



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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**CORRESPONDENCE MEMORANDUM**

**DATE:** August 23, 2011  
**TO:** Audit Committee Members  
**FROM:** John Vincent, Director  
Office of Internal Audit  
**SUBJECT:** 2009-2011 Audit Plan Update

**This memo is for informational purposes only. No action is required.**

The following audits and projects were completed during the 2009-2011 biennium:

- Department-wide Risk Assessment
- Pandemic Planning Audit
- Follow-up Audit of Pre-2009 Open Observations
- Actuarial Data Verification Audit
- Drop-Filed Documents Audit
- Third-party Administrator Audits: Assisted with the evaluation of proposals and participated in audit methodology discussions with the vendors selected to perform the contract compliance audits for the following programs.
  - Standard Plan Health
  - Pharmacy Benefits Manager
  - Life Insurance
  - Employee Reimbursement Account and Commuter Benefits
  - Income Continuation Insurance

The following audits are underway:

- The Dependent Eligibility Verification Audit was initiated April 2011 – Final Report will be reported to Group Insurance Board on November 8, 2011.
- Annual Retirement Annuity Adjustment Audit
- Proprietary Software Inventory Audit

I will be available at the meeting for questions.

Reviewed and approved by Robert J. Conlin, Deputy Secretary.  
  
Signature \_\_\_\_\_ Date 8/31/2011

Board	Mtg Date	Item #
AUD	9.14.11	5A