Office of the Governor


## Executive Office <br> Office of the Governor <br> FY2025 Governor's Recommend Budget

MISSION: The overall strategic goals and mission of the Executive Office is to Grow the Economy, Make Vermont more Affordable, and Protect the most Vulnerable. These three priorities guide the Administration's action and serve as the basis for all policy proposals within the State of Vermont.

Governor's Recommended Budget FY2025
(\$ millions)


## FY 2025 SUMMARY \& HIGHLIGHTS

- The FY 2025 budget request to the General Assembly reflects a $5.2 \%(\$ 94,368)$ General fund increase over FY2024 primarily attributable to increase in personnel services of $\$ 37,073$ plus $\$ 57,295$ in Operating expenditures which include Internal Service Fund (ISF) increases.
- There are 14 Exempt Positions including the Governor's position.


## Fiscal Year 2025 Budget Development Form: Executive Office

General \$\$ Transp \$\$ Educat \$ Clean Water \$\$ Special \$\$ Glob Commit \$\$ Federal \$\$ Int. Service \$\$ Interdept'l All other \$\$ Total \$\$


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



Agency of Administration,
Department of Finance \& Management FY 2025 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 and maintenance of centralized accounting functions that incorporate appropriate internal controls and generate reliable financial information that is in accord 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 the Governor.

Governor's Recommended Budget FY 2025 (\$ millions)
IDT, 0.2, 4\%


## FY 2025 SUMMARY \& HIGHLIGHTS

- The Department includes two divisions: The Division of Budget \& Management ("BudMan") and the Division of Financial Operations ("FinOps").
- General Fund budget is up 3.5\% from FY2023
- Statewide budget targets were for $3 \%$ increase before ISF allocations; this target was met before adding ISF charges.
- Internal Service Fund budget for BudMan and FinOps combined is up 4.5\% from FY2023
- BudMan and FinOps represent current services budgets
- $\quad \$ 140 k$ IDT budgeted in FinOps is for ARPA Admin appropriation (limited service support to assist with increase in grant management activity related to ARPA-funded grants).
- Implementation of new budgeting IT system (funded by one time appropriation) scheduled for summer 2025 and summer 2026 - scheduled for go-live Fall 2026.

Fiscal Year 2025 Budget Development Form: Department of Finance \& Management [01115-Financial Operations]

