



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: February 4, 2025
To: Group Insurance Board
From: Yikchau Sze, Director
Office of Internal Audit
Subject: Quarterly Audit Report of all 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 Office of Internal Audit (OIA) activities from October 19, 2024, through February 4, 2025.

Engagements Completed

- Pre-Tax Savings Account Programs Contract Compliance Audit.
- Fraud Response Plan Review.

Engagements In-Progress

- Contractor Selection and Oversight Process Audit.
- WebMD Wellness Program Contract Compliance Audit.
- Annuity Calculation Periodic Review.
- Insurance Administration System (IAS) program on-going review. Detailed progress reports are available through the “FY24 – FY25 Biennial Audit Plan Update” memo, Attachment A and Attachment B, shared with ETF’s Audit Committee ([Ref. AUD | 12.09.24 | 4B](#)).

Other Activities

- Third-Party Administrator contract compliance audit oversight.
- Request for Proposals (RFP) audit requirements evaluation.
- OIA data analytics project development.
- Information Technology (IT) audit scope of work development.

Board	Mtg Date	Item #
GIB	02.26.25	7F

Quarterly Audit Report of All OIA Activities

February 4, 2025

Page 2

- ETF fraud hotline monitoring.
- Open audit issues status updates through the quarterly Open Audit Issue Report.

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