



The Audit Process in PROSPER



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Overview

- Audit Process
 - Pre-Audit Planning Questionnaire
 - Engagement Letter
 - Materials List
- Annual Statement Reminders



Required Role(s) to Access the Audit Module

- In order to access the Audit Module within PROSPER, you will need to either be a Board Administrator or hold the Finance Role as staff.
- This PROSPER module is available only to staff who have checked the Finance Role when filling out the PROSPER Individual account Approval application.
- Board Administrators will have full access and will be the ones to receive the engagement letter for the audit.



Logging into PROSPER

First, log into your PROSPER account:

1. Enter **User Name** and **Password**
2. Click **Sign In**

The screenshot shows the PROSPER login interface. At the top left, it says "PROSPER" and "Massachusetts Public Employee Retirement Administration Commission". Below this are two input fields: "User Name" and "Password (Case-sensitive)". A red box labeled "1" encompasses both input fields. Below the password field is a "Forgot Password?" link. To the right of the "Forgot Password?" link is a blue "Sign In" button, which is also enclosed in a red box labeled "2". At the bottom of the page, there are links for "Accessibility Policy" and "Contact Us".



Security Question

You will then be prompted to answer your security question before proceeding.

1. Answer the **Security Question** in the **Answer** field
2. Click **Submit**

The screenshot shows a web form for the PROSPER system, part of the Massachusetts Public Employee Retirement Administration Commission. The form is titled "Security Question" and contains a "Question" field with the text "In what city does your nearest sibling live?". Below the question is an "Answer*" field with a text input box. A red box labeled "1" highlights the question and answer fields. A red box labeled "2" highlights the "Submit" button at the bottom right of the form.



Tasks Landing Page

- You will land on the **Tasks Landing** page



- If PERAC has not started the Audit Process, there will be no Audit Tasks and **Audit swim lane** will be at zero.



QUINCY Massachusetts Public Employee Retirement Administration Commission

Tasks

Notifications (Last 90 Days)

Task Overview

Disability Termination	Board Action Requests				
OME	Member Information Requests	Suspension Requests			
QA	Salary Verifications	Termination Requests	Excess Requests		
Annual Statements	Not Submitted	Extension	Late	Under Review	Rejected
Investment Manager Statements	Not Submitted		Under Review		
Cashbooks	Not Submitted	Late	Rejected		
Audit	Pre-Audit Planning Questionnaire		Material List		



Pre-Audit Planning Task

- Once PERAC has started the Audit Process there will be a **Pre-Audit Planning Task**.
 - The Audit swim lane will be incremented by 1 on the **Pre-Audit Planning Questionnaire**.

The screenshot displays the QUINCY system interface for the Massachusetts Public Employee Retirement Administration Commission. The left sidebar contains navigation icons for Tasks, Finance, Benefits, Disability, pA, Members, Documents, Admin, Directory, and Memos. The main content area is divided into a 'Tasks' section and a 'Task Overview' section. The 'Tasks' section shows a list of tasks, with 'Pre-Audit Planning' highlighted in a red box. The 'Task Overview' section displays a grid of task categories and their status. The 'Audit' category at the bottom has a green bar and a count of 1, with 'Pre-Audit Planning Questionnaire' highlighted in a red box. Other categories include Disability Transmittal, CME, pA, Annual Statements, Investment Manager Statements, and Cashbooks, each with various status indicators like 'Not Submitted', 'Extension', 'Late', 'Under Review', and 'Rejected'.



Accessing Pre-Audit Planning Questionnaire (1)

- There's 2 ways to access the Pre-Audit Planning Questionnaire:
 1. Click on the Task **OR**
 2. Click the Pre-Audit Planning Questionnaire in the swim lane and pick the questionnaire with the correct Audit Period Start and End Dates.



Accessing Pre-Audit Planning Questionnaire (2)

1. Click on Task



OR
(see next slide)

The screenshot shows the 'ATTLEBORO' interface for the Massachusetts Public Employees Retirement Administration Commission. The left sidebar contains a 'Tasks' section with 'Pre-Audit Planning' highlighted. A red box with the number '1' is placed over this task. The main content area displays the 'Pre-Audit Planning' questionnaire, which includes a greeting and four questions with radio button options for 'Yes' or 'No'. The questions are: 1. Has the board contracted with an outside auditor to conduct an audit in any or all of these years? 2. Have there been any staff changes at the Board since the beginning of 2024? 3. Do you retain a consultant? 4. How is your Board managing your investments? (One Manager, Multiple Managers, Partly in PBIT, Totally in PBIT). At the bottom, there are 'Cancel' and 'Submit' buttons.



