

DEPARTMENT OF FINANCE &  
MANAGEMENT

*Agency of Administration*

Susanne R. Young, Secretary

*Adam Greshin, Commissioner*

*Matthew D. Riven, Deputy Commissioner*

Fiscal Year 2019 Budget Request



# **Department of Finance & Management**

*Fiscal Year 2019 Budget Request*

*Adam Greshin, Commissioner*

*Matthew D. Riven, Deputy Commissioner*

Budget Development

**Paul Rousseau CPA**

AoA Chief Financial Officer

**Jason Pinard**

Financial Director II

**Bradley Kukenberger**

Financial Director II

*Department of Finance & Management*

*FY 2019 Budget Request*

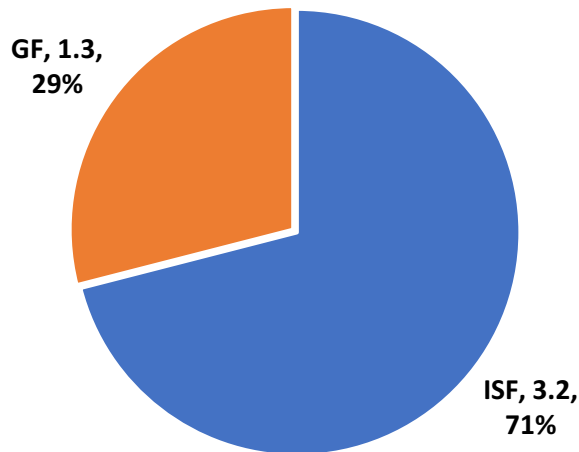
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Agency of Administration,  
Department of Finance & Management  
FY 2019 Governor's Recommend Budget

**MISSION:** To promote, monitor and report upon the fiscal condition of state government. This mission is achieved through 1) the establishment of maintenance of centralized accounting functions that incorporate appropriate internal controls, and generate reliable financial information that is in accordance with established accounting principles; and 2) the development, maintenance and advocacy for fiscally responsible budgets, and related management recommendations for the Secretary of Administration and Governor.

Governor's Recommended Budget  
FY 2019 (\$millions)



## FY 2019 SUMMARY & HIGHLIGHTS

- The Department of Finance and Management presents a level-funded General Fund budget and no increases in staffing (3 exempts, 26 classified positions).
- The Division of Financial Operations internal service billings increased due to reduced vacancies.
- The Division of Financial Operations is implementing an upgraded statewide financial system to Oracle PeopleSoft Financials version 9.2.
- The Division of Budget and Management has developed a Statewide General Fund budget that grows slower than the economy for a second straight year, while making plans for a strategic mission-based budget in the future.

# Agency of Administration

## Department of Finance and Management

### *Executive Summary*

#### **Philosophy:**

The primary purpose of the Department of Finance & Management is to oversee efficient and effective operations related to the State of Vermont's finances. We serve our stakeholders in many ways including developing the Governor's budget recommendations consistent with his priorities, delivering reliable financial information, advocating for responsible use of taxpayer dollars, and developing, maintaining and supporting the State's primary financial systems and statewide users. The Department is composed of the Commissioner's Office and two operational divisions: Budget and Management, and Financial Operations [Statewide Reporting, Statewide Accounting, VISION Support and Internal Controls].

The Department of Finance & Management, together with Agencies and Departments across state government, as well as the Offices of the State Auditor and State Treasurer, worked together over many years to successfully implement the statewide financial policies and procedures that are geared toward the timely, accurate and complete reporting of financial information. The efforts of this group have resulted in the

Department of Finance & Management receiving, for the ninth consecutive year, the Certification of Achievement for Excellence in Financial Reporting – the highest recognition in the area of government accounting and financial reporting – from the Government Finance Officers Association (GFOA) of the United States and Canada, for Vermont's Comprehensive Annual Financial Report.

The strong fiscal policies of the State of Vermont and its adherence to sustainable budgets, a consensus revenue process and debt affordability standard have resulted in Vermont receiving the highest overall bond rating in New England.

Finance & Management's work provides core operational services and support to departments that provide direct services to citizens, businesses and other organizations, allowing these more visible departments the ability to focus on their services, policy and programmatic work. Finance & Management is a strong and knowledgeable team providing statewide fiscal oversight, support and direction.

The entire department, from the Commissioner and Deputy Commissioner, to the Division Directors and the entire staff, take great personal pride in the efforts and achievements of our department. We pledge to continue to serve the State of Vermont to the best of our abilities.

## Commissioner's Office

Adam Greshin, Commissioner

### Budget and Management Division

- Develop the Governor's recommended budget.
- Explain, monitor and defend the Governor's recommended budget through the legislative process.
- Manage the adopt budget throughout the fiscal year.
- Maintain the State's Vantage statewide budget development system.
- Maintain the State's sound fiscal condition.
- Maintain contact with all departments in state government to assure proper application of spending and compliance with the various appropriations bills and other key statutes.
- Limit spending growth to sustainable levels and maintain budget stabilization reserves at the statutory levels in the General Fund, Transportation Fund, and Education Fund.
- Limit reliance on supplemental appropriations through the Budget Adjustment Act.
- Assure compliance with Administration Bulletin 3.5, the contracting review and approval process.

### Financial Operations Division

- Maintain and operate the State's centralized accounting system, VISION.
- Provide accounting controls and services for managers and state employees to generate reliable financial information that ultimately culminates into the State's Comprehensive Annual Financial Report (CAFR) that is presented in accordance with Generally Accepted Accounting Principles (GAAP).
- Process and monitor all warrants required by statute for disbursements from the state treasury.
- Responsible for Internal Controls function, issuance of internal control Best Practices statements, quarterly internal control newsletter and annual internal control self-assessment survey.

#### *Customer Support:*

- Manage statewide VISION customer support service and training programs.
- Coordinate VISION configuration change requests, and system maintenance with Financial Operations, DII and Human Resources as necessary.
- Responsible for VISION user training materials and classes and maintaining updated VISION User Manuals.

## **Highlights for FY 2019:**

### ***Economic Challenges***

The economy continues to grow slowly. Expenditure demands are rising, while revenue growth is not keeping pace. The economic situation continues to strain resources needed to provide essential services to those most in need.

An issue that will keep us ever vigilant in FY 2019 is:

- A successful upgrade and expansion for the VISION ERP system is critical. This will require the dedication of the project teams and the commitment of agency and executive management to ensure the necessary resources are available to articulate and document detailed requirements pertaining to the VISION upgrade and expansion, to include Project Costing, Project Management and E-Procurement. The integration of these processes will allow for more streamlined operations and reporting of financial information.

### **Funding Levels:**

Governor's FY 2019 budget request to the General Assembly was constructed to meet the Governor's three main priorities: economic growth, affordability and protecting the most vulnerable. Available revenues were

adequate to meet funding requirements without raising taxes or fees.

### **Summary**

The Department of Finance and Management is committed to developing, maintaining, and advocating for fiscally responsible and sustainable budgets and related management recommendations for the Secretary of Administration and the Governor. The department is also dedicated to maintaining centralized accounting and budget functions that incorporate appropriate internal controls, generate reliable financial information, provide support to users, is transparent to the public and is in accord with established accounting principles and sustainable budgeting practices.



