INFORMATION SYSTEMS

1. Access Controls Review

Review access controls of select applications (V3, Oracle Financials) and/or records to ensure (1) only authorized individuals are permitted to request or approve access; (2) access provided aligns with job responsibilities; and (3) individuals are disabled or removed from the system when they no longer require access.

2. Privacy Review

Evaluate ERS's privacy program and controls using Generally Accepted Privacy Principles (GAPP). The review will focus on providing recommendations to better align the organization with the ten privacy principles.

3. Monitoring Implementation of V3 Changes

Monitor the development and implementation of V3 change requests (i.e., legislative changes) and provide an evaluation of the progress, quality and attainment of project objectives at defined milestones within the project. Monitoring to include documentation review, communications with the project team and Audit Committee, and additional consulting as needed.

4. Information Security Management Review

Assess the effectiveness of the information security management function. Evaluate the scope of the information security management initiatives within the organization and determine whether essential security functions are being addressed effectively.

ENROLLMENT, CLAIMS & BENEFITS

1. Data Collection & Maintenance Review

Assess the design and operating effectiveness of internal controls over data collection, validation, verification, and data entry, specifically relating to employer-provided payroll and personnel data. Where appropriate, follow-up on the progress of implementing recommendations from third-party studies (i.e., Wechsler's Efficiency Study).

2. Unclaimed Member Accounts Review

Evaluate ERS's compliance with internal policies and procedures and Federal and State laws, rules, and regulations relating to minimum distribution requirements and unclaimed property. Test the design and operating effectiveness of the controls over inactive and unclaimed member accounts and provide efficiency and effectiveness recommendations.

ADMINISTRATION

1. Governance & Ethics Review

Review and evaluate the design and operating effectiveness of the ERS's ethics-related programs, code of conduct activities, and related processes to ensure effective governance and accountability throughout the ERS. Required review under the Institute of Internal Auditors International Professional Practices Framework.

2. Development of ERS' Policy Framework

Assist in identifying the universe of policies relevant to the ERS that provides sufficient coverage of all key areas and activities of the organization. Perform a gap analysis and provide recommendations to establish a comprehensive, organized set of policies, resulting in a Policy Framework for the ERS.

3. Function Administration
Reporting, Communication, and other Administration

   a. Risk Assessment Re-evaluation & Audit Plan for FY 13-14 (update)
   b. Risk Assessment & Audit Plan for FY 14-15/FY15-16

INVESTMENT OFFICE

1. Investment Manager Selection & Evaluation Review

Evaluate the design and operating effectiveness of internal controls over the selection, monitoring, and evaluation of investment managers. Assess the Investment Office's compliance with the ERS's Investment Policy to ensure due diligence procedures are being followed, and where appropriate review investment managers' compliance with the restrictions and requirements outlined in the respective investment manager agreements.

ORGANIZATION-WIDE

1. ACL Audit Tool Development

Design a continuous control monitoring tool utilizing ACL to analyze and query financial and investment-related transactions and member and retiree data to assess the effectiveness of the respective functions.

2. Monitoring Development & Implementation of a Disaster Recovery Program and Business Continuity Program

Monitor the development and implementation of the ERS's Disaster Recovery Program (DRP) and Business Continuity Plan (BCP), and provide additional support including documentation review and recommendations on the adequacy of control design. Additional consulting will be provided as needed.