|  | General \$\$ | Transp \$\$ | Educat \$\$ | Clean Water \$\$ | Special \$\$ | Glob Commit \$\$ | Federal \$\$ | Int. Service \$\$ | Interdept'I <br> Transfer \$\$ | All other \$\$ | Total \$\$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Approp \#1 [1115001000]: Financial Operations FY 2024 Approp | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,366,686 | 0 | 0 | 3,366,686 |
| Other Changes: (Please insert changes to your base appropriation that occurred after the passage of the FY24 budget] |  |  |  |  |  |  |  |  |  |  | 0 |
| FY 2024 Other Changes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Approp. After FY 2024 Other Changes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,366,686 | 0 | 0 | 3,366,686 |
| CURRENT SERVICE LEVEL/CURRENT LAW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 132,671 | 140,903 | 0 | 273,574 |
| Personal Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 140,946 | 140,903 | 0 | 281,849 |
| 500000: Salary \& Wages: Classified Employees 500010: Salary \& Wages: Exempt Employees |  |  |  |  |  |  |  | 104,082 | 94,432 |  | 198,514 |
| 501500: Health Insurance: Classified Employees 501510: Health Insurances: Exempt Employees |  |  |  |  |  |  |  | 35,228 | 11,853 |  | 47,081 |
| 502000: Retirement: Classified Employees 502010: Retirement: Exempt Employees |  |  |  |  |  |  |  | 27,790 | 25,213 |  | 53,003 |
| All Other Employee Payroll Related Fringe Benefits |  |  |  |  |  |  |  | 8,292 | 8,743 |  | 17,035 |
| 504040: VT Family \& Medical Leave Insurance Premium |  |  |  |  |  |  |  | 6,200 | 350 |  | 6,550 |
| 504045: Child Care Contribution |  |  |  |  |  |  |  | 5,515 | 312 |  | 5,827 |
| 505200: Workers' Compensation Insurance Premium |  |  |  |  |  |  |  | 705 |  |  | 705 |
| 500060: Overtime |  |  |  |  |  |  |  | 134 |  |  | 134 |
| 506200: Other Pers Serv |  |  |  |  |  |  |  | $(47,000)$ |  |  | $(47,000)$ |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Onerating Exnenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (8.275) | 0 | 0 | (8.275) |
| 515010: Fee-for-Space Charae |  |  |  |  |  |  |  | 25.550 |  |  | 25.550 |
| 516000: Insurance Other Than Emolovee Benefits |  |  |  |  |  |  |  | (210) |  |  | (210) |
| 516010: Insurance - General Liabilitv |  |  |  |  |  |  |  | 544 |  |  | 544 |
| 516662:ADS End User Comnutina |  |  |  |  |  |  |  | $10 \%$ กnก |  |  | 100.000 |
| 516671: VISION/ISD |  |  |  |  |  |  |  | 3.519 |  |  | 3.519 |
| 516685: ADS Allocated Charae |  |  |  |  |  |  |  | 2605 |  |  | 2.605 |
| 519006: Human Resources Services |  |  |  |  |  |  |  | 2.301 |  |  | 2.301 |
| 523620: Sinale Audit Allocation |  |  |  |  |  |  |  | 1.97 |  |  | 197 |
| 513050: Software-Rep\&Maint-ApplicaSupp |  |  |  |  |  |  |  | 0 |  |  | 0 |
| 516551: Software-License-ApplicaSupprt |  |  |  |  |  |  |  | $(140,000)$ |  |  | $(140,000)$ |
| 516660: ADS Service Level Aareement |  |  |  |  |  |  |  | 8.528 |  |  | 8.528 |
| Other: |  |  |  |  |  |  |  | (11.309) |  |  | (11.309) |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Subtotal of Increases/Decreases | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 132,671 | 140,903 | 0 | 273,574 |
| FY 2025 Governor Recommend | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,499,357 | 140,903 | 0 | 3,640,260 |