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# FY 2018 Budget to FY 2019 Request

Department of Finance &  
Management



## Section 1

FY 2019 Budget  
Submission



## Fiscal Year 2019 Budget Development Form - Finance & Management

	General \$\$	Transp \$\$	Special \$\$	Interdept'l Transfer \$\$	All other \$\$	Total \$\$
<b>Finance &amp; Management: BudMan FY 2018 (As Passed)</b>	<b>1,309,469</b>	<b>0</b>	<b>0</b>	<b>363,855</b>	<b>0</b>	<b>1,673,324</b>
<b>FY2018 Rescission &amp; Management Savings</b>	<b>(50,428)</b>					<b>(50,428)</b>
Base salary change	10,636			(225,952)	231,592	16,276
Base benefit change	7,858			(116,570)	116,234	7,522
Change in Vacancy Savings	610					610
Change in Change in Workers Comp - Ins Premium	3,962					3,962
Change in Contr & 3rd Party - Financial	(3,587)					(3,587)
Change in Other Contract and 3rd Party Services	(22,639)			(12,894)		(35,533)
Change in Vacancy Savings	(5,677)					(5,677)
Change in Fee For Space Charge	2,497					2,497
Change in IT Inter Svc DII Allocated Fee	(1,502)					(1,502)
Change in Travel related expenses	7,188			(8,439)		(1,251)
Change in Other Purchased Services	(1,326)					(1,326)
Change in Human Resources Services	(1,666)					(1,666)
Change in Single Audit Allocation	1,831					1,831
All other adjustments	1,730					1,730
<b>Subtotal of increases/decreases</b>	<b>(85)</b>	<b>0</b>	<b>0</b>	<b>(363,855)</b>	<b>347,826</b>	<b>(16,114)</b>
<b>FY 2019 Budget Request</b>	<b>1,258,956</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>347,826</b>	<b>1,606,782</b>
<b>Finance &amp; Management: FinOps: FY 2018 (As Passed)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,994,334</b>	<b>2,994,334</b>
Base salary change					57,158	57,158
Base benefit change					29,248	29,248
Change in Workers Comp - Ins Premium					(13,057)	(13,057)
Change in Unemployment Compensation					(1,189)	(1,189)
Change in Other Personal Services (Transfer from Budman)					(305,796)	(305,796)
Change in Contr-CompSoftwr-SysMaint&Upgr (CGI Payment)				3,480		3,480
Change in Vacancy Savings					11,731	11,731
Change in Rental - Office Equipment					(1,631)	(1,631)
Change in Fee For Space Charge					6,413	6,413
Change in IT Inter Svc Cost-VISION/ISD					(1,672)	(1,672)
Change in IT Inter Svc Cost User Support					40,869	40,869
Change in IT Inter Svc DII Allocated Fee					(4,274)	(4,274)
Change in Human Resources Services					(4,049)	(4,049)
All other adjustments					(35)	(35)
<b>Subtotal of increases/decreases</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(182,804)</b>	<b>(182,804)</b>
<b>FY 2019 Budget Requested</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,811,530</b>	<b>2,811,530</b>

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# Program Budget Profiles

Department of Finance & Management



## Section 2

FY 2019 Budget Submission

## FY19 Appropriations Committee Questionnaire

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### Department of Finance and Management – Office of Budget & Management

1.

**a. What are your programs?**

Budget and Management's (BudMan) primary program is to create the annual state operating budget and to monitor budget-related developments in the current and future fiscal years and managing the statewide budget development system known as Vantage. In addition, BudMan is the home of the Commissioner's Office. The Commissioner and Deputy Commissioner are responsible for overall department operations (including Financial Operations, Statewide Accounting, Statewide Reporting and Internal Controls), policies and procedures, and managing SPOTLIGHT, the fiscal transparency website. BudMan also provides support to the Secretary of Administration's Office (SoA) and reviews SoA contracts.

**b. How do these programs meet your core mission?**

This is our core mission.

2.

**a. What does success in each program look like to Vermonters both those served by the program and the general population?**

Success is measured in the timely annual production of an accurate, clear, and fiscally responsible State operating budget for the upcoming fiscal year that addresses the Governor's fiscal and policy priorities.

**b. What performance measures are used to determine progress, and what baseline data is available (current and proposed budget, # served, etc)?**

The performance measure is essentially binary – we either produce a budget that meets the above standard or we do not – and the latter is unacceptable. So, in that regard, our performance measure is 100%.

## FY19 Appropriations Committee Questionnaire

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### 3. Is there a better way?

Budget and Management recently implemented a new budget system that allows us to develop more accurate and “granular” budget data and presents the data more clearly and effectively.

## Department of Finance – Financial Operations Division

### 1. What key functions are performed by your department? Why?

- a. Finance & Management has two essential areas of responsibility and oversight: 1) Establishing and maintaining centralized accounting functions that incorporate appropriate internal controls and generate reliable financial information that is in accord with established accounting principles (Financial Operations Division); and 2) Developing, maintaining, and advocating for fiscally responsible and sustainable budgets and related management recommendations for the Secretary of Administration and the Governor. (Budget & Management Division).
- b. Included in the Financial Operations Division are:
  - i. Statewide transactional accounting, including monthly and year-end close out;
  - ii. State and federal financial reporting, including Comprehensive Annual Financial Report (CAFR) and CAFR audit;
  - iii. Coordinate annual federal single audit (A-133) with the outside audit firm, Auditor of Accounts and agencies and departments;
  - iv. Management of statewide ERP financial system (VISION);
  - v. Provide VISION training and support to agency/department fiscal staff;
  - vi. Establish statewide Finance Policies & Procedures, Internal Control Policies and Best Practices;
- c. Duties of the Commissioner as established in statute in 32 VSA §182 (primarily) and many others.

## FY19 Appropriations Committee Questionnaire

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### **2. What are the programs your department administers? Include baseline information about numbers served, current budget and funding mix etc.**

- a. Financial Operations function is funded by a FY2018 \$2.994 million (100%) internal service fund, billed to statewide users.
- b. See current statistics in #3 below.

### **3. What are the measures of program outcomes relative to goals? Current Data?**

- a. Financial Operations does not generally provide programs that model other State agencies and departments. Although we do have a few qualitative measures, our functions tend to be task and transaction related which are deadline driven, and for which we do measure statistics:
  - i. Comprehensive Annual Financial Report (CAFR):
    1. Received an unqualified opinion from the State's Independent Auditors for the fifteenth year in a row;
    2. For the ninth year in a row, received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Associations (GFOA). The GFOA is the professional association of state/provincial and local finance officers in the United States and Canada and has served the public finance profession since 1906. GFOA members are dedicated to the sound management of government financial resources.
    3. Vermont is rated Triple A by two of the three rating agencies.
  - ii. VISION – Statewide financial system transactions during FY2017:
    1. 436,242 - vouchers (payments to vendors) processed.
    2. 46,296 - deposits processed.
    3. 8,408 - new vendors set-up.
    4. 3,839 - IRS Form 1099-MISC were issued in January 2017 for tax year 2016 by the IRS deadline.
    5. Handled more than 19,000 customer service and problem resolution inquiries for VISION users; approximately 5,500 by phone and 13,500 by email.
    6. Provide over 16 VISION training classes to over 65 course attendees.

## FY19 Appropriations Committee Questionnaire

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### **4. Is there anything you would do differently to achieve these goals?**

#### a. Ongoing IT Project:

- i. The upgrade of the VISION financial system to Oracle PeopleSoft version 9.2, Phase II of the ERP expansion project, is underway and is expected to go-live mid Fiscal Year 2019.
- ii. Procurement, Project Costing and Project Management are Phase III of the expansion project and will include the migration of V-Trans and Vermont Department of Labor from their legacy systems to the VISION and VTHR ERP systems. Bids have been solicited for a statewide Procurement system that will interface with the VISION system.

