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## Correspondence Memorandum

**Date:** October 18, 2024  
**To:** Group Insurance Board  
**From:** Yikchau Sze, Director  
Office of Internal Audit  
**Subject:** Quarterly Audit Report of all Office of Internal Audit (OIA) Activities

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

The following is a summary of completed and in-progress audit engagements and the status of other OIA activities from July 18, 2024, through October 18, 2024.

### Engagements In-Progress

- Contractor Selection and Oversight Process Audit.
- WebMD Wellness Program Contract Compliance Audit.
- Pre-Tax Savings Account Programs Contract Compliance Audit.
- Fraud Response Plan Review.
- Insurance Administration System program on-going review. Detailed progress report is available through the "IAS Program Review" memo shared with ETF's Audit Committee ([Ref. AUD | 09.19.24 | 3A](#)).

### Other Activities

- Third-Party Administrator contract compliance audit oversight.
- Request for Proposals (RFP) audit requirements evaluation.
- Pension Administration System RFP review.
- OIA data analytics project development.
- ETF fraud hotline monitoring.
- Internal Audit Charter and Audit Committee Charter updates.
- OIA strategic plan development.
- IT Audit RFP proposals evaluation.

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- Open audit issues status updates through the quarterly Open Audit Issue Report.

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