|  | General \$\$ | Transp \$\$ | Educat \$\$ | Clean Water \$\$ | Special \$\$ | Glob Commit \$\$ | Federal \$\$ | Int. Service \$\$ | Interdept'I <br> Transfer \$\$ | All other \$\$ | Total \$\$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Approp \#1 [1110003000] Budget \& Management: FY 2024 Approp | 1,143,286 | 0 | 0 | 0 | 0 | 0 | 0 | 619,869 | 0 | 0 | 1,763,155 |
| Other Changes: (Please insert changes to your base appropriation that occurred after the passage of the FY24 budget] |  |  |  |  |  |  |  |  |  |  | 0 |
| FY 2024 Other Changes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Approp. After FY 2024 Other Changes | 1,143,286 | 0 | 0 | 0 | 0 | 0 | 0 | 619,869 | 0 | 0 | 1,763,155 |
| CURRENT SERVICE LEVEL/CURRENT LAW | 40,402 | 0 | 0 | 0 | 0 | 0 | 0 | 46,459 | 9,833 | 0 | 96,694 |
| Personal Services | 60,168 | 0 | 0 | 0 | 0 | 0 | 0 | 10,337 | - | 0 | 70,505 |
| 500000: Salary \& Wages: Classified Employees 500010: Salary \& Wages: Exempt Employees | 84,551 |  |  |  |  |  |  | $(1,976)$ |  |  | 82,575 |
| 501500: Health Insurance: Classified Employees 501510: Health Insurances: Exempt Employees | 17,912 |  |  |  |  |  |  | (533) |  |  | 17,379 |
| 502000: Retirement: Classified Employees 502010: Retirement: Exempt Employees | 29,613 |  |  |  |  |  |  | 6,508 |  |  | 36,121 |
| All Other Employee Payroll Related Fringe Benefits | 7,174 |  |  |  |  |  |  | 178 |  |  | 7,352 |
| 504040: VT Family \& Medical Leave Insurance Premium | 2,575 |  |  |  |  |  |  | 828 |  |  | 3,403 |
| 504045: Child Care Contribution | 2,289 |  |  |  |  |  |  | 736 |  |  | 3,025 |
| 505200: Workers' Compensation Insurance Premium | $(3,669)$ |  |  |  |  |  |  | 3,375 |  |  | (294) |
| 508000: Vacancy Turnover Savings | $(77,508)$ |  |  |  |  |  |  | $(22,772)$ |  |  | $(100,280)$ |
| 500060: Overtime | 1,559 |  |  |  |  |  |  | (198) |  |  | 1,361 |
| 505700: Catamount Health Assessment | (75) |  |  |  |  |  |  |  |  |  | (75) |
| 507100: Contract \& 3rd Party Services - Financial (Finite LTD) | (403) |  |  |  |  |  |  |  |  |  | (403) |
| 507550: Contract \& 3rd Pary Services - IT (CGI \& NASACT) | $(3,850)$ |  |  |  |  |  |  | 24,191 |  |  | 20,341 |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Operating Expenses | $(19,766)$ | 0 | 0 | 0 | 0 | 0 | 0 | 36,122 | 9,833 | 0 | 26,189 |
| 515010: Fee-for-Space Charge | $(8,381)$ |  |  |  |  |  |  | 19,937 |  |  | 11,556 |
| 516000: Insurance Other Than Employee Benefits | (129) |  |  |  |  |  |  |  |  |  | (129) |
| 516010: Insurance - General Liability | 314 |  |  |  |  |  |  |  |  |  | 314 |
| 516671: VISION/ISD | 286 |  |  |  |  |  |  |  |  |  | 286 |
| 516685: ADS Allocated Charge | 628 |  |  |  |  |  |  |  |  |  | 628 |
| 519006: Human Resources Services | 677 |  |  |  |  |  |  |  |  |  | 677 |
| 523620: Single Audit Allocation | $(10,763)$ |  |  |  |  |  |  | 12,213 |  |  | 1,450 |
| 510220: Recycling | 18 |  |  |  |  |  |  |  |  |  | 18 |
| 514650: Rental - Office Equipment | (12) |  |  |  |  |  |  |  |  |  | (12) |
| 516500: Dues (NASBO \& FFIS) | $(9,075)$ |  |  |  |  |  |  |  | 9,833 |  | 758 |
| 516605: VOIP Expense | (207) |  |  |  |  |  |  |  |  |  | (207) |
| 516623: Telecom - Mobile Wireless Data | (140) |  |  |  |  |  |  |  |  |  | (140) |
| 516659: Telecom - Wireless Phone Service | 1,099 |  |  |  |  |  |  |  |  |  | 1,099 |
| 516660: ADS Enterprise Application Support SOV Emp Exp | (141) |  |  |  |  |  |  | 3,972 |  |  | 3,831 |
| 516672: ADS Centrex Exp | 199 |  |  |  |  |  |  |  |  |  | 199 |
| 516820: Advertising - Job Vacancies | 96 |  |  |  |  |  |  |  |  |  | 96 |
| 517005: Printing \& Binding - BGS Copy Center | (20) |  |  |  |  |  |  |  |  |  | (20) |
| 517205: BGS Postal Services Only | 8 |  |  |  |  |  |  |  |  |  | 8 |
| 519005: Agency Fee (AOA-FSD) | 5,143 |  |  |  |  |  |  |  |  |  | 5,143 |
| 520000: Office Supplies | 58 |  |  |  |  |  |  |  |  |  | 58 |
| 522201: Hardware - Computer Peripherals | 98 |  |  |  |  |  |  |  |  |  | 98 |
| 522216: Desktop \& Laptop PC | 478 |  |  |  |  |  |  |  |  |  | 478 |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal of Increases/Decreases | 40,402 | 0 | 0 | 0 | 0 | 0 | 0 | 46,459 | 9,833 | 0 | 96,694 |
| FY 2025 Governor Recommend | 1,183,688 | 0 | 0 | 0 | 0 | 0 | 0 | 666,328 | 9,833 | 0 | 1,859,849 |
| Department of Finance \& Management FY 2024 Appropriation | 1,143,286 | 0 | 0 | 0 | 0 | 0 | 0 | 3,986,555 | 0 | 0 | 5,129,841 |
| Reductions and Other Changes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FY 2024 Total After Other Changes | 1,143,286 | 0 | 0 | 0 | 0 | 0 | 0 | 3,986,555 | 0 | 0 | 5,129,841 |
| TOTAL INCREASES/DECREASES | 40,402 | 0 | 0 | 0 | 0 | 0 | 0 | 179,130 | 150,736 | 0 | 370,268 |
| Department of Finance \& Management FY 2025 Governor Recommend | 1,183,688 | 0 | 0 | 0 | 0 | 0 | 0 | 4,165,685 | 150,736 | 0 | 5,500,109 |

