <http://finance.vermont.gov/policies-and-procedures/internal-controls>.

Finance & Management believes the time spent completing this self-assessment will pay dividends especially during unexpected situations that affect day - to - day operations, including unexpected events. When operational disruptions, errors, and even breakdown situations occur, they can be significant, time-consuming, and costly. Ultimately, they can pull resources away from our core missions. The objective of the self-assessment is to minimize undesirable events through informed, competent staff and robust internal control. **Better outcomes can be achieved within our departments and the State when proper internal controls exist within each agency.**

My entire staff is ready to assist you and we look forward to your advanced support in endorsing the **2024 Self-Assessment of Internal Control** within your agency. Please confirm the questionnaire responses are a valid representation of your operations. The responsibility for certifying the Self-Assessment **resides solely with your highest Appointing Authority.** Please ensure the questionnaire is **properly completed, reviewed, certified, and returned** to [Jeffrey.montgomery@vermont.gov](mailto:Jeffrey.montgomery@vermont.gov) by **Monday April 8<sup>th</sup>, 2024.** Thank you for your support.