

Winter 2021 - Internal Control News



12.20.2021

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The purpose of this quarterly newsletter is to provide agencies and departments with articles on good business practices, fraud prevention, and Internal Control 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 control. We hope that by providing you this array of information, we can keep you informed of internal control related activities, and help you implement and maintain effective controls.

<https://finance.vermont.gov> Volume 2, Issue 08

Internal Control Standards - Helpful Web Links

[A Guide for Managers 2.0](#) is available with other important linked resources:

Standards Guide:

[https://finance.vermont.gov/sites/finance/files/documents/Pol_Proc/IC/FIN-Internal Control Standards Managers Guide Master.pdf](https://finance.vermont.gov/sites/finance/files/documents/Pol_Proc/IC/FIN-Internal%20Control%20Standards%20Managers%20Guide%20Master.pdf)

Website Resources:

<https://finance.vermont.gov/policies-and-procedures/internal-controls>

Quick Reference PDF Guide:

[Finance/files/documents/Pol_Proc/IC/Guidelines.pdf](https://finance.vermont.gov/sites/finance/files/documents/Pol_Proc/IC/Guidelines.pdf)

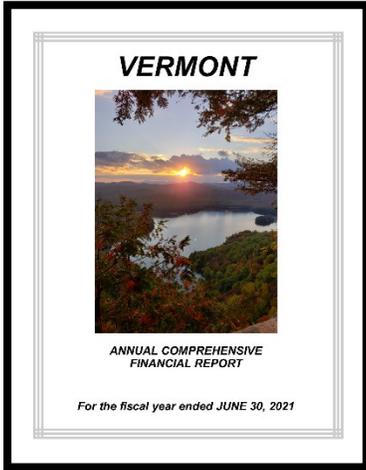
IC Questions? Contact:

fin.internalcontrol@vermont.gov

GASB: Approves ACFR Name Change

As reported in a previous IC newsletter, the Governmental Accounting Standards Board (GASB) has officially approved the name change of the **Annual Comprehensive Financial Report (ACFR)**. Effective Immediately for the State of Vermont, please refer any inquiries or requests regarding the report as the "Annual Comprehensive Financial Report (ACFR).





Attention VTHR Hiring Managers:

Please remember to update your HR Position Descriptions if responsibilities include ACFR references.

If you have any questions, please notify Mr. John Becker, CPA, CGFM, Director of Statewide Reporting @ john.becker@vermont.gov.

< - - - - **Sample Report**

VISION: Accounts Payable Module (Important)

DFM reminds you to please be aware of its latest **Accounts Payable Manual**. Remember to observe some of the “**Risk Reductions**” in processing the State’s Accounts Payable in the VISION Accounting System. They include:

- *Unauthorized or Fraudulent purchases or payments.*
- *Using Unique Vendor Invoice to avoid duplicated payments, Changing payment terms, Late payments.*
- *Exact amount Paid (Billed). Selecting the C / P Year. Not the old prefix “PY” indicator on the Invoice line.*
- *Processing non-compliant ach or check payments.*

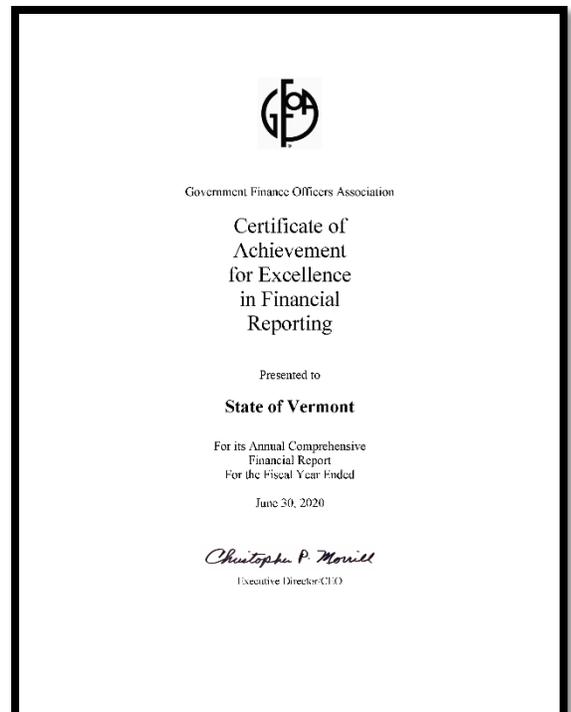


State of Vermont, Wins GFOA’s Certificate of Achievement

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2020, qualifies for **Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting**. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Congratulations!