Accessing Pre-Audit Planning Questionnaire (3)

2. Click **Pre-Audit Questionnaire**

The screenshot shows the Quincy system interface for the Massachusetts Public Employees Retirement Administration Commission. The left sidebar contains navigation options: Tasks, Finance, Benefits, Disability, 95A, Members, Documents, Admin, Directory, and Memo. The main content area displays various reports and their status. A red box highlights the 'Pre-Audit Planning Questionnaire' link under the 'Audit' section, with a red arrow pointing to it from the text '2. Click Pre-Audit Questionnaire'. Below this, another red box highlights the 'Audit - Pre-Audit Planning Questionnaire' section, which shows 'Audit Period Start' as 1/1/2021 and 'Audit Period End' as 12/31/2021.



NOTE: It doesn't matter which method you choose, both will get you to the *Pre-Audit Planning Questionnaire* screen.



Pre-Audit Planning Questionnaire

3. Answer **ALL** four questions appropriately.

ATTLEBORO Massachusetts Public Employee Retirement Administration Commission Home Board Membership Sign Out

Tasks
Finance
Benefits
Disability
gSA
Members
Document
Admin
Directory

Pre-Audit Planning

Greetings,

In anticipation of your 1/1/2018 - 12/31/2021 audit, we are requesting the following information be provided to the office as soon as possible in order to effectively plan our audit schedule:

1. Has the board contracted with an outside auditor to conduct an audit in any or all of these years?
 Yes No
2. Have there been any staff changes at the Board since the beginning of 2018?
 Yes No
3. Do you retain a consultant?
 Yes No
4. How is your Board managing your investments:
One Manager: Yes No
Multiple Managers: Yes No
Partially in PRIT: Yes No
Totally in PRIT: Yes No

If you could provide this information to PERAC by Thursday, July 4, 2024 it would be greatly appreciated.

Thank you in advance for your cooperation.



Answering YES to Question 1

4. If the answer to Question 1 is **YES**:

- Click the **Upload** button to upload a copy of the outside audit reports.



Adding Attachment (Outside CPA Documentation)

5. Click Add Attachment.

The screenshot shows a web application interface for 'QUINCY Massachusetts Public Employees Retirement Administration Commission'. The main content area is titled 'Pre-Audit Planning' and contains a 'Greetings' section followed by a request for information. The form includes several questions with radio button options:

- 1. Has the board contracted with an outside auditor to conduct an audit in any or all of these years?
 Yes No
- 2. Have there been any staff changes at the Board since the beginning of 2023?
 Yes No
- 3. Do you retain a consultant?
 Yes No
- 4. How is your Board managing your investments:
 - One Manager: Yes No
 - Multiple Managers: Yes No
 - Partially in PRIT: Yes No
 - Totally in PRIT: Yes No

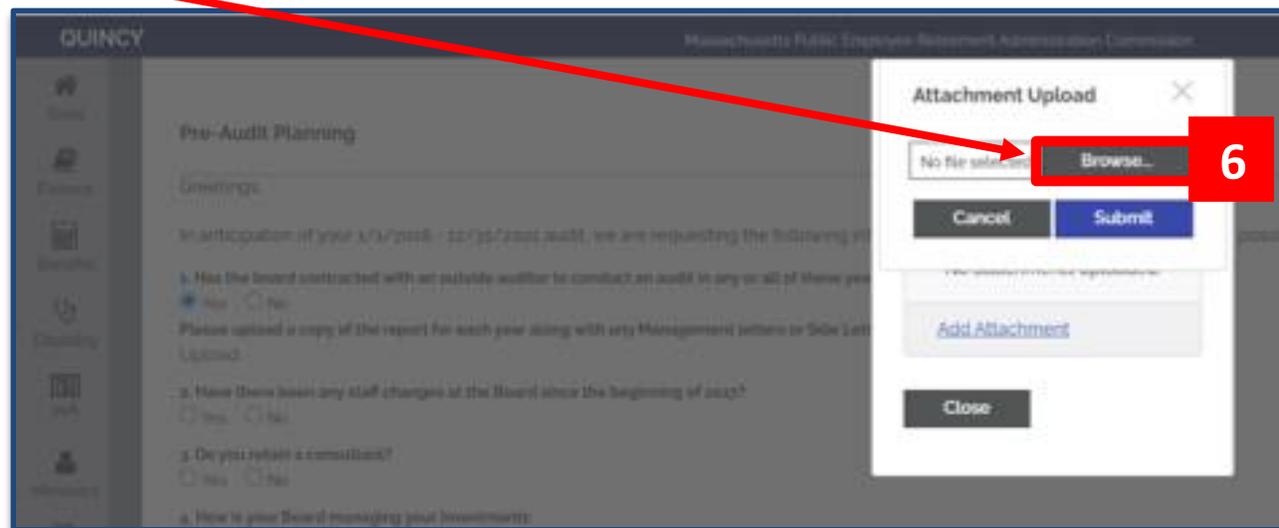
At the bottom of the form, there is a note: 'If you could provide this information to PERAC by Tuesday, June 11, 2024 it would be greatly appreciated.' and a thank you message: 'Thank you in advance for your cooperation.' There are 'Cancel' and 'Submit' buttons at the bottom right.

