



STATE OF WISCONSIN
Department of Employee Trust Funds
Robert J. Conlin
SECRETARY

801 W Badger Road
PO Box 7931
Madison WI 53707-7931

1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

CORRESPONDENCE MEMORANDUM

DATE: September 5, 2014
TO: Audit Committee Members
FROM: Yikchau Sze, Director
Office of Internal Audit
SUBJECT: 2013-2015 Audit Plan Status

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

The following is a status summary of projects and advisory services in process during the second year of the 2013-2015 Audit Plan (Plan). This information covers the period from July 1, 2014 through September 5, 2014. Please refer to Appendix A for projects to be performed in the remainder of the plan year.

Audit Engagements – Active

- (13-09) Contract Invoices and Payments Review
- (14-01) Physical Security of Mobile Devices and Access Security of Information on the Mobile Devices

Advisory Services/Special Requests – Active

The nature and scope of these services are to add value and improve Department of Employee Trust Funds (ETF) governance, risk management, and control processes without an internal auditor assuming management responsibility.

- ETF Security Council – Participated in Security Council meetings as a non-voting member, providing advice about data governance security policies.
- Review of Compliance Audits of Third-Party Administrators – Reviewed draft audit reports, reviewed working papers and provided comments and assistance to the Division of Insurance Services and Division of Retirement Services.
- Transformation, Integration, and Modernization Initiative Risk Management Monitoring Team
- BAS Validation – Participated in discussions to validate Benefit Administration System (BAS) processes that would provide auditing capabilities for the Office of Internal Audit.
- BAS Sprint – Participated as subject matter experts in the BAS Sprint - User Profile Security.

Audit Management Software

Audit management software was approved as an ETF FY15 budgetary item. A project plan to implement the software is being developed.

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

Attachment: Appendix A – Audit Engagements to Be Completed

Reviewed and approved by Robert J. Conlin, Secretary

Electronically Signed:
09/10/2014

Board	Mtg Date	Item #
AUD	9.25.14	4

Audit Engagements to Be Completed – Re-prioritized the Plan; Reduced outstanding audit engagements from 21 to 4

- Tax Reporting and Payment Review – to determine if tax reporting and submission of payments to Internal Revenue Service are timely and accurate
- Eligibility of Spouse as Dependent for Health Insurance – to determine if the process to confirm the dependent eligibility of spouses is operating as intended
- Domestic Partner Application Process - to determine if the timeliness of the approval process and subsequent internal notification process are working as intended
- Income Continuation Insurance – to determine if the procedures for processing enrollment applications of income continuation insurance are operating as intended