

Assurance Report

1719 Southeastern Louisiana University (SELU)

April 7, 2017

Dr. John Crain
Cindy Rougeou, LASERS Executive Director
The LASERS Audit Committee

EXECUTIVE SUMMARY

Overall, effective procedures are in place with regard to the handling of retirement related processes for Southeastern Louisiana University. No issues were identified during this review.

BACKGROUND

This was a planned engagement on the fiscal year end (FYE) 2017 Audit Plan. The fieldwork for this engagement was completed on April 5, 2017. SELU employs approximately 358 LASERS members.

SCOPE, OBJECTIVES, AND METHODOLOGY

The scope of this engagement included a review of records for Southeastern Louisiana University employees.

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

- Accurately report payroll, earnings, and contributions information to LASERS.
- Accurately and timely enroll eligible individuals into LASERS.
- Perform 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 SELU staff.
- Reviewing relevant personnel and payroll records.
- Reviewing records from the State of Louisiana Retirement Information System (SOLARIS).
- Analyzing LASERS member records using Audit Command Language (ACL).

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Cindy Rougeou, Executive Director

- 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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Auditor



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