An 'Outside CPA Supporting Documents' modal is open over the form. It contains the text '(Please Attach)', 'No attachments uploaded.', and an 'Add Attachment' button. The 'Add Attachment' button is highlighted with a red box, and a red arrow points to it from the text '5. Click Add Attachment.' A red box with the number '5' is also next to the button. A 'Close' button is at the bottom of the modal.



Browsing for the Attachment (CPA Documentation)

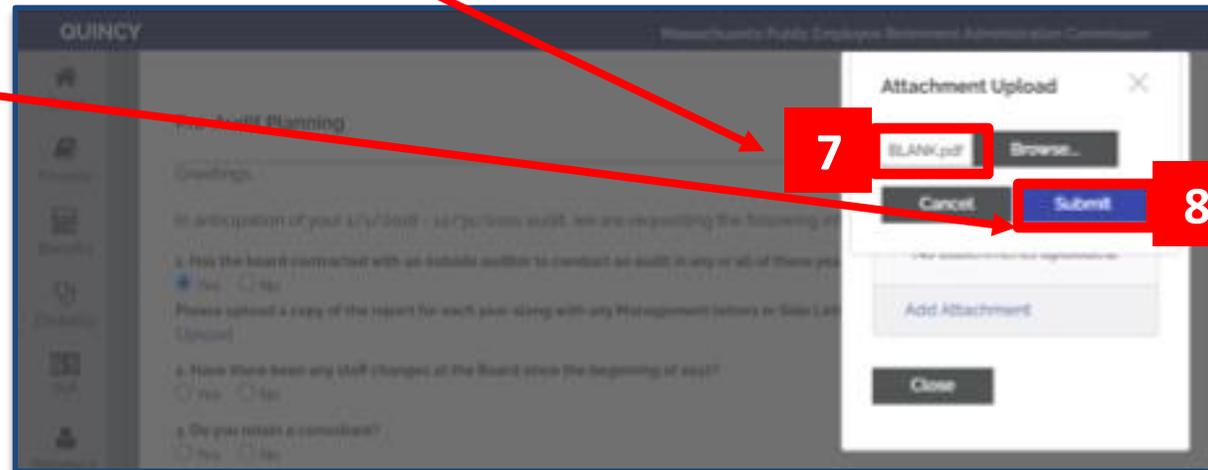
6. Click the **Browse** button to find the document to attach.





Select & Submit Attachment

- 7. Once document is selected, the document name appears in the field to the left of the Browse button.
- 8. Click **Submit**.