- **Michele Mark Levine,**
Director, Technical Services GFOA

Congrats to DFM’s Statewide Reporting Team!
- John Becker, Director of Statewide Reporting



DFM Staff Happenings:

New Hire:

Anna Reinold, Executive Assistant, Department of Finance & Management. Anna began her work as an Executive Assistant with Finance & Management on October 11th. She brings to us substantial administrative and management experience from her work with the UVMHC medical group practice here in Montpelier, as well as several positions she held in her home state of Missouri. I'm delighted to have someone with her background, experience and energy working on our team. Please welcome Anna to the Department of Finance and Management.

- **Adam Greshin, Commissioner, Department of Finance and Management**

Promotions:

Samantha Beaudoin, VISION Financial Analyst III, Department of Finance & Management. Sam has been promoted to a VISION Financial Analyst III in the Accounting division of Financial Operations. Sam's two years of experience as a VISION Support Specialist on the VISION Helpdesk provides her with a great knowledge base for this new role. We are excited to have her continue working in Financial Operations in this new role.

- **Ruthellen Doyon, Director of Statewide Accounting, DFM**

Peggy Brooks, Assistant Director of Statewide Reporting, Department of Finance & Management. Peggy has been promoted to the Assistant Director of Statewide Reporting position. She has worked in our group as a Statewide Reporting Analyst II for over 12 years and has increasingly taken on more responsibility and complex accounting tasks. This is a well-deserved promotion, Congratulations Peggy!

- **John Becker, Director of Statewide Reporting, DFM**

Transfer:

Kimberly Baker, VISION Support Specialist II, Department of Finance & Management. Kimberly joined the VISION Support Team on 12/6/2021. She brings with her a degree in Business Management along many years of financial, managerial, project, and customer service-related experience that will make her a valuable addition to the department. We are very excited to have Kimberly working in VISION Support within the Department of Finance and Management.

- **Jamie Sheltra, VISION Support Manager, DFM**

Departure:

Candace Elmquist, Sr. Budget & Management Analyst, Candace has accepted the position of **Financial Director IV**, at AHS - Central Office. Please join me in wishing

Candace, all the best in her new role. Candace has been a key member of the BudMan team since March 2018, during which time she has always been the first to volunteer for dangerous solo missions, including the allocations of Internal Service Funds, the file transfers between Vantage and VISION/VTHR, tracking and reporting the deployment of federal pandemic relief funds, and producing the 1,432-page Big Budget Book to accompany the Governor's Recommended Budget. Along with her diligence, dedication, and attention to detail, I will miss her sense of humor, and most of all, her willingness to help me find my own way around as a new leader of the team. We look forward to continuing to work with her at AHS.

- **Hardy Merrill, Director Budget & Management, DFM**

Retirement / Promotion:

Ruthellen Doyon, Director of Statewide Accounting, Department of Finance & Management. After 28 ½ years of public service, Ruthellen will retire from state government at the end of December. It is difficult to overstate Ruthellen's contribution to Finance & Management and the State of Vermont. During her 25 years in Financial Operations and its BGS predecessor, including 15 years as Director of Statewide Accounting, Ruthellen has mentored dozens of employees, many of whom have gone on to play important roles in FinOps and other departments. Her fingerprints are on every budget proposed by the Governor and every budget signed by the Governor. She leaves a legacy of professionalism and service which has helped the state manage its financial affairs with confidence. Fortunately, **Joe Harris** will step into Ruthellen's job upon her departure. Joe brings 19 years of state government financial experience - as an accountant with VTrans, a financial director with the Agency of Administration, and a statewide reporting analyst in FinOps. His most recent position has been Assistant Director of Statewide Reporting, which has meant a lead role in compiling and publishing the state's Annual Comprehensive Financial Report. His deep experience in public accounting and reporting, and his high level of energy, will be important assets in his new position. Starting immediately, and through December 31, 2021, all communications, questions, and meeting requests that would normally be sent to Ruthellen Doyon should be sent to Joe Harris with a "CC" to Ruthellen.

Please join me in wishing **Ruthellen Doyon** a happy and healthy retirement, and welcoming **Joe Harris** as our new **Director of Statewide Accounting**.

- **Adam Greshin, Commissioner, Department of Finance and Management**

Our Internal Control News is published quarterly in the **Spring, Summer, Fall,** and **Winter** by The Department of Finance and Management (DFM). Please contact fin.internalcontrol@vermont.gov with comments or future suggestions.

Agency of Administration (AOA), Department of Finance & Management (DFM)

**External DFM
Organizational Chart
Effective Through: 12.31.2021**

IC Best Practice
Series # 14

