



INTERNATIONAL
REGISTRATION
PLAN, INC.

UPDATED 2/3/16
IFTA / IRP ANNUAL AUDIT WORKSHOP


*That was then, **THIS IS NOW!**
IFTA, Inc. and IRP, Inc. wish to extend an
invitation to attend the upcoming workshop*



Las Vegas, Nevada
February 9 – 11, 2016



Final Agenda of the IFTA/IRP Audit Workshop Las Vegas, NV


Monday, February 8		
1:00 – 5:00 p.m.	Onsite Workshop Check-in and Assistance	Foyer
5:00 – 7:00 p.m.	Planning and Preparation Meeting <ul style="list-style-type: none"> • Final review of materials and technology requirements • Dry-Run of presentations 	Ballroom E
Tuesday, February 9		
7:00 a.m. – 5:00 p.m.	Workshop Check-in and Assistance	Foyer
7:00 – 8:30 a.m.	<i>Continental Breakfast (Provided)</i>	<i>Ballroom C</i>
8:30 – 9:30 a.m.	Official Opening <ul style="list-style-type: none"> • Welcome • Housekeeping <i>David Nicholson (OK), IFTA Audit Committee Chair</i> <i>Anthony Madsen (WA), IRP Audit Committee Chair</i> • Ice Breaker <i>Stacey Hammock (WY), Betsy McCabe (NV), and Michaela Van Dyke (NV)</i> 	Ballroom A
9:30 – 10:00 a.m.	Networking Break <i>Sponsored by Legatus</i> 	<i>Ballroom C</i>
10:00 a.m. – 12:00 p.m.	General Session Begins <ul style="list-style-type: none"> • What's New in IFTA <i>Lonette L. Turner (IFTA, Inc.)</i> • Dual Fuel Working Group Panel Discussion <i>Hugh Hughson (BC), Working Group Chair</i> • What's New in IRP <i>Tim Adams (IRP, Inc.)</i> • Case Study Preview <i>IFTA / IRP Audit Committee Chairs</i> 	Ballroom A



Tuesday, February 9

12:00 – 1:00 p.m.	Lunch <i>(Provided)</i>	<i>Ballroom C</i>
1:00 – 2:30 p.m.	<p>Case Study Breakout Sessions</p> <p><i>Creating an Effective Audit Plan</i></p> <ul style="list-style-type: none"> • Internal Controls <i>Comparison of audit risks based on internal controls for manual and electronic accounting systems</i> <p><i>Attendees will create more effective audit plans when moving from the auditing manual systems to electronic systems</i></p> <ul style="list-style-type: none"> • Audit Plan for Manual Accounting Systems <i>Based on the evaluation of internal controls, attendees will create an audit plan for manual distance and fuel accounting systems</i> <p><i>Attendees will have a better understanding of accounting systems</i></p> <p><i>Bob Gattinella (RI), Diana Kay (FL), Clint Howells (ID), Michelle Deering-Volz (CA), Maxime Dubuc (QC), Rick Grotton (ME), Ms. Hammock, Ms. Kyser, Jimmy Tompkins (AL), Jody Grossman (WI), Tom Sullivan (IN), Chester Cook (GA), Joel Foreman (NE), Lynden Landholm (KS), Gene Hall (VA), and Drake Israel (IL)</i></p>	Ballrooms B, E, F, G
2:30 – 3:00 p.m.	Networking Break <i>(Provided)</i>	<i>Ballroom C</i>
3:00 – 4:30 p.m.	<p>Case Study Breakout Sessions Continued</p> <ul style="list-style-type: none"> • Audit Plan Electronic Accounting Systems <i>Based on the evaluation of internal controls, attendees will create an audit plan for electronic distance and fuel accounting systems.</i> • Reviewing what was Learned <i>Attendees will discuss similarities and differences in the audit plans developed for manual and electronic accounting systems.</i> <p><i>Breakout Presenters</i></p>	Ballrooms B, E, F, G