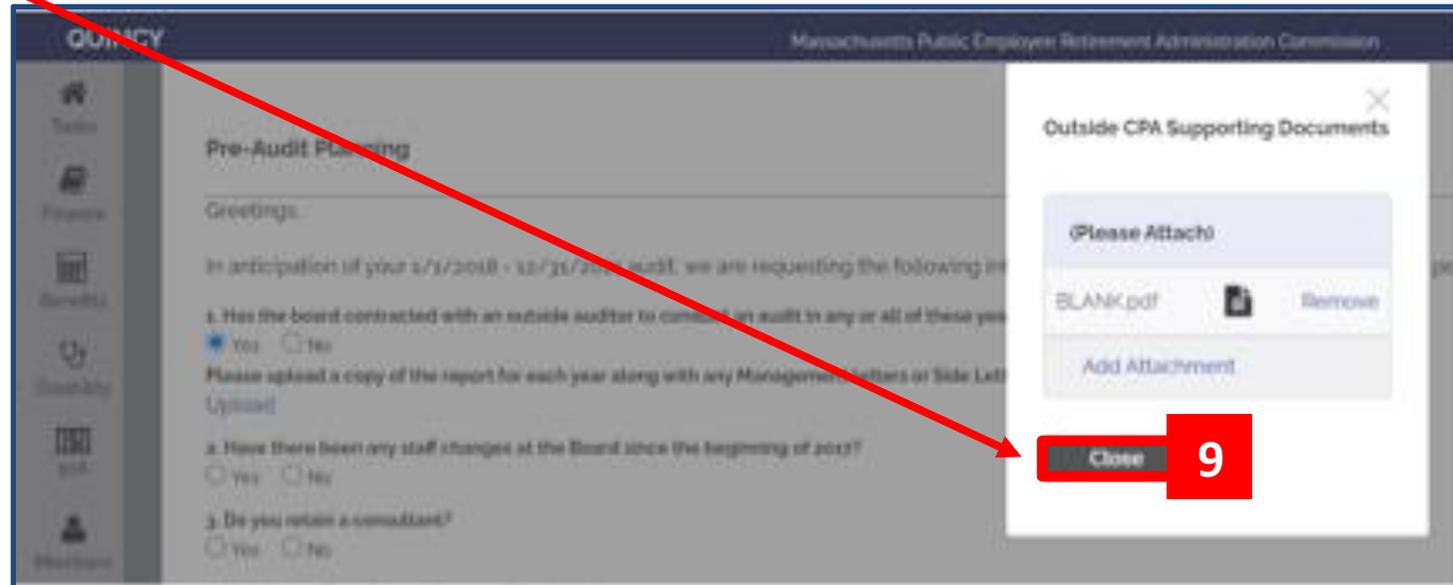


NOTE: The document must be submitted in PDF format.



Closing Attachment Window

9. Click **Close** once document has been submitted.

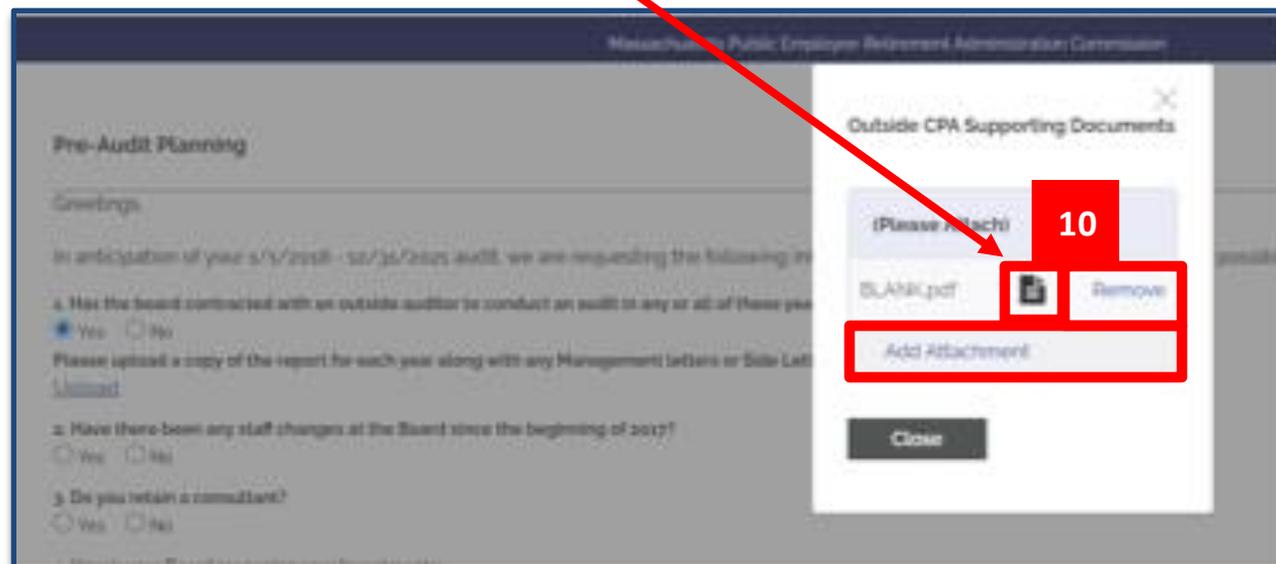




Adding and/or Deleting Attachments

10. If you click Upload again, you will be able to see what you uploaded by clicking on the **DOC** icon.

- To remove the document, click **Remove**.
- To attach another document, click **Add Attachment**.