### **5. Can you allocate funding in your appropriations by program?**

- a. Yes, we do have this capability. Unique codes could be established within the VISION System, allowing us to track expenditures and forecast expenditures for budgetary purposes by program.

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# Program Performance\*

\*per 32 VSA §307(c)

Department of Finance &  
Management



**Section 3**

**FY 2019 Budget  
Submission**

## Department of Finance & Management

### **Mission Statement**

The Department of Finance and Management is dedicated to the effective and efficient execution of the State's fiscal responsibilities. We are committed to serving Vermont's citizens and our peers by:

1. Establishing and maintaining centralized accounting functions that incorporate appropriate internal controls and generate reliable financial information that is in accordance with established accounting principles; and
  2. Developing, maintaining, and advocating for fiscally responsible and sustainable budgets and related management recommendations for the Secretary of Administration and the Governor.
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### ***Budget & Management Division***

#### ***Programmatic Mission Statement:***

Budget and Management (BudMan), which includes the Commissioner, Deputy Commissioner, Director of Budget & Management Operations, Assistant Director of Budget & Management Operations, and Senior Budget Analysts, manage the development of the Governor's recommended budget, monitors and defends the passage of the budget through the legislature, and manages the adopted budget throughout the fiscal year. In addition to managing the department, the Commissioner and Deputy Commissioner have overall statewide responsibility for financial policies and procedures, supporting the Office of the Secretary of Administration in operational areas such as Administrative Bulletins, review of and recommendations to the Secretary for contracts, sole source requests, and fiscal adjustments (e.g. excess receipts, etc.) submitted by departments, and managing the Consensus Revenue reporting and process.



**Goals (BudMan):**

Goal 1: To produce informative, easy to understand documentation of the Governor's recommended budget;

Goal 2: To maintain a state-wide budgeting system that facilitates program-based budgeting and that has the capability to retain performance measures related to those programs.

**Indicators/Measures:**

- Measure 1: Post annual budget and budget adjustment documentation to a publicly accessible website no later than one week after a triggering event (Governor's budget address, enactment of bill, etc.);
- Measure 2a: 100% of departmental basic budget development completed using Vantage budget system; and,
- Measure 2b: Performance indicators included for state programs in departmental budget submission.

**Market:**

The Budget and Management program serves the entire State, its agencies and departments and the public.

**Resources:**

Currently our programmatic resources meet the needs of our program. We do not expect our future needs to overrun our current level of resources.

**How we are going to achieve the desired outcomes:**

1. Goal 1: The office has developed processes to create better explanatory documents and has developed the technical expertise to electronically publish these documents in real time.
2. Goal 2: The Vantage system will operate stably in FY 2019 and beyond and its functionality will be expanded in future years to incorporate enhanced reporting and data analysis.

**Measuring Productivity and Efficiency:**

- a. Goal 1: The goal of enhanced communications effectiveness is being met using existing staff and resources;
- b. Goal 2: The Vantage system was successfully implemented, stabilized and has now produced the FY 2015 through FY 2019 budgets.

**Capital Needs for the Program:**

Budget and Management has no additional capital needs for FY 2019 beyond what is currently appropriated in the capital bill.

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**Financial Operations**

**Programmatic Mission Statement:**

Financial Operations (FinOps) is composed of four sections – Statewide Reporting, Statewide Accounting, VISION Support and Internal Controls, headed by two Directors. The Commissioner and Deputy Commissioner have overall statewide responsibility for financial policies and procedures, financial statements and maintenance and operation of the VISION statewide financial system. Financial Operations' mission is to: provide related controls and services for managers and employees of State government; generate reliable financial information that is in accordance with Generally Accepted Accounting Principles (GAAP) and the statements of the Government Accounting Standards Board (GASB); provide VISION users with training materials and support services to maximize the accuracy and timely recording of financial transactions; and to produce the Comprehensive Annual Financial Report (CAFR).

**Goals (FinOps):**

Goal 3: To produce accurate and informative annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board statements.

Goal 4: To provide statewide managers and business staff with a general framework for developing and evaluating their internal controls.

Goal 5: To communicate with and educate financial stakeholders, including users of the State's financial systems (ERP) to ensure business operations and accounting transactions are accurate and in compliance with federal, state and financial requirements.

**Market:**

Financial Operations program serves the entire State, its agencies and departments, business offices, state employees and the public.

**Resources:**

Currently our programmatic resources meet the needs of our program. However, with the upgrade of the Oracle Statewide financial system in process and the pending implementation of a Statewide Project Costing, Project Management and E-Procurement Applications, we will continue to access our current staffing levels and redistribute resources accordingly.

**Programmatic Changes:**

- We recently completed documenting requirements for four major business areas that greatly impact the State's financial accounting and reporting efforts. The four areas are; VISION Financial System upgrade to version 9.2, Project Costing, Project Management and a statewide Procurement and Contract Management System. These requirements will be used as a baseline for upgrading the financial system and implementing of a statewide solution for Project Costing, Project Management and E-Procurement.

***How we are going to achieve the desired outcomes:***

- The divisions regularly assess outcomes, documented procedures and policies effectively, employ business process planning and refresh schedules for training materials, course updates and web content management.

***Capital Needs for the Program:***

Financial Operations has no additional capital needs for FY 2019.

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# Budget Rollup Report

Department of Finance &  
Management



## Section 4

**FY 2019 Budget  
Submission**

## State of Vermont

**Organization: 1110003000 - Finance and management - budget and management**

**Budget Object Group: 1. PERSONAL SERVICES**

<b>Budget Object Rollup Name</b>	<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
Salaries and Wages	721,579	910,249	910,249	920,849	10,600	1.2%
Fringe Benefits	352,382	459,179	459,179	460,375	1,196	0.3%
Contracted and 3rd Party Service	4,480	101,893	101,893	23,488	(78,405)	-76.9%
PerDiem and Other Personal Services	0	0	0	0	0	0.0%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>1,078,441</b>	<b>1,471,321</b>	<b>1,471,321</b>	<b>1,404,712</b>	<b>(66,609)</b>	<b>-4.5%</b>

**Budget Object Group: 2. OPERATING**

<b>Budget Object Rollup Name</b>	<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
Equipment	1,918	1,901	1,901	1,808	(93)	-4.9%
IT/Telecom Services and Equipment	28,796	30,159	30,159	29,220	(939)	-3.1%
Travel	4,794	13,422	13,422	12,030	(1,392)	-10.4%
Supplies	5,823	3,836	3,836	5,250	1,414	36.9%
Other Purchased Services	41,053	60,399	60,399	57,762	(2,637)	-4.4%
Other Operating Expenses	28,222	24,310	24,310	26,141	1,831	7.5%
Rental Other	620	1,367	1,367	663	(704)	-51.5%
Rental Property	115,729	64,848	64,848	67,345	2,497	3.9%
Property and Maintenance	1,298	1,761	1,761	1,851	90	5.1%
Rentals	2,005	0	0	0	0	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>230,257</b>	<b>202,003</b>	<b>202,003</b>	<b>202,070</b>	<b>67</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>1,308,698</b>	<b>1,673,324</b>	<b>1,673,324</b>	<b>1,606,782</b>	<b>(66,542)</b>	<b>-4.0%</b>

**State of Vermont**

<b>Fund Name</b>	<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
General Funds	1,091,824	1,309,469	1,309,469	1,258,956	(50,513)	-3.9%
ISF Funds	0	0	0	347,826	347,826	0.0%
IDT Funds	216,874	363,855	363,855	0	(363,855)	-100.0%
<b>Funds Total</b>	<b>1,308,698</b>	<b>1,673,324</b>	<b>1,673,324</b>	<b>1,606,782</b>	<b>(66,542)</b>	<b>-4.0%</b>
Position Count				11		
FTE Total				11		

