

Initial Conference

Effective Interviews

Audit Efficiency

- ▶ The efficient audit
 - Is conducted in a timely manner.
 - It covers all the issues discovered.

- ▶ Preparation is the key to efficiency.
 - What issues are likely?
 - What questions must be asked?

Case Study: Overview

- ▶ IFTA & IRP information available
- ▶ 1 Idaho IFTA; 3 Idaho IRP fleets
- ▶ 2.2 million miles on Idaho IFTA;
1.6 million miles on combined
Idaho IRPs
- ▶ 48 Jurisdictions listed on IFTA; 27
on IRP

Case Study: Questionnaire

- ▶ Next few slides are also contained
on the handout at the table

3. Do you own vehicles registered in jurisdictions outside of Idaho?
Yes No

If yes, are the vehicles included on your IFTA return?

Yes No

Please list the other jurisdictions in which you are registered:

Illinois

5. Do you lease any vehicles from or to others? Yes No

If yes, please describe the nature of the lease and the responsibilities each party:

Rented and/or leased vehicles are licensed by vendor. Fuel is reported by us on IFTA

7. How many units are included in the IFTA fleet reported (separate by weight class and fuel type)?

| | <u>Diesel</u> | <u>Gasoline</u> | <u>Other *</u> |
|-----------------|---------------|-----------------|----------------|
| 0 - 26,000 GVW | <u>1</u> | ----- | ----- |
| Over 26,000 GVW | <u>43</u> | ----- | ----- |

Table Discussion

- ▶ What questions do you want to ask?
 - Areas to focus on?

9. Who prepares and reviews the following reports?

| | <u>Prepared by:</u> | <u>Reviewed by:</u> |
|------------------------------|-----------------------|--------------------------|
| Driver's trip report | <u>Driver</u> | <u>Office Specialist</u> |
| IVDR | <u>Office Manager</u> | <u>Safety Manager</u> |
| Fleet distance & fuel report | <u>Office Manager</u> | <u>Safety Manager</u> |
| IFTA information | <u>Office Manager</u> | <u>Safety Manager</u> |
| IRP information | <u>Office Manager</u> | <u>Safety Manager</u> |
| IFTA return | <u>Office Manager</u> | <u>Safety Manager</u> |
| IRP application | <u>Safety Manager</u> | <u>Safety Manager</u> |

10. Explain any significant changes in accounting procedures during the selected audit period (software, personnel, computer system, reporting service, etc.). No change during audit period

Table Discussion

- ▶ What questions do you want to ask?
 - Areas to focus on?

13. On what basis is distance reported?
 Odometer/hubometer readings Map distance
 Pre-determined route Computer Mapping
 GPS Other
18. Trip records include the following (check all that apply):
 Driver's name Trip number
 Vehicle number Trailer number
 Routes traveled Trip origin and destination
 Total distance Odometer or hubometer
 Date: Start End Distance by jurisdiction
 Fuel purchased and/or withdrawn from bulk storage

Table Discussion

- ▶ What questions do you want to ask?
 - Areas to focus on?

Entrance Conference

Three focal points of discussion:

- ▶ Company history
- ▶ Fleet makeup
- ▶ Tax reporting system

Conclusion

- ▶ The preaudit review and entrance conference give the audit direction.
- ▶ All parties involved may benefit from an efficiently conducted audit.

If you don't know where you
are going, you will wind up
somewhere else.

– Yogi Berra