FIRE AND POLICE PENSION OFFICE

AUDIT 26-11

JUNE 8, 2026

City of Tampa
Jane Castor, Mayor

Internal Audit Department
Vivian Walker, Director
315 E. Kennedy Boulevard
Tampa, Florida 33602

Office (813) 274-8439

June 8, 2026

Honorable Jane Castor
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: Fire and Police Pension Office, Audit 26-11

Dear Mayor Castor:

Attached is the Internal Audit Department's report on the Fire and Police Pension Office. We thank the management and staff of the Fire and Police Pension Office for their cooperation and assistance during this audit.

Sincerely,

/s/ Vivian Walker

Vivian Walker
Internal Audit Director

cc: John Bennett, Chief of Staff
Jamie Stock, Chairman, Tampa Fire and Police Pension Board of Trustees
Dennis Rogero, Chief Financial Officer
Tiffany Weber, Plan Administrator
Scott Davis, Assistant City Attorney

FIRE AND POLICE PENSION OFFICE
AUDIT 26-11

Not available to sign

____

Senior Auditor

/s/ Vivian Walker

____

Audit Director

FIRE AND POLICE PENSION OFFICE
AUDIT 26-11

BACKGROUND

The vision of the Tampa Fire & Police (F&P) Pension Fund is to lead Florida F&P pension funds through quality of processes, people, and performance. The mission is to serve F&P plan participants through the proper operation of the pension system by complying with State and Federal laws, Internal Revenue Code, and continuous process improvement.

The Tampa F&P Pension Fund is administered by a nine-member Board of Trustees (Board) which consists of three each from the Fire Rescue and Police Departments and three appointed by the mayor. The F&P Pension Board is charged with the general administration and responsibility for the proper operation of the pension system and for making effective provisions of the Special Acts of the State of Florida.

The trustees have appointed a full-time plan administrator and administrative staff to conduct daily operations of the fund. Operations are conducted at the F&P pension office located at 3001 North Boulevard.

The plan administrator and staff are responsible for:

- Processing benefit payments to retirees and beneficiaries; administering the deferred retirement option plan.
- Maintaining all active and retired firefighter and police officer confidential medical and pension files.
- Processing medical disability pension applications.
- Administering pension benefits as provided in the pension contract.

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY 2026 Audit Agenda. The objectives of this audit were to ensure that:

1. The system of internal controls is adequate.

2. New hire medical assessments are properly reviewed.

3. Pension benefits are properly calculated.

STATEMENT OF SCOPE

The audit period covered activity that occurred from October 1, 2023, to September 30, 2025.

Tests were performed to determine whether office personnel were fulfilling their stated duties and responsibilities effectively and efficiently. Original records, as well as copies, were used as evidence and verified through observation and physical examination.

The pension office uses the Pension Gold software system to administer pension benefits. Pension Gold provided a System and Organization Controls 2 (SOC 2) report that assessed the design and operating effectiveness of internal controls. The auditor's opinion from the SOC 2 review was that the controls in place were suitably designed and operated effectively. Based on our review of the SOC 2 report, the data generated from the system was deemed reliable.

STATEMENT OF METHODOLOGY

To accomplish our audit objectives, the following steps were taken to evaluate the administration of pension benefits:

- Reviewed State laws and regulations governing municipal pensions.

- Reviewed policies, procedures, and control forms in order to gain an understanding of internal controls.

- Reviewed the audited financial statements and actuarial report for the pension fund.

- Conducted interviews with employees to obtain an understanding of the medical review and approval process.

- Reviewed the rules and factors affecting the pension benefit calculation.

- Statistical sampling was used to infer the conclusion of test work performed on a sample to the population from which it was drawn and to obtain estimates of sampling error involved. When appropriate, judgmental sampling was used to improve the overall efficiency of the audit.

- Reviewed Tampa.gov, the Intranet and researched other materials to determine if there are any relevant performance metrics related to the Fire and Police Pension program. There are currently no relevant performance measures.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

AUDIT CONCLUSIONS

Based upon the test work performed we conclude that:

1. The system of internal controls is adequate.

2. New hire medical assessments are properly reviewed.

3. Pension benefits are properly calculated.