



STATE OF WISCONSIN
Department of Employee Trust Funds
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CORRESPONDENCE MEMORANDUM

DATE: April 16, 2015
TO: Group Insurance Board
FROM: Yikchau Sze, Director
Office of Internal Audit
SUBJECT: Quarterly Audit Report

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

The following provides a summary of Office of Internal Audit projects and advisory services completed and in progress from December 12, 2014 through March 11, 2015. Also included in this memo are the remaining audit projects in the 2013 -2015 Audit Plan years. This information was presented to the Audit Committee of the Employee Trust Funds Board on April 2, 2015.

Audit Engagements – Completed

- Mobile Device Security Audit – Removal Media Security – Audit report was presented at Audit Committee Meeting on April 2, 2015.

Audit Engagements – Active

- Health Insurance Eligibility – To determine if the processes used to confirm the dependent eligibility of spouses and domestic partners are operating as intended, and to quantify financial effects 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 – participated in discussions regarding change management and BAS validation processes that would provide auditing capabilities for the Office of Internal Audit.

Reviewed and approved by Robert J. Conlin, Secretary

Electronically signed:
5/7/2015

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GIB	5.19.15	7F

- Transformation, Integration and Modernization – member of the Risk Management Monitoring team.
- Health Insurance Portability and Accountability Act – 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.

Staff will be available at the Board meeting to answer any questions.