



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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## CORRESPONDENCE MEMORANDUM

**DATE:** August 22, 2013  
**TO:** Audit Committee Members  
**FROM:** John Vincent, Director  
Office of Internal Audit  
**SUBJECT:** 2013-2015 Audit Plan Status

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

Below is the status summary of the 2011-2013 Audit Plan projects and advisory services completed or initiated, as well as other activities as of February 1, 2013.

### 2011-2013 AUDIT PLAN

- 1. Audit Projects – Completed**
  - a. BPS Manual Transactions Audit (13-03) – Report is included in September materials.
- 2. Engagements/Projects – In-Process**
  - a. Information Privacy and Security
  - b. Internal Control Plan Review
  - c. Vendor Contract Invoice Approval Review
  - d. Internal Audit Manual
  - e. On-line Employer Self-Assessment
- 3. Advisory Services/Special Requests – Active/Continuing**
  - a. ETF Security Council – Mr. Vincent participates in Security Council meetings, providing advice about data governance security policies (e.g., data classification, logging, auditing, and computer security incident response).
  - b. Compliance Audits of Third-Party Administrators (TPA)– Mr. Lebi provided comments on the recommendation for extension of the TPA compliance audit contract for Wisconsin Deferred Compensation program.
  - c. Affirmative Action Committee – Mr. Lebi serves on this Committee.

Reviewed and approved by Robert J. Marchant, Deputy Secretary

Electronically Signed 9/03/13

Board	Mtg Date	Item #
AUD	9.26.13	3A

#### **4. Monitoring of System Development Projects**

- a. Transformation, Integration, and Modernization Initiative (TIM) – Mr. Vincent and Steve Hurley (Director – Policy, Privacy & Compliance Office) make up the Risk Management Monitoring Team for this initiative.

#### **5. Special Projects**

- a. Self Assessment with Independent Validation (SAIV) – A simplified bid has been issued by the Department of Employee Trust Funds (ETF) for an Independent Validation of Quality Assurance Review (QAR). The intent is to procure the services of an independent assessor to perform an independent validation of the self-assessment QAR completed by ETF's Office of Internal Audit (OIA). Proposals are due August 26, with the contract running through December 31. It is expected that the final report will be discussed at the December 5, 2013, Audit Committee meeting.

This step is part of a quality assurance and improvement program, currently under development, which covers all aspects of the internal audit function.

#### **6. Training/Association Meetings**

- a. Webinars:
  - Retirement Plans and Investments (2 days) – Mr. Lebi, Ms. Van Marter
  - Retirement Benefit Calculation Methods (webinar) – Ms. Malzacher
  - Enterprise Risk Management (IIA webinar) – Mr. Lebi, Ms. Van Marter
  - Public Sector Plan Administration/Compliance, Ethics and Trends – Mr. Lebi, Ms. Van Marter

I will be available at the Audit Committee meeting to answer any questions.