



PSPRS Trust Employer and Local Board Audit Program

Internal Audit Office - Audit Process



Audit Start

An audit start letter is sent to the employer and their local board chair.

- The letter will include the audit's objective, scope, methodology and estimated timeline
- An entrance conference will then be scheduled with the employer and local board. The entrance conference enables the employer and local board to share how they manage compliance with Arizona Revised Statutes, including contribution reporting and payments

Planning

Internal Audit will:

- Request documents and records from the employer and local board
- Conduct interviews, observations, document and record reviews and/or data analysis

Fieldwork

Internal Audit will work closely with the employer and local board to obtain and review information needed to complete the audit.

- At fieldwork completion, Internal Audit will communicate audit conclusions to the employer, local board and PSPRS management.
- Audit conclusions will be supported by sufficient, appropriate evidence.

Reporting

Internal Audit will prepare a draft audit report for presentation to the PSPRS Operations, Audit and Governance Policy Committee and Board of Trustees.

- Final audit report will be shared with the employer and local board.

Follow Up

PSPRS Member Services and Finance will support the employer and local board in implementing any audit recommendations. Internal Audit will:

- Review documentation to verify the employer and local board have implemented audit recommendations
- Provide periodic audit recommendation status updates to the PSPRS Operations, Audit and Governance Policy Committee

For questions or additional information about PSPRS Trust employer and local board audits, contact **Cathleen Davis**, MBA, CIA, CFE, PSPRS Chief Internal Auditor by [email](#) or at (602) 296-2565.