



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
A. John Voelker  
SECRETARY

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
etf.wi.gov

***Correspondence Memorandum***

**Date:** November 16, 2023  
**To:** Audit Committee  
**From:** Yikchau Sze, Director  
Office of Internal Audit  
**Subject:** Annual Review of Internal Audit Charter

**The Department of Employee Trust Funds (ETF) recommends the Audit Committee (Committee) approve the current Internal Audit Charter.**

The Institute of Internal Auditors' Internal Audit Standards requires that the charter be periodically reviewed and approved by the Audit Committee.

The current Internal Audit Charter was last reviewed and approved at the December 2022 Audit Committee meeting with updates to the language clarifying the reporting process of known fraud incidents and minor formatting issues. No changes are proposed to the current charter. A copy of the current charter is attached for your review.

Staff will be at the Committee meeting to answer any questions.

Attachment A: [Current Internal Audit Charter](#)

Board	Mtg Date	Item #
AUD	12.14.23	4A