## Agency of Administration Organization Chart



Agency of Administration, Secretary of Administration FY2025 Governor's Recommend Budget

MISSION: To provide responsive and centralized support services to the employees of all agencies and departments of state government so they may deliver services to Vermonters in an efficient, effective and fiscally prudent manner consistent with the Governor's three priorities: growing Vermont's economy, making Vermont an affordable place to live, work, and do business, and protecting vulnerable Vermonters.

## Governor's Recommend Budget FY2025 (\$ millions)



## FY2025 SUMMARY \& HIGHLIGHTS

## Three structural budget components:

- Secretary's Office
- Sec., Dep. Sec., Chief Perf. Ofc., Chief Oper. Ofc. (GF). Chief Prevention Ofc. (IDT to AHS)
- Office of Racial Equity
- Funded via DHR ISF, except for Div. of Racial Justice Statistics funded by GF
- Office of Health Equity created here in FY24 is moved to VDH in FY25
- State Recovery Office (FEMA IDT Fund)
- Financial Services Division
- Funded by Interdepartmental Transfer
- "Agency Fee" charged to client entities, which include all AoA departments, plus numerous boards, commissions, and offices.
- Office of Risk Management
- Funded by Work Comp., Gen. Liability, and All Other Insurance internal service funds
- Budgeted across three separate appropriations for WC, GL, and AOI


## FY2025 SUMMARY \& HIGHLIGHTS

## FY 2025 Agency of Administration Budget Highlights:

- Secretary's Office
- GF increase of $\$ 91 \mathrm{k}$ represents 3.8\%.
- Major GF changes include full-year base GF budgeting of ORE Div. of Racial Justice Statistics, and the removal of the $\$ 250$ added in FY2024 for Office of Health Equity.
- Office of Health Equity is moved to VDH budget in FY2025.
- Includes $\$ 700 \mathrm{k}$ base GF (as added in FY2024) for Language Access Plan updates
- IDT increase of $\$ 682 k$ is driven by State Recovery Office budgeted here in FY2025.
- Financial Services Division
- IDT increase of $\$ 62 \mathrm{k}$ represents $4.1 \%$.
- Office of Risk Management
- Worker's Compensation self-insurance "premium" collection of $\$ 13.59 \mathrm{M}$ is down $5.1 \%$ from FY2024. Non-demand operating costs are flat with FY2024.
- General Liability "premium" collection of \$7.39M is up 6.8\% from FY2024
- This assumes a $10 \%$ increase in Excess policy renewal, plus coverage of actuarily determined self-insured losses.
- EB5 settlement does not impact actuarial calculations due to date of claim.
- Non-demand operating costs are up 3\%.
- All Other Insurance increase of $\$ \mathbf{5 3 \%}(\$ 2.65 \mathrm{M})$ is primarily driven by a $103 \%$ increase in property insurance.
- Contractual Services increase of $\$ 77 \mathrm{k}$ drives $29 \%$ non-demand operating cost increase.



