

Montana Public Employee Retirement Administration

FY 2013 - Internal Control Audit Summary

*1s & 2s - Audits not performed in FY 2013 based on risk assessment. Any 1s or 2s performed were for LAD or MPERA purposes.

**** Audit

Internal Audit

Status	Date Finished/ Hours	Risk	Audit Name & Number		Frequency	Significant Findings	Recom	
							Made	Completed
1 Completed	7/12/2012--10 hrs	1	IA-BD-1	Compliance testing: Board members & Committees	Biennial	2	2	
		2	IA-BD-2.1	Review - Actuarial Valuations	Biennial			
		2	IA-BD-2.2	Review - BOI Annual Report	Biennial			
1 Completed	7/6/2012-- 45hrs	3	IA-BD-2.3	Review - Budget		None		
		3	IA-BD-2.4	Review - DC - IPS				
		2	IA-BD-2.5	Review - Investment Consultant	Biennial			
		2	IA-GN-1	Contract Expense Verification	Biennial			
1 Started		2	IA-GN-2	Open Meeting Laws	Biennial	None		
		3	IA-GN-3	Undeposited Funds Review	Biennial			
		2	IA-SE-3.1	Signatory Review - DOA SAD Warrants	Biennial			
		2	IA-SE-3.2	Signatory Review - Great West	Biennial			
		2	IA-SE-3.3	Signatory Review - PIMCO	Biennial			
		2	IA-SE-3.4	Signatory Review - State Motor Pool	Biennial			
		2	IA-SE-3.5	Signatory Review - State Street Bank	Biennial			
		2	IA-SE-3.6	Signatory Review - STIP	Biennial			
		2	IA-SE-3.7	Signatory Review - Treasury Unit	Biennial			
		3	IA-SE-4.1	System Access - AFC2 Reports				
		3	IA-SE-4.2	System Access - Blue Zone				
		3	IA-SE-4.3	System Access - PSC (Plan Service Center)				
		3	IA-SE-4.4	System Access - SABHRS FS				
		3	IA-SE-4.5	System Access - SABHRS HR				
		3	IA-SE-4.6	System Access - Employer Web Reporting				
		5	IA-SE-4.7	System Access - IT Backdoor Access				
1 Completed	7/25/2012--15 hrs	3	IA-ST-1	Purchase Cards		2	2	
		2	IA-ST-2.1	Policy Review - Computer Use	Biennial			
		2	IA-ST-2.2	Policy Review - Confidential Information	Biennial			

		2	IA-ST-2.3	Policy Review - Ethics	Biennial			
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Accounting

Status	Status	Risk	Audit Name & Number		Frequency	Significant Findings	Recom	
							Made	Completed
		3	AC-DB-1	DB Journals, IUJ & Expenses Processing				
		3	AC-DB-2	Employee Contribution Balancing				
		1	AC-DB-3	Petty Cash	Biennial			
		4	AC-DC-2.1	SABHRS/Great West Reconciliation - 401(a)				
		4	AC-DC-2.2	SABHRS/Great West Reconciliation - 457				
		3	AC-DC-3	1420 Report Verification				
		3	AC-DC-4	Deposits - 457				
		3	AC-DC-5	Custodial Bank & SABHRS Reconciliation				
		3	AC-DC-6	DC Transfers Approval				
		3	AC-DC-7	Shareholder Statement Review				
		3	AC-GN-1	CAFR Review				
		4	AC-GN-2	Financial Statement Review				
		4	AC-GN-3	Cash Procedure (Accounting Portion)				
		4	AC-GN-4	Check Procedure (Accounting Portion)				
		3	AC-GN-5	Journals and IUJs				
		2	AC-GN-6	VFCA - Late Filings	Biennial			
		2	AC-GN-7	VFCA - Retiree Verifications	Biennial			
		3	AC-GN-8	Travel Vouchers- Board & Staff				

Active Database

Status	Status	Risk	Audit Name & Number		Frequency	Significant Findings	Recom	
							Made	Completed
		3	AD-GN-1	Death Compare				
		3	AD-GN-2	Adjustment Review				
		3	AD-GN-3	Central Payroll & University Pymts				
		3	AD-GN-4	Over/Under Amount Verification				
		3	AD-GN-5	Refunds				
		2	AD-GN-5.5	Rollovers	Biennial			
		3	AD-GN-6	Transfers & Credits				
		3	AD-GN-7	Annual Interest Rate Change				
Started		3	AD-GN-8	Contribution by employer reporting & penalty				
		3	AD-GN-9	Testing employee contributions				

Admin Services

Status	Status	Risk	Audit Name & Number		Frequency	Significant Findings	Recom	
							Made	Completed
		2	AS-EA-1	Closed Board Minutes & Recordings	Biennial			
		2	AS-EA-3	Contracts	Biennial			
		3	AS-EA-5	Lobbying Financial Reports				
		4	AS-FO-1	Cash Procedure (Front-end Portion)				
		4	AS-FO-2	Check Procedure (Front-end Portion)				
		3	AS-FO-3	Performance Appraisals				

Member Services

Status	Status	Risk	Audit Name & Number		Frequency	Significant Findings	Recom	
							Made	Completed
		3	MS-GN-1	Retirement - Process				
		2	MS-GN-2.1	SAS 70 Review - AEGON	Biennial			
		2	MS-GN-2.2	SAS 70 Review - Great West	Biennial			
		2	MS-GN-2.3	SAS 70 Review - PIMCO	Biennial			
		2	MS-GN-2.4	SAS 70 Review - State Street	Biennial			
		2	MS-GN-2.5	SAS 70 Review - Wilshire	Biennial			
		4	MS-DS-1	Disabilities - Annual Earnings Report				
		3	MS-DS-2	VFCA Firefighters Medical Expense				

Retiree Database

Status	Status	Risk	Audit Name & Number		Frequency	Significant Findings	Recom	
							Made	Completed
		3	RD-GN-1	Daily Edit Report & Auditing				
		3	RD-GN-2	Death Payment Process				
		3	RD-GN-3	Insurance Checks				
		2	RD-GN-4	New Retiree Report	Biennial			
		4	RD-GN-5	Payroll Processing Benefit & Disability pymt				
		2	RD-GN-6	Retiree Information Updates	Biennial			
		2	RD-GN-7	Retiree Set-Ups	Biennial			
		3	RD-GN-8	Transaction Reconciliation				
		5	RD-GN-9	Tax Tables				
		3	RD-GN-10	Re-Employment of Retired Members				
		5	RD-GN-11	Deferred Retirement Option Plan (DROP)				