

NHRS Board of Trustees, Audit Committee  
March 2022

**NOTE:** These minutes from the March 8, 2022 Audit Committee meeting were approved and executed at the regular meeting of the NHRS Audit Committee.

**Audit Committee  
Board of Trustees**

**Public Minutes  
March 8, 2022**

**New Hampshire Retirement System  
54 Regional Drive  
Concord, NH 03301**

*Participating Committee Members:* Monica Mezzapelle, Chair; Maureen Kelliher, Tim Lesko\*, and Germano Martins. *Absent:* Chris Coates.

*\*This Trustee participated remotely as permitted under RSA 100-A:14-a. As a result, all votes were by roll call.*

*Staff participating:* Jan Goodwin, *Executive Director*; Timothy Crutchfield, *Deputy Director and Chief Legal Counsel*; Mark Cavanaugh, *Associate Counsel and Compliance Officer*; Frank Clough, *Director of IT*; Heather Hoffacker, *Internal Auditor*; Larry Johansen, *Director of Investments* and Gerard Murphy, *Director of Finance*.

The Chair called the meeting to order at 9:30 a.m.

Upon a request from the Chair, a motion was made by Trustee Kelliher to accept the public minutes of the February 8, 2022 Audit Committee meeting. Trustee Martins seconded the motion and the minutes were approved unanimously.

Ms. Hoffacker discussed the Internal Audit Tracker. As of February 23, there were 188 outstanding files that required employer submissions to be processed and 21 files ready for processing. The document categories have been created for the Policy and Procedure Assignment and Follow-through Audit. The documents are currently being reassigned to the new categories.

Ms. Hoffacker discussed the Audit Plan. The Cash Management and Cash Flow Projections Audit has been completed and will be presented at the April Audit Committee Meeting. Testing for the Direct Deposit Risk Report has been scheduled for March 14<sup>th</sup>. Internal Audit has met with both Plante Moran and with the Employer Compliance Auditors regarding the upcoming GASB 68/75 audits. Rating worksheets for the Fiscal Year 2023 Risk Assessment have been sent to departments for updated rate values and responses are being received at this time.

Ms. Hoffacker discussed the Data Security Response Report and whether it should continue to be on the agenda monthly. The Committee decided that a quarterly update would be sufficient.

Mr. Murphy discussed the Plante Moran recommendation regarding check controls. He explained the controls that are already in place and the reasons why the recommended control has not been implemented. A phone call has been scheduled with Plante Moran to further discuss this issue.

Mr. Murphy discussed the Actuarial Calendar. There have been both internal discussions and discussions with GRS regarding the June 30, 2021 Actuarial Valuation Report and the certification of contribution rates for the fiscal year 2024/2025 biennium. There is an effort to move the review of the draft report and the approval of the certification of employer rates from August and September of 2022 to June and July of 2022, respectively.

No further business came before the Committee. The next meeting has been scheduled for April 12, 2022.

A motion was made by Trustee Martins to adjourn the meeting, seconded by Trustee Kelliher, and approved with a unanimous vote.

*Respectfully submitted,*

*Heather Hoffacker*