



STATE OF WISCONSIN
Department of Employee Trust Funds
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CORRESPONDENCE MEMORANDUM

DATE: August 31, 2015
TO: Audit Committee Members
FROM: Yikchau Sze, Director
Office of Internal Audit
SUBJECT: 2015-2017 Audit Plan Status

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

The following is a summary of the audit engagements completed or in progress and the status of other OIA activities since July 1, 2015 to the report date of August 31, 2015.

Audit Engagements – Completed

- Income Continuation Insurance Enrollment and Premium Reporting – Report is included in the September Audit Committee materials for review. This audit was originally planned for 2013–2015 and extended into the Audit Plan for 2015-2017.

Audit Engagements – In-Progress

- Dependent Spouses and Domestic Partners Health Insurance Eligibility – Final draft report has been distributed for management responses. This audit was originally planned for 2013–2015 and extended into the Audit Plan for 2015-2017.
- Wisconsin Retirement System Employer Reporting – Initial planning is completed for this audit and fieldwork will begin in September.
- Annuitant Payroll – Fieldwork is in progress.

Other OIA Activities

- Developed a draft Internal Audit Manual.
- Implemented audit management software – TeamMate.

Reviewed and approved by Robert J. Conlin, Secretary

Electronically signed 9/10/15

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- Identified potential range of all auditable activities that can be compiled as audit universe.
- Investigating the feasibility and administration of a fraud hot line.
- Redesigning OIA landing page on FRED, ETF's intranet.
- Attended the following training:
 - Audit Command Language (ACL) – Jackie Van Marter and Mary Statz attended ACL basic training in Chicago in July
 - 2015 Governance Risk and Control Conference – Yikchau Sze attended the conference in Phoenix in August
 - Association of Certified Fraud Examiner (ACFE) Milwaukee Chapter Meeting – Rick Onasch attended the ACFE Milwaukee Chapter Meeting in August
- Continued involvement in the Transformation, Integration and Modernization effort with
 - Risk management monitoring
 - Change management discussion

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