



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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## CORRESPONDENCE MEMORANDUM

**DATE:** October 8, 2015  
**TO:** Group Insurance Board (Board)  
**FROM:** Yikchau Sze, Director  
Office of Internal Audit (OIA)  
**SUBJECT:** 2015-2017 Audit Plan Status

**This memo is for informational purposes only. No Board 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. This information was presented to the Audit Committee of the Employee Trust Funds Board on September 24, 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.

Reviewed and approved by Robert J. Conlin, Secretary

Electronically signed 10/28/15

Board	Mtg Date	Item #
GIB	11.17.15	8B

### **Other OIA Activities**

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

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