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| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fiscal Year 2025 Budget Development Form: Agency of Administration - Central Office |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | General \$\$ | Transp \$\$ | Educat \$\$ | Clean Water \$\$ | Special \$\$ | Glob Commit \$\$ | Federal \$\$ | Int. Service \$\$ | Interdept'I | All other \$\$ | Total \$ |
| Approp \#5 [1100120000] All Other Insurance: FY 2024 Approp | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 251,097 | 0 | 0 | 251,097 |
| Other Changes: (Please insert changes to your base appropriation that occurred after the passage of the FY24 budget] |  |  |  |  |  |  |  |  |  |  | 0 |
| FY 2024 Other Changes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Approp. After FY 2024 Other Changes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 251,097 | 0 | 0 | 251,097 |
| CURRENT SERVICE LEVEL/CURRENT LAW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 72,595 | 0 | 0 | 72,595 |
| Personal Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,846 | 0 | 0 | 1,846 |
| 500000: Salary \& Wages: Classified Employees 500010: Salary \& Wages: Exempt Employees |  |  |  |  |  |  |  | 782 |  |  | 782 |
| 501500: Health Insurance: Classified Employees 501510: Health Insurances: Exempt Employees |  |  |  |  |  |  |  | 510 |  |  | 510 |
| 502000: Retirement: Classified Employees |  |  |  |  |  |  |  | 209 |  |  | 209 |
| 502010: Retirement: Exempt Employees |  |  |  |  |  |  |  |  |  |  |  |
| All Other Employee Payroll Related Fringe Benefits |  |  |  |  |  |  |  | 65 |  |  | 65 |
| 504040: VT Family \& Medical Leave Insurance Premium |  |  |  |  |  |  |  | 148 |  |  | 148 |
| 504045: Child Care Contribution |  |  |  |  |  |  |  | 132 |  |  | 132 |
| 505200: Workers' Compensation Insurance Premium |  |  |  |  |  |  |  |  |  |  | 0 |
| 508000: Vacancy Turnover Savings |  |  |  |  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 70,749 | 0 | 0 | 70,749 |
| 515010: Fee-for-Space Charge |  |  |  |  |  |  |  |  |  |  | 0 |
| 516000: Insurance Other Than Employee Benefits |  |  |  |  |  |  |  |  |  |  | 0 |
| 516010: Insurance - General Liability |  |  |  |  |  |  |  |  |  |  | 0 |
| 516671: VISIONISD |  |  |  |  |  |  |  |  |  |  | 0 |
| 516685: ADS Allocated Charge |  |  |  |  |  |  |  |  |  |  | 0 |
| 519006: Human Resources Services |  |  |  |  |  |  |  |  |  |  | 0 |
| 523620: Single Audit Allocation |  |  |  |  |  |  |  |  |  |  | 0 |
| Increase to Contractual Services |  |  |  |  |  |  |  | 76,715 |  |  | 76,715 |
| Decrease to Agency Fee |  |  |  |  |  |  |  | $(5,966)$ |  |  | $(5,966)$ |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|  |  |  |  |  |  |  |  |  |  |  | 0 |
| Subtotal of Increases/Decreases | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 72,595 | 0 | 0 | 72,595 |
| FY 2025 Governor Recommend | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 323,692 | 0 | 0 | 323,692 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Agency of Administration - Central Office FY 2024 Appropriation | 2,359,270 | 0 | 0 | 100,000 | 0 | 0 | 0 | 2,250,212 | 1,754,193 | 0 | 6,463,675 |
| Reductions and Other Changes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FY 2024 Total After Other Changes | 2,359,270 | 0 | 0 | 100,000 | 0 | 0 | 0 | 2,250,212 | 1,754,193 | 0 | 6,463,675 |
| TOTAL INCREASES/DECREASES | 90,620 | 0 | 0 | $(75,000)$ | 0 | 0 | 0 | 123,117 | 194,805 | 0 | 333,542 |
| Agency of Administration - Central Office FY 2025 Governor Recommend | 2,449,890 | 0 | 0 | 25,000 | 0 | 0 | 0 | 2,373,329 | 1,948,998 | 0 | 6,797,217 |

