

**AGENCY ANNEX A4
OFFICE OF THE TREASURER**

I. MISSION

To serve as trustee for all moneys received by the State of Vermont from whatever sources, and disburse funds on warrants drawn by the Commissioner of Finance and Management.

II. AUTHORITY

Title 32, VSA

III. SITUATION AND ASSUMPTIONS

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency but multi-level, interagency training and exercises to develop and maintain necessary capabilities.

The State Treasurer is elected for a term of two years at the same time and in the same manner as provided for in electing other State officers in Vermont.

The State Treasurer is the fifth official in line of emergency succession in the office of the Governor of Vermont. In the event of such assumption of the office of Governor, the State Treasurer's duties will be executed by the Treasurer's successor.

Emergencies or disasters, especially when declared by the President, will generate financial recovery assistance that necessitates the involvement of the State Treasury. The State Treasurer also disburses the state payroll on a bi-weekly basis. The State Treasurer's Office will serve in a secondary support role in any emergency or disaster.

All federal money for disaster assistance is deposited in the State's bank account. Federal agencies typically wire money directly to that account. If the money arrives electronically, the State Treasurer prepares the accounting entry evidencing the deposit in VISIONS after the state agency or department that is expecting the money notifies us through an "A/R pending" item in VISIONS. Once the State Treasurer matches the A/R pending item to the bank deposit, the funds are available for department use. If the money arrives as a check, the receiving department is responsible for deposit of the money to the Bank and the VISIONS deposit entry with no involvement by the State Treasurer's Office. Disbursements of the funds are originated at the department level as vouchers in Accounts Payable. The State Treasurer receives a daily warrant from the VISIONS system through the Department of Finance and either wires money or writes a check to the vendor.

State funds approved for emergency or disaster relief are deposited with the State Treasurer. The process for payment is the same as with federal funds.

The situation and assumptions in section ii of the Base Plan also apply.

IV. ORGANIZATION AND RESPONSIBILITIES

The following chart outlines the emergency response organization of the Agency:

The State Treasurer will deposit funds and disburse funds as warranted by the Commissioner of Finance & Management.

V. IMPLEMENTATION

This Annex will be implemented with the assigned responsibilities by means of direct coordination from the Commissioner, Department of Public Safety or Director, VEM with the Treasurer and/or upon the order of the Governor within the framework of the State Emergency Operations Plan (SEOP).

VI. ADMINISTRATION

The Deputy State Treasurer is responsible for the overall emergency response of the Agency.

VII. CONTINUITY OF GOVERNMENT

In accordance with the provisions of title 20, “agency heads will in addition to any deputy authorized pursuant to law, designate by title three emergency interim successors and specify their order of succession. These designations shall, each year, be reviewed and revised, as necessary, to ensure their current status.”

Line of succession for the Treasurer is as follows:

1. Stephen T. Wisloski, Deputy State Treasurer
2. John T. Booth, Jr., Director, Treasury Operations
3. Dan W. Currier, Cash and Investment Manager
4. Albert LaPerle, Director, Unclaimed Property Division
5. Laurie P. Lanphear, Deputy Director, Retirement Operations