## State of Vermont

**Organization: 1115001000 - Finance and management - financial operations**

**Budget Object Group: 1. PERSONAL SERVICES**

<b>Budget Object Rollup Name</b>	<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
Salaries and Wages	1,260,941	1,308,058	1,308,058	1,377,350	69,292	5.3%
Fringe Benefits	636,384	644,702	644,702	659,704	15,002	2.3%
Contracted and 3rd Party Service	112,644	116,075	116,075	119,504	3,429	3.0%
PerDiem and Other Personal Services	216,874	305,796	305,796	0	(305,796)	-100.0%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>2,226,842</b>	<b>2,374,631</b>	<b>2,374,631</b>	<b>2,156,558</b>	<b>(218,073)</b>	<b>-9.2%</b>

**Budget Object Group: 2. OPERATING**

<b>Budget Object Rollup Name</b>	<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
Equipment	5,828	4,442	4,442	5,438	996	22.4%
IT/Telecom Services and Equipment	439,526	437,134	437,134	472,059	34,925	8.0%
Travel	1,399	2,388	2,388	1,465	(923)	-38.7%
Supplies	2,183	2,343	2,343	2,175	(168)	-7.2%
Other Purchased Services	48,880	58,709	58,709	53,588	(5,121)	-8.7%
Other Operating Expenses	(723)	3,005	3,005	3,231	226	7.5%
Rental Other	522	3,733	3,733	2,212	(1,521)	-40.7%
Rental Property	99,175	106,665	106,665	113,078	6,413	6.0%
Property and Maintenance	1,757	1,284	1,284	1,726	442	34.4%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>598,547</b>	<b>619,703</b>	<b>619,703</b>	<b>654,972</b>	<b>35,269</b>	<b>5.7%</b>
<b>Total Expenses</b>	<b>2,825,389</b>	<b>2,994,334</b>	<b>2,994,334</b>	<b>2,811,530</b>	<b>(182,804)</b>	<b>-6.1%</b>



**State of Vermont**

<b>Fund Name</b>	<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
ISF Funds	2,825,389	2,994,334	2,994,334	2,811,530	(182,804)	-6.1%
IDT Funds	0	0	0	0	0	0.0%
<b>Funds Total</b>	<b>2,825,389</b>	<b>2,994,334</b>	<b>2,994,334</b>	<b>2,811,530</b>	<b>(182,804)</b>	<b>-6.1%</b>
Position Count				18		
FTE Total				18		

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# Budget Detail Reports

Department of Finance &  
Management



**Section 5**

**FY 2019 Budget  
Submission**

## State of Vermont

Organization: 1110003000 - Finance and management - budget and management

### Budget Object Group: 1. PERSONAL SERVICES

<b>Salaries and Wages</b>		<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
<b>Description</b>	<b>Code</b>						
Classified Employees	500000	721,358	635,044	635,044	647,942	12,898	2.0%
Exempt	500010	0	299,721	299,721	303,100	3,379	1.1%
Temporary Employees	500040	0	0	0	0	0	0.0%
Overtime	500060	221	265	265	265	0	0.0%
Vacancy Turnover Savings	508000	0	(24,781)	(24,781)	(30,458)	(5,677)	22.9%
<b>Total: Salaries and Wages</b>		<b>721,579</b>	<b>910,249</b>	<b>910,249</b>	<b>920,849</b>	<b>10,600</b>	<b>1.2%</b>

<b>Fringe Benefits</b>		<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
<b>Description</b>	<b>Code</b>						
FICA - Classified Employees	501000	53,590	48,581	48,581	49,566	985	2.0%
FICA - Exempt	501010	0	22,927	22,927	23,186	259	1.1%
Health Ins - Classified Empl	501500	146,388	142,747	142,747	126,397	(16,350)	-11.5%
Health Ins - Exempt	501510	0	50,376	50,376	69,666	19,290	38.3%
Retirement - Classified Empl	502000	125,886	121,425	121,425	113,195	(8,230)	-6.8%
Retirement - Exempt	502010	0	41,879	41,879	52,951	11,072	26.4%
Dental - Classified Employees	502500	5,316	7,146	7,146	6,496	(650)	-9.1%
Dental - Exempt	502510	0	1,588	1,588	2,436	848	53.4%
Life Ins - Classified Empl	503000	2,764	2,933	2,933	2,735	(198)	-6.8%
Life Ins - Exempt	503010	0	1,011	1,011	1,277	266	26.3%
LTD - Classified Employees	503500	1,508	1,405	1,405	1,488	83	5.9%
LTD - Exempt	503510	0	552	552	698	146	26.4%

## State of Vermont

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Fringe Benefits</b>							
EAP - Classified Empl	504000	258	270	270	240	(30)	-11.1%
EAP - Exempt	504010	0	60	60	91	31	51.7%
Employee Tuition Costs	504530	0	0	0	0	0	0.0%
Workers Comp - Ins Premium	505200	16,599	16,235	16,235	9,880	(6,355)	-39.1%
Unemployment Compensation	505500	0	0	0	0	0	0.0%
Catamount Health Assessment	505700	73	44	44	73	29	65.9%
<b>Total: Fringe Benefits</b>		<b>352,382</b>	<b>459,179</b>	<b>459,179</b>	<b>460,375</b>	<b>1,196</b>	<b>0.3%</b>

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Contracted and 3rd Party Service</b>							
<b>Description</b>	<b>Code</b>						
Contr & 3Rd Party - Financial	507100	0	3,587	3,587	0	(3,587)	-100.0%
Contr&3Rd Pty-Appr/Engineering	507300	0	0	0	0	0	0.0%
Contr&3Rd Pty-Educ & Training	507350	230	1,704	1,704	1,704	0	0.0%
Other Contr and 3Rd Pty Serv	507600	4,250	96,602	96,602	21,784	(74,818)	-77.4%
<b>Total: Contracted and 3rd Party Service</b>		<b>4,480</b>	<b>101,893</b>	<b>101,893</b>	<b>23,488</b>	<b>(78,405)</b>	<b>-76.9%</b>

## State of Vermont

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>PerDiem and Other Personal Services</b>							
Description	Code						
Per Diem	506000	0	0	0	0	0	0.0%
Other Pers Serv	506200	0	0	0	0	0	0.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>1,078,441</b>	<b>1,471,321</b>	<b>1,471,321</b>	<b>1,404,712</b>	<b>(66,609)</b>	<b>-4.5%</b>

### Budget Object Group: 2. OPERATING

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Equipment</b>							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	794	1,250	1,250	1,155	(95)	-7.6%
Hw - Printers,Copiers,Scanners	522217	0	0	0	0	0	0.0%
Software - Application Support	522284	162	0	0	0	0	0.0%
Furniture & Fixtures	522700	962	651	651	653	2	0.3%
<b>Total: Equipment</b>		<b>1,918</b>	<b>1,901</b>	<b>1,901</b>	<b>1,808</b>	<b>(93)</b>	<b>-4.9%</b>

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>IT/Telecom Services and Equipment</b>							
Description	Code						
Internet	516620	0	0	0	0	0	0.0%
Telecom-Internetaccess-Dial-Up	516625	0	0	0	0	0	0.0%
Telecom-Other Telecom Services	516650	0	0	0	0	0	0.0%

