

Office of Internal Audit  
Open Audit Action Plans as of May 31, 2014

	Audit Report	Report Date	Recommendation	Responsible Staff	Estimated Completion Date	Status	Management Comments
1	LAB 2012 CAFR Audit	11/18/2013	Recommend the DETF develop and implement procedures to improve the oversight of its financial reporting process for the financial statements it prepares for inclusion in the State's CAFR, including completing year to year comparisons of account balances, which may assist the Department in identifying potential errors.	Bob Willett		In progress	(5/30/14) (1) Significant changes have been made in the process for preparing ETF trust fund financial statements for incorporation in the state's CAFR. Based on agreements with the State Controller and the State Auditor, ETF will not be preparing financial statements as of June 30, but will provide our December 31 financial statements to DOA for inclusion in the CAFR. The exact procedures for incorporating our calendar year statements are still being developed with the State Controller's Office, and will be documented as they are finalized. (2) OTF has adopted a peer review process requiring all financial statements to be reviewed and accepted by senior staff and managers before they are approved and released for audit. This requirement is in place for the completion of the calendar year 2013 financial statements. (3) OTF is still recruiting for an experienced GAAP accountant to provide additional leadership for the financial reporting function. Due to difficulties in finding an appropriate candidate, the position could not be filled as quickly as hoped. Interview for the latest candidates will be held in June, with the hope of having a new leadworker in place in time to provide additional oversight as we transition into the new state CAFR reporting relationship.

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2	LAB 2012 CAFR Audit	8/01/2013 Interim Audit Memo	Encourage ETF to continue with its initiative to improve controls over shared accounts and LAB will review ETF's progress toward implementing these controls during LAB's 2013 audit.	Mark Robinson		In progress	(5/02/14) (1) A second account was created for all technical staff that have the need for any administrative access / privileges. These accounts are only used to perform administrative duties. (2) o Technical development and support staff (with the exception of a few key staff) no longer have access to the production root ID and password. Admin privileges they need to execute are given through the sudo facility assigned to their normal ID. (3) • Initial research on creating these reports with ETF's existing tools didn't produced the results we were looking for. We will continue to research how we can effectively produce the reports and submit an approach recommendation to management by the end of the calendar year.
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