Answering YES to Question 2

- If the answer to Question 2 is **YES:**

- Add a note with the **Staff changes** in the box.

Massachusetts Public Employee Retirement Administration Commission

Pre-Audit Planning

Greetings,

In anticipation of your 6/1/2023 - 5/31/2024 audit, we are requesting the following information be provided to the office as soon as possible in order to effectively plan our audit schedule:

1. Has the board contracted with an outside auditor to conduct an audit in any or all of these years?
 Yes No

Please upload a copy of the report for each year along with any Management letters or Side Letters received pertaining to these years.
[Upload](#)

2. Have there been any staff changes at the Board since the beginning of 2023?
 Yes No

Please note the changes:

Nothing

3. Do you retain a consultant?
 Yes No

4. How is your Board managing your investments:

One Manager:	<input type="radio"/> Yes <input type="radio"/> No
Multiple Managers:	<input type="radio"/> Yes <input type="radio"/> No
Partially in PRRT:	<input type="radio"/> Yes <input type="radio"/> No
Totally in PRRT:	<input type="radio"/> Yes <input type="radio"/> No

If you could provide this information to PERAC by Tuesday, June 11, 2024 it would be greatly appreciated.

Thank you in advance for your cooperation.



Answering YES to Question 3

- If the answer to Question 3 is **YES**:
 - Fill in the name of the **Consultant**.

EBORO Massachusetts Public Employees Retirement Administration Commission

2. Have there been any staff changes at the Board since the beginning of 2018?
 Yes No
Please note the changes:
Testing

3. Do you retain a consultant?
 Yes No
Please enter name of consultant:
Testing ABC 123

4. How is your Board managing your investments:
One Manager: Yes No
Multiple Managers: Yes No
Partially in PRT: Yes No
Totally in PRT: Yes No

If you could provide this information to PERAC by Thursday, July 4, 2024 it would be greatly appreciated.
Thank you in advance for your cooperation.



Submitting the Pre-Audit Planning Questionnaire

- Once all four questions have been answered, click **Submit**.

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member(s)!

In anticipation of your 12/31/2024 - 12/31/2025 audit, we are requesting the following information be provided to the office as soon as possible in order to effectively plan our audit schedule.

1. Has the board contracted with an outside auditor to conduct an audit in any or all of these years?
 Yes No
Please upload a copy of the report for each year along with any Management letters or Side Letters received pertaining to these years.
Upload

2. Have there been any staff changes at the Board since the beginning of 2024?
 Yes No
Please note the changes:

3. Do you retain a consultant?
 Yes No
Please enter name of consultant:
Testing ABC 123

4. How is your Board managing your investments:
One Manager: Yes No
Multiple Managers: Yes No
Partially in PBIT: Yes No
Totally in PBIT: Yes No

If you could provide this information to PERAC by Thursday, July 4, 2024 it would be greatly appreciated.
Thank you in advance for your cooperation.

Cancel **Submit**



Submission COMPLETE

- You will receive a banner that says the submission is **COMPLETE**.

The screenshot shows the ATTLEBORO web portal interface. At the top, it says "ATTLEBORO" and "Massachusetts Public Employees Retirement Administration Commission". The user is logged in as "Hello, Board Administrator (g)" and can "Sign Out".

On the left sidebar, there are navigation options: Tasks, Finance, Benefits, Disability, gSA, Member, Document, Admin, Directory, and Memoes. The "Tasks" section is expanded, showing "Pre-Audit Planning" as the active task.

A green banner at the top of the main content area, highlighted with a red border, contains the message: **COMPLETE** Pre-Audit Planning has been successfully submitted to PERAC.