## State of Vermont

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>IT/Telecom Services and Equipment</b>							
Telecom-Data Telecom Services	516651	0	68	68	0	(68)	-100.0%
Telecom-Conf Calling Services	516658	2,290	452	452	2,346	1,894	419.0%
Telecom-Wireless Phone Service	516659	4,837	4,222	4,222	4,991	769	18.2%
It Intersvcost- Dii Other	516670	0	0	0	0	0	0.0%
It Intsvccost-Vision/Isdassess	516671	9,073	9,740	9,740	9,693	(47)	-0.5%
ADS Centrex Exp.	516672	2,358	4,569	4,569	2,416	(2,153)	-47.1%
It Inter Svc Cost Data Process	516677	0	0	0	0	0	0.0%
It Inter Svc Cost User Support	516678	0	0	0	0	0	0.0%
ADS Allocation Exp.	516685	10,238	11,108	11,108	9,606	(1,502)	-13.5%
Info Tech Purchases-Hardware	522210	0	0	0	0	0	0.0%
Hw-Server,Mainfrme,Datastorequ	522214	0	0	0	0	0	0.0%
Software - Other	522220	0	0	0	168	168	0.0%
Software - Office Technology	522221	0	0	0	0	0	0.0%
Sw-Database&Management Sys	522222	0	0	0	0	0	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>28,796</b>	<b>30,159</b>	<b>30,159</b>	<b>29,220</b>	<b>(939)</b>	<b>-3.1%</b>

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Other Operating Expenses</b>							
<b>Description</b>	<b>Code</b>						
Other Operating Expense	523199	0	0	0	0	0	0.0%
Single Audit Allocation	523620	28,217	24,310	24,310	26,141	1,831	7.5%
Late Interest Charge	551060	5	0	0	0	0	0.0%
<b>Total: Other Operating Expenses</b>		<b>28,222</b>	<b>24,310</b>	<b>24,310</b>	<b>26,141</b>	<b>1,831</b>	<b>7.5%</b>

## State of Vermont

Other Purchased Services		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
Description	Code						
Insurance Other Than Empl Bene	516000	2,715	2,952	2,952	3,018	66	2.2%
Insurance - General Liability	516010	1,595	1,666	1,666	1,930	264	15.8%
Dues	516500	17,533	28,968	28,968	28,968	0	0.0%
Licenses	516550	0	0	0	0	0	0.0%
Telecom-Telephone Services	516652	0	0	0	0	0	0.0%
Advertising - Job Vacancies	516820	0	0	0	0	0	0.0%
Printing and Binding	517000	2,810	2,877	2,877	2,866	(11)	-0.4%
Printing & Binding-Bgs Copy Ct	517005	0	0	0	0	0	0.0%
Photocopying	517020	2,106	2,550	2,550	2,147	(403)	-15.8%
Registration For Meetings&Conf	517100	750	2,275	2,275	2,275	0	0.0%
Training - Info Tech	517110	14	0	0	0	0	0.0%
Postage	517200	12	0	0	0	0	0.0%
Postage - Bgs Postal Svcs Only	517205	248	202	202	254	52	25.7%
Freight & Express Mail	517300	0	18	18	0	(18)	-100.0%
Instate Conf, Meetings, Etc	517400	0	0	0	0	0	0.0%
Outside Conf, Meetings, Etc	517500	570	842	842	728	(114)	-13.5%
Other Purchased Services	519000	0	1,326	1,326	0	(1,326)	-100.0%
Agency Fee	519005	7,889	8,637	8,637	9,156	519	6.0%
Human Resources Services	519006	4,810	8,086	8,086	6,420	(1,666)	-20.6%
Administrative Service Charge	519010	0	0	0	0	0	0.0%
Moving State Agencies	519040	0	0	0	0	0	0.0%
<b>Total: Other Purchased Services</b>		<b>41,053</b>	<b>60,399</b>	<b>60,399</b>	<b>57,762</b>	<b>(2,637)</b>	<b>-4.4%</b>

## State of Vermont

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Property and Maintenance</b>							
Description	Code						
Disposal	510200	30	0	0	90	90	0.0%
Recycling	510220	15	0	0	0	0	0.0%
Repair & Maint - Office Tech	513010	1,253	1,761	1,761	1,761	0	0.0%
<b>Total: Property and Maintenance</b>		<b>1,298</b>	<b>1,761</b>	<b>1,761</b>	<b>1,851</b>	<b>90</b>	<b>5.1%</b>

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Rental Other</b>							
Description	Code						
Rental - Auto	514550	620	1,122	1,122	0	(1,122)	-100.0%
Rental - Office Equipment	514650	0	245	245	663	418	170.6%
Rental - Other	515000	0	0	0	0	0	0.0%
<b>Total: Rental Other</b>		<b>620</b>	<b>1,367</b>	<b>1,367</b>	<b>663</b>	<b>(704)</b>	<b>-51.5%</b>

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Rental Property</b>							
Description	Code						
Rent Land&Bldgs-Non-Office	514010	0	0	0	0	0	0.0%
Fee-For-Space Charge	515010	115,729	64,848	64,848	67,345	2,497	3.9%
<b>Total: Rental Property</b>		<b>115,729</b>	<b>64,848</b>	<b>64,848</b>	<b>67,345</b>	<b>2,497</b>	<b>3.9%</b>



## State of Vermont

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Supplies</b>							
Description	Code						
Office Supplies	520000	1,905	3,393	3,393	3,393	0	0.0%
Vehicle & Equip Supplies&Fuel	520100	0	0	0	0	0	0.0%
Other General Supplies	520500	138	204	204	204	0	0.0%
Educational Supplies	520540	1,995	0	0	561	561	0.0%
Photo Supplies	520560	0	0	0	561	561	0.0%
Recognition/Awards	520600	1,095	0	0	0	0	0.0%
Food	520700	175	0	0	0	0	0.0%
Water	520712	0	0	0	0	0	0.0%
Books&Periodicals-Library/Educ	521500	0	0	0	0	0	0.0%
Subscriptions	521510	436	106	106	449	343	323.6%
Subscriptions: Dol-Electronic	521512	78	133	133	82	(51)	-38.3%
Subscriptions Other Info Serv	521515	0	0	0	0	0	0.0%
Household, Facility&Lab Suppl	521800	0	0	0	0	0	0.0%
Paper Products	521820	0	0	0	0	0	0.0%
<b>Total: Supplies</b>		<b>5,823</b>	<b>3,836</b>	<b>3,836</b>	<b>5,250</b>	<b>1,414</b>	<b>36.9%</b>

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Travel</b>							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	203	625	625	543	(82)	-13.1%
Travel-Inst-Other Transp-Emp	518010	100	1,878	1,878	1,623	(255)	-13.6%
Travel-Inst-Incidentals-Emp	518040	4	0	0	0	0	0.0%
Conference - Instate - Emp	518050	0	208	208	208	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	128	418	418	416	(2)	-0.5%
Travel-Outst-Other Trans-Emp	518510	1,093	2,266	2,266	1,802	(464)	-20.5%
Travel-Outst-Meals-Emp	518520	349	564	564	294	(270)	-47.9%

## State of Vermont

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Travel</b>							
Travel-Outst-Lodging-Emp	518530	2,737	7,323	7,323	6,999	(324)	-4.4%
Travel-Outst-Incidentals-Emp	518540	179	140	140	145	5	3.6%
<b>Total: Travel</b>		<b>4,794</b>	<b>13,422</b>	<b>13,422</b>	<b>12,030</b>	<b>(1,392)</b>	<b>-10.4%</b>

