



State of Vermont

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Adam Greshin, Commissioner

To: Secretaries, Commissioners, Elected Officials, and Deputies
From: Adam Greshin, Commissioner
Date: May 14, 2021
Subject: FY 2021 Self-Assessment of Internal Control (SAIC)

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 strong internal controls.** My office will issue the **FY 2021 Self-Assessment of Internal Control** to your business offices on **Monday May 17th, 2021** for completion by close of business **Monday June 28th, 2021** – **our customary three-week window PLUS (Covid Related) three additional weeks to complete, a total of 6 weeks.** 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**, which can be found on the Finance & Management Internal Control website at: <http://finance.vermont.gov/policies-and-procedures/internal-controls>.

I recognize that many business offices are still consumed with the COVID-19 business impact, but Finance & Management believes the time spent completing this self-assessment will pay dividends especially during unexpected situations that impact 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 **2021 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 **Appointing Authority**. Please ensure the questionnaire is completed, reviewed, certified, and returned to Jeffrey.montgomery@vermont.gov by close of business **Monday June 28th, 2021**. Thank you for your support.