Below the banner, the "Pre-Audit Planning" section is visible. It includes a heading "Please provide copies of the following documents:" and a list of questions:

1. Has the board contracted with an outside auditor to conduct an audit in any or all of these years?
 Yes No
Copies of Management letters or Side Letters received pertaining to these years.
[View Attachments](#)
2. Have there been any staff changes at the Board since the beginning of 2022?
 Yes No
Please note the changes:
Texting
3. Do you retain a consultant?
 Yes No
Retained Consultant Name: Texting ABC 123
4. How is your Board managing your investments:
One Manager: Yes No
Multiple Managers: Yes No
Partially in PRT: Yes No
Totally in PRT: Yes No



Audit Material List

- Once PERAC has received and reviewed the questionnaire, and before the audit has been scheduled, they will “send” the **Engagement Letter and Material List**.
 - Once the letter and list have been sent, there will be an Audit–Material List task and Audit swim lane will be incremented by 1 on the Material List.

The screenshot displays the QUINCY system interface for the Massachusetts Public Employees Retirement Administration Commission. The left sidebar contains navigation icons for Tasks, Finance, Benefits, Disability, gA, Members, Documents, Admin, and Directory. The 'Tasks' section is expanded, showing 'Audit - Material List' highlighted with a red box. The main area shows a 'Task Overview' with various categories and their status counts:

Category	Not Submitted	Extension	Late	Under Review	Rejected
Disability Transmittal	0	0	0	0	0
CME	0	0	0	0	0
gA	0	0	0	0	0
Annual Statements	1	0	0	1	0
Investment Manager Statements	0	0	0	0	0
Cashbooks	0	0	0	0	0
Audit	1	0	0	0	0

The 'Material List' swim lane is highlighted with a red box and a red arrow pointing to it from the text below.



Accessing the Audit-Material List (1)

- There's 2 ways to access the **Audit-Material List**:
 1. Click on the Task **OR**
 2. Click the Audit-Material List in the swim lane and pick the list with the correct Audit Period Start and End Dates.



Accessing the Audit-Material List (2)

1. Click the **Task**.

OR

2. Click the **Audit-Material List** in the swim lane and pick the list with the correct **Audit Period Start** and **End Dates**.

The screenshot shows the ATTLEBORO system interface. On the left, a navigation menu includes 'Tasks', 'Finance', 'Benefits', 'Disability', 'QA', 'Members', 'Documents', 'Admin', 'Directory', and 'Forms'. The 'Tasks' menu is highlighted with a red box and a red '1' next to it. Below the 'Tasks' menu, a 'Notifications (Last 90 Days)' section is visible. The main content area displays a dashboard with various swim lanes. The 'Audit - Material List' swim lane is highlighted with a red box and a red '2' next to it. This swim lane contains a table with the following data:

Audit Period Start	Audit Period End
1/1/2024	12/31/2024



The Audit-Material List

- It doesn't matter which method you choose; both methods will get you to this **Audit-Material List** screen.

ATTLEBORO Massachusetts Public Employee Retirement Administration Commission Hello, Board Member2038g Sign Out

Material List
1/1/2018 - 12/31/2021

Please provide copies of the following documents:

Minutes of the retirement board meetings from the beginning of the audit period through present Meeting Minutes	Add Attachment(s)
Completed Internal Control Questionnaire	Internal Control Questionnaire Add Attachment(s)
Any new supplemental membership and investment regulations adopted since beginning of audit period Supplements and Regulations	Add Attachment(s)
Signatory Card for all bank and investment accounts Signatory Card	Add Attachment(s)
Post Close General Ledger for each year under audit General Ledger	Add Attachment(s)



Checklist of Documents

- Upload all documents requested in the checklist.

ATTLEBORO Massachusetts Public Employee Retirement Administration Commission Hello, Board Member (jkg) Sign Out

Material List
1/1/2018 - 12/31/2025

Please provide copies of the following documents:

Minutes of the retirement board meetings, from the beginning of the audit period through present Meeting Minutes		Add Attachment(s)
Completed Internal Control Questionnaire	Internal Control Questionnaire	Add Attachment(s)
Any new supplemental membership and investment regulations accepted since beginning of audit period	Supplements and Regulations	Add Attachment(s)
Signatory Card for all Bank and Investment accounts	Signatory Card	Add Attachment(s)
Fiscal Close General Ledger for each year under audit	General Ledger	Add Attachment(s)



Adding an Attachment

- Click **Add Attachment** for the document(s) that you wish to upload.

