

State of Vermont

Department of Finance & Management

Flowchart of Basic Policies, Procedures, and Guidelines (BPS # 15 General Overview) *(With Hyperlinks)*

IC Effective Date 08.2024

AOA Administrative Bulletins <i>Hyperlink</i>	AOA Secretary's Directive Memos <i>Hyperlink</i>	DFM Policies and Procedures <i>Hyperlink</i>	DFM VISION Procedures <i>Hyperlink</i>	DFM VISION Closing, Jobs, & Ops <i>Hyperlink</i>	DFM Grant Guidelines Bulletin 5.0 <i>Hyperlink</i>	DFM IC & Best Practice Series <i>Hyperlink</i>
B 2.3 State Vehicles & Attachments	2024, 2023, 2022, and 2021 Memos	# 1 Suspensions # 2 Federal Funds	# 1 Asset Management # 2 Rec Retention	Year End Closing	# 1 Pre-Award Eligibility	# 1 Cash Receipts & Bank Recons # 2 Petty Cash
B 3.3 Delegation of Authority & Addendums	2020 Memos	# 3 Pers Greetings # 4 Food & Refreshment	# 3 Purchases Orders, Contracts, BDA's	Month End Closing	# 2 Single Audit Review # 3 Grant Payments	# 3 A/P # 4 A/R
B 3.4 Employee Travel & Expense POV Mileage	2019 Memos	# 5 Payment Terms	# 4 Control & Transfer # 5 Petty Cash	Closing Forms	Bulletin 5 Forms Grant Agreement Part 1 & 2	# 5 Ledger Review # 6 Capital Assets
B 3.5 Procurement & Contracting	2018 Memos	# 7 Audit Reports # 8 FFATA	# 6 Prior Year Refunds # 7 GL Transfers	VISION Forms	Attachment C (BGS) Act 154 GSC Insurance Related	# 7 Purchasing # 8 Emp Separation
B 5.0 Grant Monitoring & Guidance	2017 Memos	# 9 Single Audit Finding Responses	# 8 Void Checks # 9 Travel Cash Advances		Granting Plans & Bulletin Tools	# 10 Emp T & E # 11 Fraud
B 7.14 Equipment Fund, B 10.0 ARRA Acct & Transparency	2016 & Prior Memos	# 10 Capital Assets	# 10 VISION Service Requests		Monitoring & Logs	# 12 SOC Rpting
B 17.10 Employment of Legal Counsel	Other Policy Directives	# 11 Indirect Cost Rate Review & Approval			Federal Guidance	# 14 SoV Org Charting # 15 BPS References