



Louisiana State Employees'  
Retirement System

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## Consulting Report

### 1610 Board Member Election Voter File Testing

December 1, 2015

Cindy Rougeou, Executive Director  
The LASERS Audit Committee

#### EXECUTIVE SUMMARY

The active and retired voter files reviewed by Audit Services were determined to be materially accurate and complete. The files were delivered to VR Election Services on August 27, 2015, which was timely and complied with the deadlines set forth in the Board of Trustees Election Comprehensive Plan.

No issues were identified during this review.

#### BACKGROUND

This was a planned engagement on the fiscal year end 2016 Audit Plan. The fieldwork for this engagement was completed on August 27, 2015.

For the 2015 Board Election, the active file contained 41,865 individuals and the retired file contained 41,629 individuals. The voter files were used by VR Election Services to generate the election ballots which were then mailed to eligible voters. This consulting project was a collaborative effort that included select staff members from IT, Member Services, and Public Information.

**Board of Trustees:**

Thomas Bickham, Board Chair  
Janice Lansing, Vice Chair  
Connie Carlton  
Sen. Elbert Guillory  
Beverly Hodges

Hon. John Kennedy  
Judge William Kleinpeter  
Barbara McManus  
Commissioner of Administration

Rep. Kevin Pearson  
Lori Pierce  
Kathy Singleton  
Shannon Templet

Cindy Rougeou, Executive Director

## SCOPE, OBJECTIVES, AND METHODOLOGY

The scope of this engagement included a review of the voter files sent to VR Election Services as part of the 2015 LASERS Board of Trustees Election.

The primary objective of the engagement was to verify the accuracy and completeness of the active and retired voter files.

Procedures used to complete this engagement included:

- Reviewing the logic used to create the voter files.
- Utilizing Audit Command Language (ACL) to independently test the accuracy of the voter file data.
- Conducting other inquiries 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

A follow-up to this engagement is not necessary.



Ryan Babin, CIA, CISA  
Audit Services Director

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