MEMORANDUM

TO: **All Business Managers; Budget Analysts; and VISION End Users**

CC: **Secretaries; Deputy Secretaries; Commissioners; Deputy Commissioners; and Exempt Department Heads**

FROM: **Adam Greshin, Commissioner of Finance & Management**

DATE: **March 12, 2020**

RE: **COVID-19 Cost Tracking**

With the activation of the Vermont State Emergency Operations Center (SEOC), and anticipated costs to respond to COVID-19, the Department of Finance & Management has established a VISION Class Code to track COVID-19 related expenditures on a statewide basis.

SPECIAL CLASS CODE FOR "COVID-19" COSTS
Class Code – 81000
Class Code Description – COVID-19

All departments and agencies must use the above Class Code to track their respective costs related to the COVID-19 response. We do this not only to track state-funded costs; we also anticipate federal requests for precise records prior to receiving federal reimbursements.

If departments or agencies need to track payroll costs related to COVID-19 they may request payroll combo codes that use the new COVID-19 Class Code through the normal request process, and should be prepared to do so effective with the 3/15/2020 -3/28/2020 pay period (i.e., 4/9/2020 pay day). If COVID-19 related costs have already been incurred, departments and agencies should process the appropriate transaction in VISION to properly transfer these expenses to the newly created Class Code.

Costs that should be tracked include any time allocated to work related to the planning, response and recovery operations associated with COVID-19. Additionally, any equipment or supplies purchased in support of these efforts and to mitigate the impacts of COVID-19 should be tracked.

If additional chartfields are required to track COVID-19 expenditures or potential federal receipts in greater detail, expanded guidance will be issued.

Please address any chartfield questions to John Becker, Director of Statewide Reporting, at john.becker@vermont.gov or 802-828-0678 or the VISON Support Desk at Vision.FinHelpdesk@vermont.gov or 802-828-6700 option 2.