RO Massachusetts Public Employee Retirement Administration Commission Hello, Board Membership

Material List
1/1/2028 - 12/31/2028

Please provide copies of the following documents:

Minutes of the retirement board meetings from the beginning of the audit period through present Meeting Minutes	Add Attachment(s)
Completed Internal Control Questionnaire Internal Control Questionnaire	Add Attachment(s)
Any new supplemental membership and investment regulations adopted since beginning of audit period Supplements and Regulations	Add Attachment(s)
Signatory Card for all bank and investment accounts Signatory Card	Add Attachment(s)
Post Close General Ledger for each year under audit General Ledger	Add Attachment(s)

Material List Attachment

Meeting Minutes

No attachments uploaded

[Add Attachment](#)

Cancel

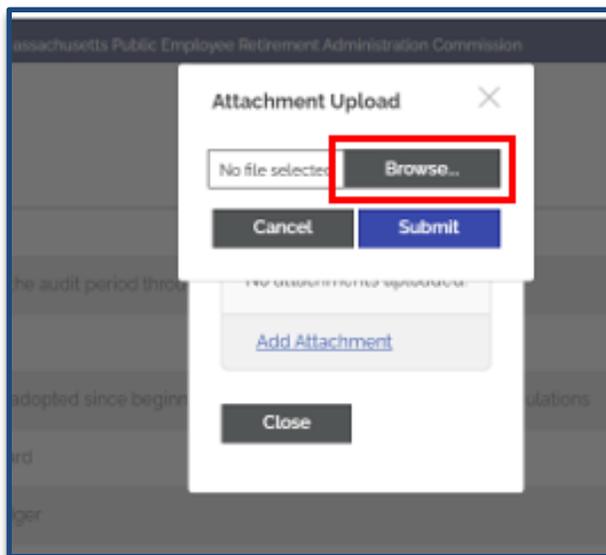


NOTE: You may add multiple documents.



Browsing for Documents

- Click **Browse** and select the correct document.

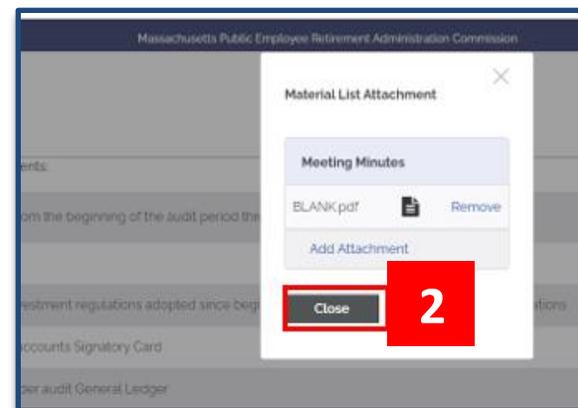
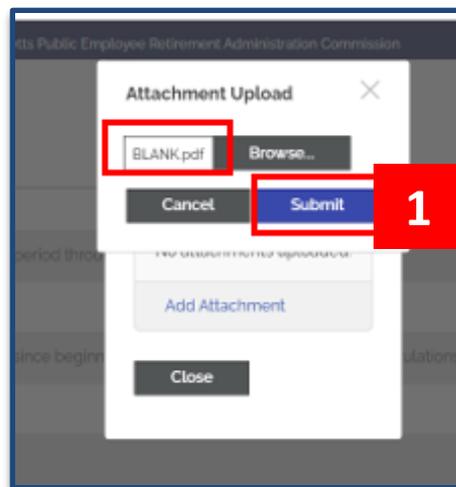


NOTE: Documents can be PDF, WORD or EXCEL files.



Submitting Documents to Audit-Material List

1. Once you see the document name, click **Submit**.
2. Click on **Close**.





Updated Material List Screen

- A **Green** checkbox will appear when upload is complete; the button will change to **Update Attachment(s)**.
- If you would like to upload more than one document, click Update Attachment(s) and go through the upload process again.



NOTE: No need to Submit — PERAC will see the documents as soon as they are uploaded.



Annual Statement Reminders

- Status in PROSPER
 - Check to see where your Annual Statement is
 - If it's in the 'Under Review' status, there is something that needs to be done on your end and resubmitted
- Schedule Template
 - Download the schedule template that is in PROSPER each year, do not reuse a schedule from a prior year.



Contact Information

■ Help Desk

- 617-591-8983 or 617-666-4446 Ext. 983
- PER-ProsperHelp@mass.gov

■ Audit Help:

- Caryn Shea, Director of Audits
caryn.m.shea@mass.gov
- Scott Henderson, Deputy Chief Auditor
scott.henderson2@mass.gov



PERAC HITS THE ROAD

2025 BOARD ADMINISTRATOR TRAINING