		FY2017 Actuals				Difference Between Recommend and As Passed	Percent Change Recommend and As Passed
<b>Rentals</b>							
<b>Description</b>	<b>Code</b>						
Software-License-Data Network	516555	2,005	0	0	0	0	0.0%
<b>Total: Rentals</b>		<b>2,005</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>230,257</b>	<b>202,003</b>	<b>202,003</b>	<b>202,070</b>	<b>67</b>	<b>0.0%</b>
<b>Total Expenses:</b>		<b>1,308,698</b>	<b>1,673,324</b>	<b>1,673,324</b>	<b>1,606,782</b>	<b>(66,542)</b>	<b>-4.0%</b>

## State of Vermont

Organization: 1115001000 - Finance and management - financial operations

### Budget Object Group: 1. PERSONAL SERVICES

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Salaries and Wages</b>							
Description	Code						
Classified Employees	500000	1,259,260	1,318,534	1,318,534	1,375,692	57,158	4.3%
Temporary Employees	500040	0	0	0	0	0	0.0%
Overtime	500060	1,681	1,255	1,255	1,658	403	32.1%
Vacancy Turnover Savings	508000	0	(11,731)	(11,731)	0	11,731	-100.0%
Personal Services Budget	509000	0	0	0	0	0	0.0%
<b>Total: Salaries and Wages</b>		<b>1,260,941</b>	<b>1,308,058</b>	<b>1,308,058</b>	<b>1,377,350</b>	<b>69,292</b>	<b>5.3%</b>

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Fringe Benefits</b>							
Description	Code						
FICA - Classified Employees	501000	92,975	100,866	100,866	105,244	4,378	4.3%
Health Ins - Classified Empl	501500	270,509	259,593	259,593	273,981	14,388	5.5%
Retirement - Classified Empl	502000	219,514	230,347	230,347	240,332	9,985	4.3%
Dental - Classified Employees	502500	14,754	14,292	14,292	14,616	324	2.3%
Life Ins - Classified Empl	503000	4,618	5,562	5,562	5,805	243	4.4%
LTD - Classified Employees	503500	1,969	1,901	1,901	1,831	(70)	-3.7%
EAP - Classified Empl	504000	507	540	540	540	0	0.0%
Employee Tuition Costs	504530	0	0	0	0	0	0.0%
Workers Comp - Ins Premium	505200	31,538	29,223	29,223	16,166	(13,057)	-44.7%

## State of Vermont

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Fringe Benefits</b>							
Unemployment Compensation	505500	0	2,378	2,378	1,189	(1,189)	-50.0%
Catamount Health Assessment	505700	0	0	0	0	0	0.0%
<b>Total: Fringe Benefits</b>		<b>636,384</b>	<b>644,702</b>	<b>644,702</b>	<b>659,704</b>	<b>15,002</b>	<b>2.3%</b>

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Contracted and 3rd Party Service</b>							
<b>Description</b>	<b>Code</b>						
Contr & 3Rd Party - Financial	507100	0	0	0	0	0	0.0%
Contr&3Rd Pty-Educ & Training	507350	0	51	51	0	(51)	-100.0%
Contr&3Rd Pty - Info Tech	507550	112,644	0	0	0	0	0.0%
Contr-Compsoftwr-Sysmaint&Upgr	507554	0	116,024	116,024	119,504	3,480	3.0%
<b>Total: Contracted and 3rd Party Service</b>		<b>112,644</b>	<b>116,075</b>	<b>116,075</b>	<b>119,504</b>	<b>3,429</b>	<b>3.0%</b>

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>PerDiem and Other Personal Services</b>							
<b>Description</b>	<b>Code</b>						
Other Pers Serv	506200	216,874	305,796	305,796	0	(305,796)	-100.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>216,874</b>	<b>305,796</b>	<b>305,796</b>	<b>0</b>	<b>(305,796)</b>	<b>-100.0%</b>

<b>Total: 1. PERSONAL SERVICES</b>		<b>2,226,842</b>	<b>2,374,631</b>	<b>2,374,631</b>	<b>2,156,558</b>	<b>(218,073)</b>	<b>-9.2%</b>
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## State of Vermont

### Budget Object Group: 2. OPERATING

<b>Equipment</b>		<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
<b>Description</b>	<b>Code</b>						
Hardware - Desktop & Laptop Pc	522216	5,302	3,218	3,218	3,282	64	2.0%
Hw - Printers,Copiers,Scanners	522217	0	0	0	0	0	0.0%
Software - Application Support	522284	526	0	0	0	0	0.0%
Office Equipment	522410	0	0	0	909	909	0.0%
Furniture & Fixtures	522700	0	1,224	1,224	1,247	23	1.9%
<b>Total: Equipment</b>		<b>5,828</b>	<b>4,442</b>	<b>4,442</b>	<b>5,438</b>	<b>996</b>	<b>22.4%</b>

<b>IT/Telecom Services and Equipment</b>		<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
<b>Description</b>	<b>Code</b>						
Internet	516620	0	0	0	0	0	0.0%
Telecom-Conf Calling Services	516658	0	0	0	0	0	0.0%
ADS Enterp App Supp SOV Emp Exp	516660	0	0	0	40,869	40,869	0.0%
It Intersvccost- Dii Other	516670	0	0	0	0	0	0.0%
It Intsvccost-Vision/Isdassess	516671	17,238	17,532	17,532	15,860	(1,672)	-9.5%
ADS Centrex Exp.	516672	3,164	7,998	7,998	7,998	0	0.0%
It Intsvccos-Dii Data Telecomm	516673	(1,869)	0	0	0	0	0.0%
It Inter Svc Cost User Support	516678	402,564	390,000	390,000	390,000	0	0.0%
ADS Allocation Exp.	516685	18,429	19,994	19,994	15,720	(4,274)	-21.4%
Hw - Other Info Tech	522200	0	0	0	0	0	0.0%
Software - Other	522220	0	1,610	1,610	1,612	2	0.1%

## State of Vermont

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>IT/Telecom Services and Equipment</b>							
Software - Office Technology	522221	0	0	0	0	0	0.0%
Sw-Database&Management Sys	522222	0	0	0	0	0	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>439,526</b>	<b>437,134</b>	<b>437,134</b>	<b>472,059</b>	<b>34,925</b>	<b>8.0%</b>

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Other Operating Expenses</b>							
<b>Description</b>	<b>Code</b>						
Single Audit Allocation	523620	0	3,005	3,005	3,231	226	7.5%
Interest Expense	551000	(723)	0	0	0	0	0.0%
<b>Total: Other Operating Expenses</b>		<b>(723)</b>	<b>3,005</b>	<b>3,005</b>	<b>3,231</b>	<b>226</b>	<b>7.5%</b>

		FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Other Purchased Services</b>							
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	5,356	5,313	5,313	4,939	(374)	-7.0%
Insurance - General Liability	516010	3,032	2,998	2,998	3,159	161	5.4%
Dues	516500	0	0	0	0	0	0.0%
Licenses	516550	0	1,117	1,117	0	(1,117)	-100.0%
ADS PM SOV Employee Expense	516683	1,893	271	271	270	(1)	-0.4%
Advertising - Job Vacancies	516820	0	0	0	0	0	0.0%
Printing and Binding	517000	3,810	4,073	4,073	3,968	(105)	-2.6%
Photocopying	517020	1,263	2,193	2,193	1,938	(255)	-11.6%
Process&Printg Films, Microfilm	517050	0	0	0	0	0	0.0%
Registration For Meetings&Conf	517100	0	1,000	1,000	1,000	0	0.0%

