

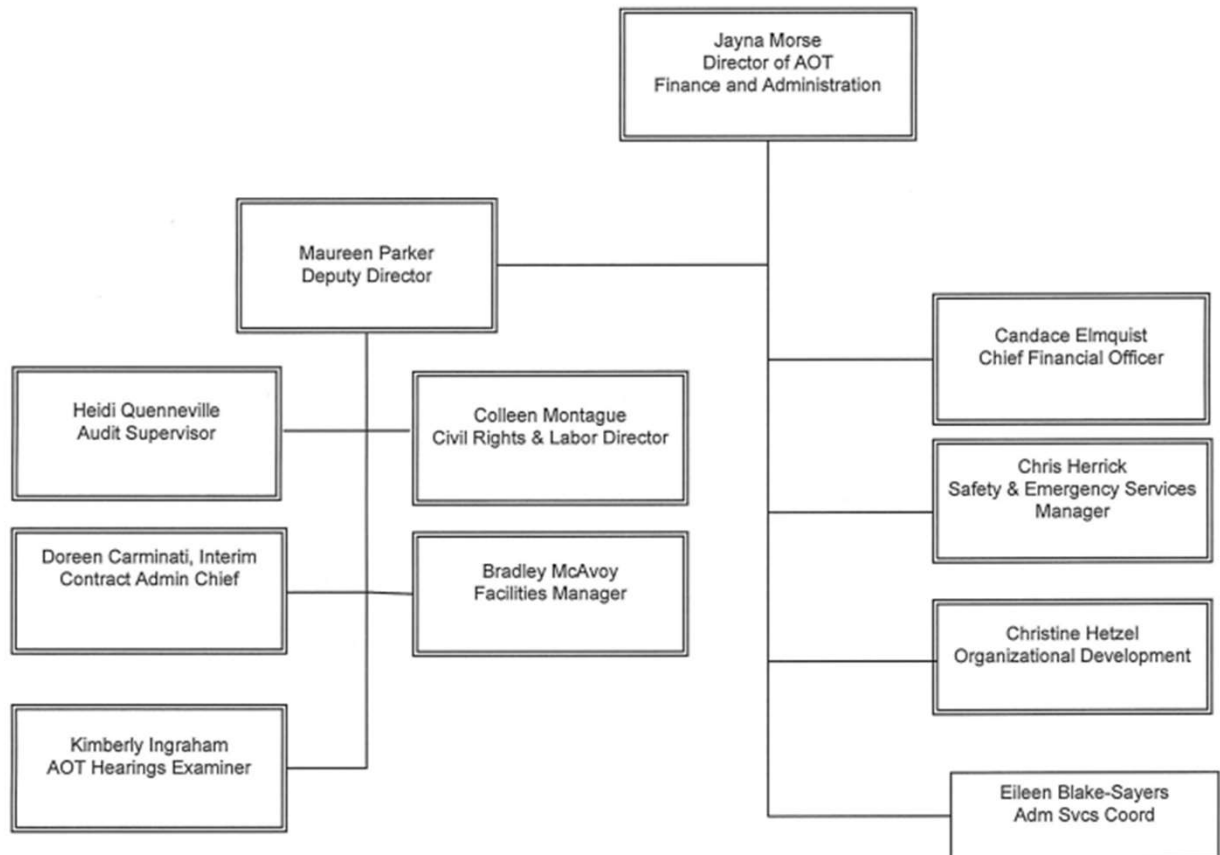
Finance and Administration Division

JANUARY 22, 2025

JAYNA MORSE, DIVISION DIRECTOR

VERMONT AGENCY OF TRANSPORTATION

Division of Finance & Administration



Division Overview

Jayna Morse, Director

Maureen Parker, Deputy Director

Number of Positions: 132

The **Division of Finance & Administration (F&A)** includes eight (8) Bureaus that advance the agency's mission by:

- Providing effective support and regulatory services through excellent customer service.
- Maximizing our financial and human resources.
- Focusing on improvement of our business practices to meet the needs of our internal and external customers.
- Promoting organizational excellence by attracting, developing, and retaining a talented, diverse, and engaged workforce.

Audit Bureau

Heidi Quenneville, Audit Supervisor

Number of Positions: 5

The Audit Bureau is a dedicated team of professionals focused on supporting the agency's mission by ensuring compliance and promoting accountability.

Internal Controls Evaluation

Assess the adequacy and effectiveness of internal controls to ensure compliance with laws, regulations, and policies

Internal Performance Audits & Annual Reviews

- Invoices and Contract Audits
- State Purchasing Card Audits
- Inventory Audits
- Self Assessments of Internal Controls
- Review Equipment Rates
- Payroll Load Factor
- Toll Credit

Oversight of Overhead and Indirect Cost Rates

- Review Regional Planning Commission Annual Indirect Rate Proposals
- Review Consultant Financials, Overhead and Indirect Cost Rates

Audit Bureau

Liaison for External Audits & Management Reviews

- Preparation: Help the department prepare for external audits by ensuring documentation and processes are complete and accurate
 - Coordination: Act as the primary point of contact for external auditors, facilitating their work and addressing their needs.
 - Follow-Up: Ensure audit recommendations and corrective actions are implemented effectively
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Who We Work With

- VTrans Employees & Leadership
- Federal Partners: Federal Highway Administration (FHWA), Federal Railroad Administration (FRA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA)
- Vermont State Auditor's Office
- Vermont Department of Finance & Management
- External Auditors: Clifton, Larson & Allen: Annual State of Vermont Single Audit and Annual Comprehensive Financial Review