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**CORRESPONDENCE MEMORANDUM**

**DATE:** March 11, 2015  
**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 summary of the status of projects and advisory services in progress during the second year of the 2013-2015 Audit Plan (Plan). This information covers the period December 12, 2014 through March 11, 2015. Also included in this memo are the remaining audit projects in the Plan.

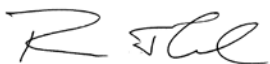
**Audit Engagements – Active**

- Health Insurance Eligibility – To determine if the processes used to confirm the dependent eligibility of spouses and domestic partners; and that termination processes are operating as intended, and to quantify financial impacts of any deficiencies when applicable.

**Advisory Services/Special Requests – Active**

The nature and scope of these services provided by the Office of Internal Audit are to add value to and improve ETF’s governance, risk management and control processes without the internal auditor assuming management responsibility.

- Benefit Administration System (BAS) – participated in discussions regarding change management and BAS validation processes that would provide auditing capabilities for the Office of Internal Audit.
- Transformation, Integration and Modernization (TIM) – member of the Risk Management Monitoring team.

Reviewed and approved by Robert J. Conlin, Secretary  
  
Electronically signed 3/19/15

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- Health Insurance Portability and Accountability Act (HIPAA) – participated and advised on risk assessment for HIPAA compliance.
- Wisconsin Retirement System Employer Compliance – participated in the discussion and review of the employer compliance pilot program.

#### **Audit Engagements – To be completed**

- Tax Reporting and Payment Review – to determine if tax reporting and submission of payments to the Internal Revenue Service are timely and accurate.
- Income Continuation Insurance – to determine if the procedures for processing enrollment applications of income continuation insurance are 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.

#### **Audit Management Software**

The Project Management Office is coordinating the implementation of TeamMate, the audit management software.

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