## State of Vermont

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Other Purchased Services</b>							
Training - Info Tech	517110	0	0	0	0	0	0.0%
Postage	517200	0	0	0	0	0	0.0%
Postage - Bgs Postal Svcs Only	517205	607	840	840	716	(124)	-14.8%
Freight & Express Mail	517300	7	15	15	15	0	0.0%
Instate Conf, Meetings, Etc	517400	0	153	153	0	(153)	-100.0%
Outside Conf, Meetings, Etc	517500	0	0	0	0	0	0.0%
Other Purchased Services	519000	0	0	0	0	0	0.0%
Agency Fee	519005	23,385	25,672	25,672	26,251	579	2.3%
Human Resources Services	519006	8,658	14,554	14,554	10,505	(4,049)	-27.8%
Moving State Agencies	519040	870	510	510	827	317	62.2%
<b>Total: Other Purchased Services</b>		<b>48,880</b>	<b>58,709</b>	<b>58,709</b>	<b>53,588</b>	<b>(5,121)</b>	<b>-8.7%</b>

		FY2017 Actuals	FY2018 Original	FY2018	FY2019	Difference Between	Percent Change
			As Passed Budget	Governor's BAA Recommended Budget	Governor's Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Property and Maintenance</b>							
<b>Description</b>	<b>Code</b>						
Disposal	510200	195	408	408	275	(133)	-32.6%
Rep&Maint-Info Tech Hardware	513000	0	0	0	0	0	0.0%
Repair & Maint - Office Tech	513010	1,562	876	876	1,451	575	65.6%
Repair&Maint-Non-Info Tech Equ	513100	0	0	0	0	0	0.0%
<b>Total: Property and Maintenance</b>		<b>1,757</b>	<b>1,284</b>	<b>1,284</b>	<b>1,726</b>	<b>442</b>	<b>34.4%</b>

## State of Vermont

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Rental Other</b>		<b>FY2017 Actuals</b>					
Description	Code						
Rental - Auto	514550	0	0	0	121	121	0.0%
Rental - Office Equipment	514650	522	3,722	3,722	2,091	(1,631)	-43.8%
Rental - Other	515000	0	11	11	0	(11)	-100.0%
<b>Total: Rental Other</b>		<b>522</b>	<b>3,733</b>	<b>3,733</b>	<b>2,212</b>	<b>(1,521)</b>	<b>-40.7%</b>

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Rental Property</b>		<b>FY2017 Actuals</b>					
Description	Code						
Fee-For-Space Charge	515010	99,175	106,665	106,665	113,078	6,413	6.0%
<b>Total: Rental Property</b>		<b>99,175</b>	<b>106,665</b>	<b>106,665</b>	<b>113,078</b>	<b>6,413</b>	<b>6.0%</b>

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Supplies</b>		<b>FY2017 Actuals</b>					
Description	Code						
Office Supplies	520000	1,162	1,785	1,785	1,759	(26)	-1.5%
Other General Supplies	520500	0	150	150	0	(150)	-100.0%
Electronic	520550	324	0	0	0	0	0.0%
Food	520700	20	0	0	0	0	0.0%
Water	520712	0	0	0	0	0	0.0%
Books&Periodicals-Library/Educ	521500	677	408	408	416	8	2.0%
Subscriptions	521510	0	0	0	0	0	0.0%
<b>Total: Supplies</b>		<b>2,183</b>	<b>2,343</b>	<b>2,343</b>	<b>2,175</b>	<b>(168)</b>	<b>-7.2%</b>



## State of Vermont

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Travel</b>		<b>FY2017 Actuals</b>					
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	180	30	30	164	134	446.7%
Travel-Inst-Other Transp-Emp	518010	645	0	0	643	643	0.0%
Travel-Inst-Lodging-Emp	518030	0	0	0	0	0	0.0%
Travel-Inst-Incidentals-Emp	518040	2	0	0	0	0	0.0%
Travel-Inst-Incidentals-Nonemp	518340	0	72	72	72	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	112	168	168	114	(54)	-32.1%
Travel-Outst-Other Trans-Emp	518510	0	510	510	0	(510)	-100.0%
Travel-Outst-Meals-Emp	518520	140	190	190	144	(46)	-24.2%
Travel-Outst-Lodging-Emp	518530	317	1,278	1,278	326	(952)	-74.5%
Travel-Outst-Incidentals-Emp	518540	2	140	140	2	(138)	-98.6%
<b>Total: Travel</b>		<b>1,399</b>	<b>2,388</b>	<b>2,388</b>	<b>1,465</b>	<b>(923)</b>	<b>-38.7%</b>
<b>Total: 2. OPERATING</b>		<b>598,547</b>	<b>619,703</b>	<b>619,703</b>	<b>654,972</b>	<b>35,269</b>	<b>5.7%</b>
<b>Total Expenses:</b>		<b>2,825,389</b>	<b>2,994,334</b>	<b>2,994,334</b>	<b>2,811,530</b>	<b>(182,804)</b>	<b>-6.1%</b>

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
Fund Name	Fund Code	FY2017 Actuals					
General Fund	10000	1,091,824	1,309,469	1,309,469	1,258,956	(50,513)	-3.9%
Inter-Unit Transfers Fund	21500	216,874	363,855	363,855	0	(363,855)	-100.0%
Financial Management Fund	59300	2,825,389	2,994,334	2,994,334	3,159,356	165,022	5.5%
<b>Funds Total:</b>		<b>4,134,087</b>	<b>4,667,658</b>	<b>4,667,658</b>	<b>4,418,312</b>	<b>(249,346)</b>	<b>-5.3%</b>
Position Count					29.0		
FTE Total					29.0		

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# Personnel Summary Reports

Department of Finance & Management



**Section 6**

**FY 2019 Budget  
Submission**

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

#### 1110003000-Finance and management - budget and management

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
020001	539100 - Senior Policy & Operations Mgr	1.00	1.00	94,474	41,185	7,227	142,886
020003	486700 - Budget & Management Analyst	1.00	1.00	63,773	29,288	4,879	97,940
020005	053800 - Senior Budget & Mgt Analyst	1.00	1.00	96,200	18,275	7,359	121,834
020007	486700 - Budget & Management Analyst	1.00	1.00	68,432	21,688	5,235	95,355
020008	053800 - Senior Budget & Mgt Analyst	1.00	1.00	68,432	36,195	5,235	109,862
020014	053800 - Senior Budget & Mgt Analyst	1.00	1.00	101,878	27,749	7,793	137,420
020069	486700 - Budget & Management Analyst	1.00	1.00	66,290	36,077	5,071	107,438
020074	549100 - Assist Dir Budget & Management	1.00	1.00	88,463	40,094	6,767	135,324
027001	90120A - Commissioner	1.00	1.00	124,302	46,590	9,508	180,400
027003	90570D - Deputy Commissioner	0.65		78,511	29,870	6,006	114,387
027003	97430J - Chief of Finance & Admin	0.35	1.00	42,275	16,083	3,234	61,592

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
027006	91590E - Private Secretary	1.00	1.00	58,012	34,576	4,438	97,026
<b>Total</b>		<b>11.00</b>	<b>11.00</b>	<b>951,042</b>	<b>377,670</b>	<b>72,752</b>	<b>1,401,464</b>

Fund Code	Fund Name	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
10000	General Fund	8.65	11.00	719,450	279,152	55,036	1,053,638
59300	Financial Management Fund	2.35		231,592	98,518	17,716	347,826
<b>Total</b>		<b>11.00</b>	<b>11.00</b>	<b>951,042</b>	<b>377,670</b>	<b>72,752</b>	<b>1,401,464</b>

