

MINNESOTA TEACHERS RETIREMENT ASSOCIATION
Minutes of the TRA Audit Committee Meeting
June 16, 2020

Meeting held via WebEx Due to COVID-19

Call to Order

Denise Anderson (attending remotely via WebEx) called the meeting to order at 9:30 a.m. Those attending in addition to Denise Anderson were:

Committee Members: all attending remotely via WebEx were Amy Jorgenson, Joel Stencil, Mary Supple, and Martha Lee Zins.

TRA Staff: all attending remotely via WebEx were David Anderson, Rachel Barth, Carol Diedrich, Ruth Krupa, Kris Lind, Leslie Nagel, Tim Maurer, Sonja Parr, Jay Stoffel, and John Wicklund.

2.a. Approval of the Minutes

The minutes from the May 12, 2020 meeting were sent to the members prior to the meeting.

It was moved by Stencil to approve the minutes from the May 12, 2020 meeting. It was seconded by Jorgenson. A roll call vote was taken. The motion passed unanimously by the Committee.

4.a. FY2021 Annual Audit Plan

Nagel reviewed the FY2021 Annual Audit Plan and answered questions from the committee members. Nagel also asked for questions, comments or suggestion from the committee for the audit plan.

It was moved by Stencil to approve the FY2021 Annual Audit Plan and present the plan to the TRA Board of Trustees for their approval at their meeting on June 17, 2020. It was seconded by Supple. A roll call vote was taken. The motion passed unanimously by the Committee.

4.b. FY2020 Annual Report

Nagel reviewed the FY2020 Annual Report, as of June 1, 2020. Nagel asked the committee for feedback on the FY2020 Annual Report.

4.c. Audits Issued Since May 2020

- *Member Benefit Payments*

The audit objectives were to determine whether:

- Benefit payments (retirement annuities, disability and death benefits) are processed accurately, completely, and timely.
- Benefit applications (retirement, disability, survivor) are processed accurately, completely, and timely.
- Payments continuing to an Optional Joint Annuitant or beneficiary are accurately calculated and paid timely.
- The annual increase is properly calculated and paid only to eligible annuitants.
- Acceleration and/or life amount is terminated timely upon expiration.
- Member deaths (active, inactive, disabilitant, retiree) are reported accurately and timely.
- Business system programming reflects current statute, policies, practices and procedures and is thoroughly tested and updated as needed.

The audit results show that management controls are operating effectively to achieve business objectives listed above. We did not identify any significant issues.

4.d. Educational Material

Nagel noted that included in the packet are Internal Controls Bulletins (Make Time for Risk Assessments) and Implications for Audit Committees Arising from COVID-19.

Nagel noted that these Bulletins go out to state agencies on a monthly basis. We share these reports with our Management Team and encourage them to share them with their staff.

Public Comments

None

Adjourn

On a motion by Jorgenson which was seconded the meeting adjourned at 10:14 a.m. The motion was passed unanimously by the Committee.