

Assurance Report

1711 Northwestern State University (NSU)

April 7, 2017

Dr. Chris Maggio
Cindy Rougeou, LASERS Executive Director
The LASERS Audit Committee

EXECUTIVE SUMMARY

Overall, Northwestern State University has effective procedures in place with regard to the handling of retirement related processes. No reportable items were identified during this review.

BACKGROUND

This was a planned engagement on the fiscal year end 2017 Audit Plan. The fieldwork for this engagement was completed on March 9, 2017. NSU employs approximately 208 LASERS members.

SCOPE, OBJECTIVES, AND METHODOLOGY

The scope of this engagement included a review of records for NSU employees.

The primary objectives of this engagement were to determine if NSU:

- Accurately reports payroll, earnings, and contributions information to LASERS.
- Accurately and timely enrolls eligible individuals into LASERS.
- Performs retirement and post retirement processing in an accurate and timely manner.
- Staff receives periodic training on LASERS related topics.

Procedures used to complete this engagement included:

- Interviewing LASERS and NSU management and staff.
- Reviewing relevant personnel and payroll records.
- Reviewing data obtained from LaGov Human Capital Management (HCM).

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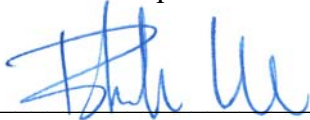
Cindy Rougeou, Executive Director

- Reviewing records from the State of Louisiana Retirement System (SOLARIS).
- Analyzing LASERS member records using Audit Command Language (ACL).
- Conducting other inquiries considered necessary to achieve engagement objectives.

This engagement was conducted in accordance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.

FOLLOW-UP

No follow-up is necessary.



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