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

#### 1115001000-Finance and management - financial operations

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
020009	030700 - Asst Dir Statewide Reporting	1.00	1.00	88,462	16,872	6,768	112,102
020012	065800 - Statewide Fin Rep Analyst II	1.00	1.00	70,720	30,547	5,410	106,677
020013	065800 - Statewide Fin Rep Analyst II	1.00	1.00	85,280	24,741	6,524	116,545
020016	487210 - Vision Support Specialist III	1.00	1.00	63,773	30,014	4,879	98,666
020026	487200 - Vision Support Specialist II	1.00	1.00	70,990	30,433	5,430	106,853
020028	068300 - VISION Financial Analyst II	1.00	1.00	60,882	11,735	4,658	77,275
020034	487200 - Vision Support Specialist II	1.00	1.00	53,248	28,131	4,073	85,452
020037	064100 - VISION Operations Analyst IV	1.00	1.00	84,781	24,651	6,485	115,917
020044	013300 - Statewide Grants Administrator	1.00	1.00	103,355	42,794	7,907	154,056
020046	030400 - Director Statewide Reporting	1.00	1.00	104,333	19,749	7,982	132,064
020051	064300 - Vision Financial Analyst I	1.00	1.00	61,318	35,035	4,691	101,044
020052	548800 - VISION Financial Analyst III	1.00	1.00	64,542	20,736	4,938	90,216

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
020053	065000 - Dir Statewide Accounting	1.00	1.00	101,026	42,371	7,729	151,126
020054	065800 - Statewide Fin Rep Analyst II	1.00	1.00	78,042	31,873	5,971	115,886
020055	534900 - Business Appl Support Manager	1.00	1.00	82,888	38,895	6,341	128,124
020070	487200 - Vision Support Specialist II	1.00	1.00	60,882	34,957	4,658	100,497
020071	056600 - Asst Dir of Statewide Account	1.00	1.00	80,288	38,614	6,142	125,044
020073	068300 - VISION Financial Analyst II	1.00	1.00	60,882	34,957	4,658	100,497
<b>Total</b>		<b>18.00</b>	<b>18.00</b>	<b>1,375,692</b>	<b>537,105</b>	<b>105,244</b>	<b>2,018,041</b>

Fund Code	Fund Name	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
59300	Financial Management Fund	18.00	18.00	1,375,692	537,105	105,244	2,018,041
<b>Total</b>		<b>18.00</b>	<b>18.00</b>	<b>1,375,692</b>	<b>537,105</b>	<b>105,244</b>	<b>2,018,041</b>

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# Organizational Charts

▶▶▶ Department of Finance &  
Management

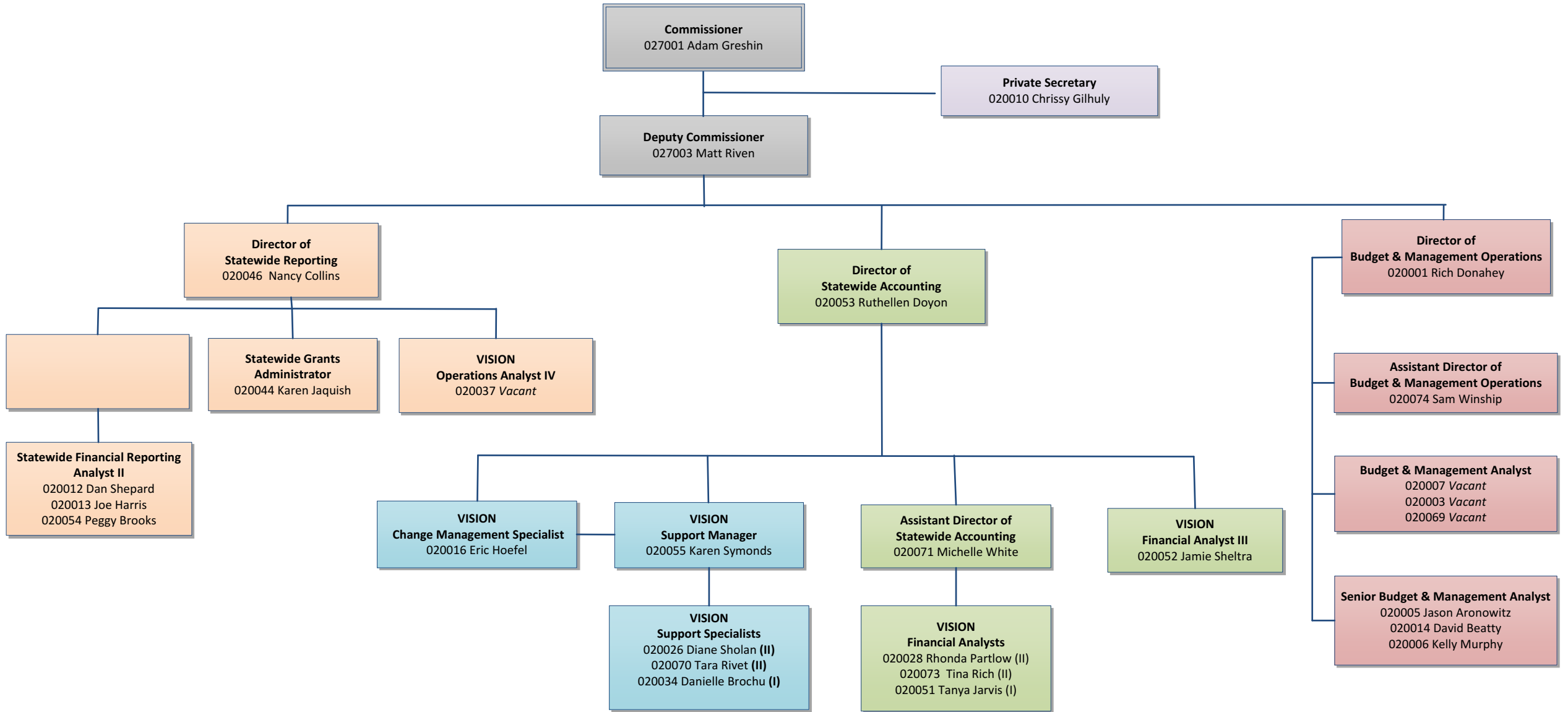


**Section 7**

**FY 2019 Budget  
Submission**

# Agency of Administration, Department of Finance & Management

January 2018





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# Federal Receipts, Interdepartmental Receipts & Grants Out

Department of Finance &  
Management



**Section 8**

**FY 2019 Budget  
Submission**

# State of Vermont

**Department: 1110003000 - Finance and management - budget and management**

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**Interdepartmental Transfer Fund**

Budget Request Code	Fund	Justification	Est Amount
	21500	None	\$0
<b>Total</b>			<b>\$0</b>

**Federal Grant Receipts**

Budget Request Code	Fund	Justification	Est Amount
	22005	None	\$0
<b>Total</b>			<b>\$0</b>

**Grants to Non-State Entities**

Budget Request Code	Fund	Justification	Est Amount
	Various	None	\$0
<b>Total</b>			<b>\$0</b>

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# Carry Forward Report

Department of Finance &  
Management



**Section 9**

**FY 2019 Budget  
Submission**

**Department of Finance & Management**

*Carryforward Projections*

Program	Final Carryforward 6/30/2017	FY 2018 Appropriated Funding	FY 2018 Estimated Expenditures	Estimated Carryforward 6/30/2018
<b>General Fund:</b>				
Finance - Budget & Management:	\$127,922	\$1,309,469	(\$1,437,391)	\$0
<b>Total General Fund:</b>	<b>\$127,922</b>	<b>\$1,309,469</b>	<b>(\$1,437,391)</b>	\$0
<b>TOTALS:</b>	<b>\$127,922</b>	<b>\$1,309,469</b>	<b>(\$1,437,391)</b>	<b>\$0</b>