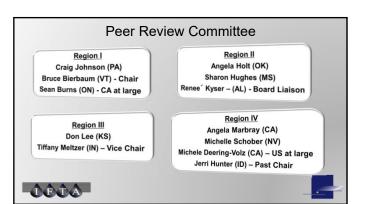


Peer Review Committee

The Peer Review Committee currently consists of:

- Ten (12) members
- Two from each AAMVA region plus one US at large position and one Canadian at large position(includes the Chair & Vice Chair)
- One IRP Board Liaison
- Past committee Chair (Ex-Officio / non-voting member)





Committee Activities

- Member Jurisdictions are Reviewed every 5 years
- Monthly Conference Calls
- Follow up Reviews
- · Fee Test
- Compliance Guide Updates
- · Face to Face Meeting at IRP Annual Meeting





IRP Peer Review Process

IRP Peer Reviews are conducted by a review team from the Committee.

A Team consists of:

A Lead PRC Auditor

A Lead PRC Administrative Member

Note: Other Committee Members may assist during the review process

One (1) IRP staff representative





Jurisdiction Questionnaire GENERAL AUDIT INFORMATION Are audits conducted by your jurisdiction or hired out to another entity? Conducted by jurisdiction - Specify department/agency: Hired out - Specify name of entity and date of contract: If jurisdictional personnel conduct audits, how many auditors (or full-time equivalents) regularly audit infracounts? Auditors: Are audits conducted for IRP and IFTA separately or combined? Separately Combined How are the audit files (including work papers) maintained? Paper copies Electronically Combined Check all programs included in the audits performed by the IRP audit staff: IRP IRP Sales Tax Fuel Tax Fuel Tax Fuel Tax

	Jurisdiction Questionnaire
	Does your jurisdiction require a minimum mileage difference before adjusting it through the audit?
	Yes – Explain:
	Does your jurisdiction require a minimum percentage change per jurisdiction, or in total, before processing audit adjustments (i.a., 5% per jurisdiction, 2% overall, etc.)?
	Yes – Explain:
	No
	Does your jurisdiction require a minimum fee adjustment before processing and/or transmitting the audit results?
	Yes – Define and state at what level (i.e. \$1 per jurisdiction, \$5 net and/or any jurisdiction etc.):
	No
	Do you transmit all affected member jurisdiction's fees regardless of your threshold?
	Yes No – Explain process:
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ine,	following requests must be in PDF or other electronic format:	Due Date	
Ė	IRP Audit Requests	Due Date	Receive
H	IRP organization chart (including management and audit staff) IRP audit program/procedures manual		H
H	IRP audit program/procedures manual		H
H	IRP audit selection process		$\vdash \vdash$
Н	IRP audit billing/return process IRP audit appeal procedures (i.e., Taxpayers' Bill of Rights, etc.)		\vdash
H	IRP audit collection process (if not available in audit program manual)		H
H	Auditor qualifications/hiring guidelines		ΗН
Ħ	Copy of any formal policy relating to the conduct of "joint audits"		Η
]	Copies of the Annual Report of IRP Audit Activity reports for the Peer Review		
ш	Period (this ensures the data was accurately recorded on the IRP, Inc. website)		
~	IRP Audit Lists	Due Date	Receive
П	List of completed IRP audits conducted for the Peer Review Period		

IRP Peer Review Process	
 Verify 3% Audit Requirement Sample Audits Review 20-25 audits Use Compliance Guide Write up & Present Preliminary Final Report Provide Recommendations 	
-0.00A-	

Audit Requirements

1025 - Frequency of Audits

- Audit Matrix
- · Audits Completed
- Annual Report
- · Renewed & Audited Fleets
- · Record Reviews 3:1



Audit Requirements

- APM 601 Audit Report
 Registrant Information
- Evaluation of Internal Controls
- Opening Conference
- Sampling Methodology
- Distance Examination
- Closing Conference & Recommendations
- Summary
- Billing Summary





Audit Requirements

Section 1040/1055/1065 – Reexamination/Audit Reports/Appeals

- · Report to Jurisdiction & Registrant Timely
- 30 & 45 day appeal period

APM 401 - 404 – Audit Notification/Opening & Exit Conference/Records Request

- · 30 day audit notification
- · Conferences documented in audit file
- · Records Requested for DRP





Audit Requirements

APM 501 - Audit Procedures

- Non-Compliance in previous audit
- Population of Vehicles Registration & Reporting period
- · Unusual trends/variances
- Sample Vehicles Representative





Audit Requirements

APM 502 - Evaluation of Internal Control

- Testing internal controls
- Example source documents

APM 503 - Sampling & Extrapolation Procedures

- Sample At least 3 months
- · Projecting recurring errors
- Assigning unreported distance





