



State of Vermont
Agency of Administration
Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05609-0401
finance.vermont.gov

[phone] 802-828-2376
[fax] 802-828-2428

Adam Greshin, Commissioner

To: Secretaries, Commissioners, Executive Directors, and Elected Officials

From: Adam Greshin, Commissioner

Date: February 23, 2022

Subject: FY 2022 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 the annual **FY 2022 COSO Self-Assessment of Internal Control** to your business offices on **Monday February 28th, 2022**, for completion by **Friday April 8th, 2022, a revised and permanent six-week survey window.** This new Spring schedule release should alleviate some pressures during the mid-term 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 each department's internal control system.

How can you help? The overall effectiveness of internal control, including the 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 2.0***, can be found on the Finance & Management Internal Control website at: <http://finance.vermont.gov/policies-and-procedures/internal-controls>.

I recognize many business offices are still dealing with the impact of COVID, but 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 pandemic 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. An 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 control exists within each agency.**

My entire staff is ready to assist you and we look forward to your advanced support in endorsing the **2022 Self-Assessment of Internal Control** within your department. Please confirm the questionnaire responses are a valid representation of your operations. The responsibility for certifying the Self-Assessment ***resides solely with your Top Appointing Authority.*** Please ensure the questionnaire is ***properly completed, reviewed, certified, and returned*** to Jeffrey.montgomery@vermont.gov by **Friday April 8th, 2022**. Thank you for your support.