Wednesday, February 10		
7:00 a.m. – 5:00 p.m.	Workshop Assistance Center	Foyer
7:00 – 8:30 a.m.	Continental Breakfast (Provided)	Ballroom C
8:30 – 10:00 a.m.	Case Study Breakout Sessions Resume Applying an Audit Plan <ul style="list-style-type: none"> • Source Documentation <i>Attendees will apply an audit plan to an examination of manual records (Examples will be provided onsite).</i> <i>Attendees will apply an audit plan to an examination of electronic records (Examples will be provided onsite).</i> <i>Breakout Presenters</i> 	Ballrooms B, E, F, G
10:00 - 10:30 a.m.	Networking Break Sponsored by RSI	<div style="text-align: center;">  Ballroom C </div>
10:30 a.m. – 12:00 p.m.	Case Study Breakout Sessions Resume <ul style="list-style-type: none"> • Finalizing Adjustments Communicating Results and Recommendations <i>Groups within each breakout will be assigned an issue for discussion</i> <i>Breakout Presenters</i> 	Ballrooms B, E, F, G
12:00 – 1:00 p.m.	Lunch (Provided)	Ballroom C
1:00 – 2:30 p.m.	General Session Resumes <ul style="list-style-type: none"> • Case Study Wrap-up <i>Breakout Presenters</i> 	Ballroom A
2:30 – 3:00 p.m.	Networking Break (Provided)	Ballroom C
3:00 – 4:30 p.m.	<ul style="list-style-type: none"> • Industry Advances / Technology Updates <ul style="list-style-type: none"> ○ E-Logs ○ Electronic Data Exchanges ○ GPS ○ Fuel Additive (open discussion) ○ Looking Ahead – What’s in the Crystal Ball <i>Dennis Vanderslice (Automotive Rentals, Inc.), Gary Markham (ProMiles) and Brian Lehane (NECS)</i> • Autonomous Vehicle Presentation <i>Suman Narayanan (Daimler)</i> 	Ballroom A



Thursday, February 11		
7:00 a.m. – 5:00 p.m.	Workshop Assistance Center	Foyer
7:00 – 8:30 a.m.	<i>Continental Breakfast (Provided)</i>	<i>Ballroom C</i>
8:00 – 10:00 a.m.	General Session Resumes <ul style="list-style-type: none"> • Adequacy of Records <ul style="list-style-type: none"> ○ What records are necessary (i.e. adequacy of records considerations) ○ Making audit adjustments <i>Mr. Nicholson, Ms. Deering-Volz, and Mr. Madsen</i> • Compliance and Peer Reviews <ul style="list-style-type: none"> ○ Audit File Requirements <i>Ken Carey (IRP, Inc.), Debora Meise (IFTA, Inc.), and Richard Wagner (NV)</i> 	Ballroom A
10:00 - 10:30 a.m.	<i>Networking Break (Provided)</i>	<i>Ballroom C</i>
10:30 – 11:30 a.m.	General Session <ul style="list-style-type: none"> • Ballots <ul style="list-style-type: none"> 2015 IRP Audit Ballots <i>Renee Kyser (AL) and Mr. Madsen</i> 2014 – 2015 IFTA Ballots <i>Helen Varcoe (MT) and Mr. Nicholson</i> 	Ballroom A
11:30 a.m. – 12:30 p.m.	<i>Lunch (Provided)</i>	<i>Ballroom C</i>
12:30 – 3:30 p.m.	General Session <ul style="list-style-type: none"> • Leases <ul style="list-style-type: none"> ○ Current trends ○ Who’s responsible for reporting <i>Ms. Varcoe, Mr. Cook, and Mr. Lehane</i> • Roundtable Discussions <ul style="list-style-type: none"> ○ Reviewing jurisdiction audits ○ FRP <i>Mr. Nicholson and Mr. Madsen</i> • Town Hall Meeting and Workshop Wrap-up <i>Mr. Nicholson and Mr. Madsen</i> 	Ballroom A



3:30 – 3:45 p.m.	Networking Break (<i>Beverages Provided</i>)	<i>Ballroom C</i>
3:45 – 5:00 p.m.	<ul style="list-style-type: none"> Jurisdiction Only Meeting <i>Ms. Varcoe and Mr. Cook</i> 	Ballroom A
4:00 – 5:30 p.m.	<ul style="list-style-type: none"> Industry Advisory Committee Meeting 	Ballroom F
5:00 – 7:00 p.m.	<ul style="list-style-type: none"> IFTA and IRP Joint Audit Committee Meeting 	Ballroom E
Friday, February 12		
8:00 a.m. – 2:00 p.m.	IFTA Audit Committee Meeting	Ballroom E
8:00 a.m. – 12:00 p.m.	IRP Audit Committee Meeting	Ballroom F