Audit Requirements

APM 203 & 204 – Study & Evaluation/Planning & Supervision

- Reasonable conclusion
- Supervisor approval

APM 205 & 206 - Audit Program/Working Papers

- · Audit program used
- · Working papers within file





Audit Requirements

APM 504 & 505 - Distance Audit Procedures

- · Audit adjustments calculated correctly
- · Non-Qualified Vehicles

Section 1015 - Inadequate Records Assessment

· Correct percentage used



Audit Requirements

Section 1050- Netting Audit Adjustment

- Payments transmitted timely
- Collected & Transmitted within 30 days





After A Peer Review

- Preliminary Report
- Response requested within 30 Days
- Final Report after 30 Days
- · Reports and Responses are Posted to Website
- Follow Up Review after One Year
- Continued Non-Compliance areas are referred to Dispute Resolution Committee

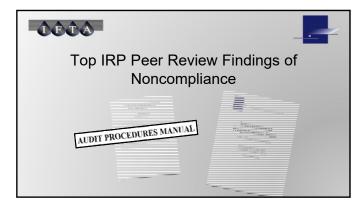




IRP, Inc. Website

- Compliance Guide
- Previous Peer Reviews
- Annual Reports By Jurisdiction
- · Best Practices Guide
- Webinars/Training Materials
- IRP Forum Questions and Answers
- www.irponline.org





-	Top Peer Review Noncompliance Findings	
1	The following are the top noncompliance sections of the Plan and Audit Procedures Manual (APM), based on findings from 2017 and 2018 IRP Peer Reviews.	
	The Peer Review Committee found <u>98</u> total noncompliance findings on these 24 reviews.	١

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Top Peer Review Noncompliance Findings	
# 1 Administrative Finding	
Section 315 – Application Process	
"Unrealistic Distance Amounts" Multiple jurisdictions with 1,10,100, etc.	
1000	
Top Peer Review Noncompliance Findings	
# 2 Administrative Finding	
Section 305 – Selection of Base Jurisdiction	
"No Procedures for meeting Base Jurisdiction requirements" <u>Lack of verification/documentation of verified documents</u>	
0000	
	_
Top Peer Review Noncompliance Findings	
11 A A 11 FT 11 (1974)	
# 1 Audit Finding (18/24)	
APM 601 – Audit Report	
"Failed to make Changes as result of Audit Rewrite Ballot" All information required for Audit Report not included	
-CECA-	

Top Peer Review Noncompliance Findings # 2 Audit Finding 924 APM 501 – Preliminary Audit Procedures "All requirements of Section 501 not documented" Sample vehicles not listed, audit history of registrant not indicated, reporting period vehicle registration not identified or documented

Top Peer Review Noncompliance Findings Additional Administrative Findings: Section 530 – Unladen Vehicle Registration - Hunter's Permit Article II, Definitions Section 1215 – Fee Transmittals Additional Audit Findings: APM 502 – Evaluation of Internal Control Section 1055 – Audit Reports APM 202 – Study and Evaluation



BACKGROUND

- IRP Plan Article 10
- IRP Audit Procedures Manual
- IFTA Audit Exchange System Modified



Overview

- Audit Completed
- Audit Report Prepared
- · Jurisdiction Uploads the Report
- · Choose Affected Jurisdictions
- Email Notification
- · Review/Download Reports



Getting into the Audit Exchange 4 audit contacts Www.irpaudits.org User name/password per personnel Upload/Search or View



Audit Upload

- · Enter Jurisdiction Abbreviation
- IRP Account Number
- 7 Figures Preceding Zero's
- Mark each Jurisdiction Affected
- Upload pdf File
- Naming an Audit
 Account Number Fleet Number-Audit Year(s)
 Multiple Years –Use Dash
- IR Inadequate Records
- AA Amended Audit





Review/Download Audit

- 6 Search Options
- Taxpayer ID Month/Year
- Affected Jurisdiction Month/Year
- Base Jurisdiction Month/Year
- Base Jurisdiction Year
- File Name
- Taxpayer ID
- Delete Audit Base Jurisdiction- Month/Year





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Review/Download Audit

- 6 Search Options
- Taxpayer ID Month/Year
- Affected Jurisdiction Month/Year
- Base Jurisdiction Month/Year
- Base Jurisdiction Year
- File Name
- Taxpayer ID
- Delete Audit Base Jurisdiction- Month/Year



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IRP Peer Review Uses

- What's Included in Audit Report?
- · Is this Issue in more Audits?
- Upload Date vs Registrant Date
- Follow up Review More Audits
- Same Audit Report Registrant/Jurisdiction





Need Help?

- www.irponline.org Resources & Services Audit Program
- User Manual
- FAQ
- IRPMail@irpinc.org
- 703-963-2326
- IRP Forum Questions and Answers
- www.irponline.org



Questions?



If you prefer to text your question, text it to: (703) 963-1286



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