



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
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SECRETARY

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***Correspondence Memorandum***

**Date:** August 21, 2020  
**To:** Audit Committee  
**From:** Yikchau Sze, Director  
Office of Internal Audit (OIA)  
**Subject:** Approval of Audit Committee Charter

**Staff recommends the Audit Committee approve the attached committee charter and submit it to the Employee Trust Funds (ETF) Board for approval.**

As required by the Audit Committee Charter, the Audit Committee shall annually review and assess the adequacy of the Charter. The purpose of the review is to determine whether changes to the Charter should be recommended to the ETF Board in December.

The ETF Board approved substantial changes to the Charter on December 13, 2018. No updates are recommended to the current Charter at this time. A copy of the current charter is attached for your review.

I will be available at the committee meeting to answer questions.

Attachment A: Current Audit Committee Charter

Board	Mtg Date	Item #
AUD	9.16.20	3

**CHARTER**  
**EMPLOYEE TRUST FUNDS BOARD**  
**AUDIT COMMITTEE**  
**Adopted: December 12, 2008**  
**Last Revised: December 13, 2018**  
**Last Reviewed: December 12, 2019**

## **Purpose**

The Employee Trust Funds Board (Board) has established the Audit Committee (Committee) to assist the Board in fulfilling its fiduciary and oversight responsibilities, including the financial reporting process, the system of internal controls, and the Department's process for monitoring compliance with laws and regulations.

## **Membership**

The Committee shall be comprised of three Board members selected by the Board chair.

At the first Committee meeting in each calendar year, the Committee shall elect a chair, vice chair and a secretary, each will serve for a term of one year or until a successor is duly elected and qualified, whichever is less. In the event of a vacancy in the office of chair, the vice chair shall immediately assume the office of chair for the remainder of the term. In the event of a vacancy in the office of vice chair or secretary, the Committee shall, at its next regular meeting, elect one of its members to fill such vacancy for the remainder of the term.

## **Authority and Responsibilities**

The Committee has the authority to direct the Internal Audit Director, external auditors, or consultants to conduct an audit, review, and/or investigation into any matters within the Committee's scope of responsibility. The Committee will carry out the following responsibilities:

### Financial Reporting

- Review the Comprehensive Annual Financial Report and other communications related to the financial statement audits conducted by the external auditors.
- Review with management and the external auditors all matters required to be communicated to the Committee under Generally Accepted Auditing Standards or Government Auditing Standards.
- Review with management and the General Counsel the status of legal matters that may have an effect on the financial statements.
- Review the responsiveness and timeliness of management's follow-up activities pertaining to any reported findings and recommendations that resulted from the financial statement audit.

### Internal Audit

- Review and approve the Office of Internal Audit charter.
- Approve the appointment, replacement, or dismissal of the Internal Audit Director.
- Assess the performance of the Internal Audit Director with management input and recommend, consistent with the State Compensation Plan, the annual compensation and salary adjustment of the Internal Audit Director.
- Review all internal audit reports and bring to the attention of the Board any audit issues the Committee determines significant for consideration by the Board.
- Review the responsiveness and timeliness of management's follow-up activities pertaining to all reported findings and recommendations.
- Establish audit frequency guidelines with input from management to reflect the amount and type of risk that ETF is willing to take in order to achieve its operational and strategic objectives.
- Review and approve the biennial audit plan and all major changes to the plan.
- Review and approve the Office of Internal Audit's staffing plan and budget.
- May delegate to the Internal Audit Director the authority to do, within the scope of the approved audit plan, the following:
  - hire external auditors/consultants whenever it is determined a specialist is needed to review particular areas of ETF, to augment the resources available within the OIA or for any other practical purpose;
  - approve the scope of services to be performed by the external auditors/consultants; and
  - exercise final approval on the appointment, retention or discharge of the external audit/consulting firm based on assessment of work performed.
- Ensure and maintain, through organizational structure, and other means, the independence of the internal audit process.
- Ensure that the internal auditors have full, free and unrestricted access to all functions, documents, information, systems, contractors, consultants, and personnel in the ETF that is relevant to their performance of internal audit engagements.
- Review the performance of the internal audit function periodically and provide for an external quality assessment every five years.

### Controls and Compliance

- Review the effectiveness of ETF's internal control system, including information technology security and control.
- Ensure that ETF has a comprehensive policy on internal control and compliance.
- Ensure ETF maintains an appropriate mechanism for reporting any fraud, noncompliance, and/or inappropriate activities.
- Review the findings of any examinations by regulatory/oversight entities, any external and internal audit observations, including investigations of misconduct and unethical/improper activity such as fraud, and the results of management's follow-up activities.

### Other Responsibilities

- Institute and oversee special investigations as needed.
- Retain independent counsel, accountants, or other specialists to advise the Committee or assist in conducting an investigation, as needed and in accordance with statutory authority, if any.
- Review and assess the adequacy of the Charter of the Audit Committee annually and request Board approval of proposed changes.
- Ensure an open avenue of communication between the internal auditors, the external auditors, management, and the Board.
- Keep minutes of Committee meetings and ensure that minutes are made available to Board members.

### **Meetings**

The Committee shall meet at least two (2) times per calendar year, with authority to convene additional meetings as circumstances require. The Committee may subject to the state Open Meeting Laws, meet separately with the Internal Audit Director and management to discuss any matters the Committee believes should be discussed privately.

The Committee may invite members of management, auditors or others to attend the meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared and approved by the Committee. The Committee chair, or designee, will provide a Committee report and submit applicable

recommendations to the Board.

### **History of Changes to Audit Committee Charter**

- The Board adopted charter on December 12, 2008. The Board reviewed and approved charter (no changes), on September 15, 2011.
- The Board reviewed and approved an updated charter to provide clarification on the Committee's roles and responsibilities, on December 5, 2013.
- The Board reviewed and approved charter (no change) on December 11, 2014.
- The Board reviewed and approved an updated charter to establish a clear working relationship between the Audit Committee and the Internal Auditor, on December 10, 2015.
- The Board reviewed and approved charter (no change) on December 15, 2016.
- The Board reviewed and approved an updated charter to clarify the frequency and attendees of the Committee meeting and to formalize the review of the independence of the internal audit function on December 14, 2017.
- The Board reviewed and approved an updated charter to incorporate suggestions from IIA Quality Services, LLC that would promote the independence of and improve the internal audit function on December 13, 2018.
- The Committee reviewed the adequacy of the charter and did not propose any changes on December 12, 2019.