

# Final Agenda of the IFTA/IRP Audit Workshop Menger Hotel San Antonio, TX

## Monday, February 23

1:00 – 5:00 p.m.	Onsite Workshop Check-in and Assistance
5:00 – 7:00 p.m.	Planning and Preparation Meeting <ul style="list-style-type: none"> <li>• Final review of materials and technology requirements</li> <li>• Dry-Run of presentations</li> </ul>

## Tuesday, February 24

6:30 – 8:00 a.m.	<b>Continental Breakfast</b> <i>Sponsored by Legatus Solutions Corporation</i>
7:00 a.m. – 5:00 p.m.	Workshop Check-in and Assistance
8:00 – 9:00 a.m.	Official Opening – <b>Ballrooms A, B, C</b> <ul style="list-style-type: none"> <li>• Welcome <i>Jimmy Archer (TX), Motor Carrier Division Director</i></li> <li>• Housekeeping <i>Jeff Hood (IN), IFTA Audit Committee Chair</i> <i>Anthony Madsen (WA), IRP Audit Committee Chair</i></li> <li>• Ice Breaker</li> </ul>
9:00 – 9:15 a.m.	<b>Networking Break (Provided)</b>
9:15 a.m. – 10:15 a.m.	General Session Begins – <b>Ballrooms A, B, C</b> <ul style="list-style-type: none"> <li>• What’s New in IFTA <i>Debora Meise (IFTA, Inc.) and Lonette Turner (IFTA, Inc.)</i></li> <li>• What’s New in IRP <i>Tim Adams (IRP, Inc.)</i></li> <li>• Industry Presentation – Magic Words about GPS and Distance Records <i>Sandy Johnson (North Star Fleet Solutions), Industry Advisory Committee Chair</i></li> </ul>
10:15 a.m. – 12:00 p.m.	General Session Continues <ul style="list-style-type: none"> <li>• Ballot Discussion <i>Dave Nicholson (OK), Dawn Lietz (NV) and Mr. Madsen</i></li> </ul>
12:00 – 1:00 p.m.	<b>Luncheon – Main Lobby</b> <i>Sponsored by EROAD</i>

## February 24

1:00 – 3:00 p.m.	<p>Breakout Session Begins – <b>Ballroom A, Ballroom C, Renaissance, Patio Room</b></p> <ul style="list-style-type: none"> <li>Pre-audit and Initial Conference <i>Attendees will work in small groups to conduct a pre-audit analysis on information for an IFTA and IRP account. Upon creation of an initial conference questionnaire attendees will conduct the initial conference with the facilitators acting as the licensee/registrant.</i></li> </ul>
3:00 – 3:30 p.m.	<b>Networking Break (Provided)</b>
3:30 – 5:00 p.m.	<p>Breakout Session Resumes</p> <ul style="list-style-type: none"> <li>Internal Control Testing – Sample Selection <i>Attendees will work in small groups with real world data to create internal control testing models and sample selection criterion while facing real world obstacles and considerations.</i></li> </ul>

## Wednesday, February 25

6:30 – 8:00 a.m.	<b>Continental Breakfast</b> <i>Sponsored by Revenue Solutions, Inc.</i>
7:00 a.m. – 5:00 p.m.	Workshop Assistance Center
8:00 – 10:00 a.m.	<p>Breakout Session Begins – <b>Ballroom A, Ballroom C, Renaissance, Patio Room</b></p> <ul style="list-style-type: none"> <li>Distance and Fuel <i>Manual and electronic data and reporting systems for both distance and fuel will be examined. Techniques for auditing these systems and records will be explored and discussed.</i></li> </ul>
10:00 - 10:30 a.m.	<b>Networking Break (Provided)</b>
10:30 a.m. – 12:00 p.m.	<p>Breakout Session Continues</p> <ul style="list-style-type: none"> <li>Distance and Fuel <i>Continue review of reporting systems and techniques for auditing these systems.</i></li> </ul>
12:00 – 1:00 p.m.	<b>Luncheon (Provided) – Main Lobby</b>
1:00 – 3:00 p.m.	<p>Breakout Session Resumes</p> <ul style="list-style-type: none"> <li>Finalizing Adjustments <i>Based on all information examined, attendees will discuss possible adjustments while considering materiality, adequacy, and projection versus isolation of errors.</i></li> </ul>
3:00 – 3:30 p.m.	<b>Networking Break (Provided)</b>

## February 25

3:30 – 5:00 p.m.	Breakout Session Continues <ul style="list-style-type: none"> <li>• What’s in Your Report?</li> </ul>
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## Thursday, February 26

<b>6:30 – 8:00 a.m.</b>	<b>Continental Breakfast</b> <i>(Provided)</i>
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7:00 a.m. – 5:00 p.m.	Workshop Assistance Table
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8:00 – 10:00 a.m.	General Session Resumes – <b>Ballrooms A, B, C</b> <ul style="list-style-type: none"> <li>• Audit Report Final Conference <i>Renee Kyser (AL), Mr. Madsen, Chester Cook (GA), Mr. Nicholson and Mr. Hood</i></li> </ul>
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<b>10:00 - 10:30 a.m.</b>	<b>Networking Break</b> <i>(Provided)</i>
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10:30 a.m. – 12:00 p.m.	General Session Continues <ul style="list-style-type: none"> <li>• Closing</li> <li>• Results that Vary</li> <li>• Post Audit</li> <li>• Protest</li> <li>• Q and A <i>Ms. Kyser, Mr. Madsen, Mr. Cook, Mr. Nicholson and Mr. Hood</i></li> </ul>
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12:00 – 1:30 p.m.	<b>Luncheon</b> <i>(Provided)</i> – <b>Main Lobby</b>
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1:30 – 3:30 p.m.	General Session Concludes – <b>Ballrooms A, B, C</b> <ul style="list-style-type: none"> <li>• Town Hall Meeting <i>Mr. Hood and Mr. Madsen</i></li> </ul>
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<b>3:30 – 4:00 p.m.</b>	<b>Networking Break</b> <i>(Provided)</i>
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4:00 – 5:00 p.m.	Concurrent Meetings <ul style="list-style-type: none"> <li>• Jurisdiction Only Meeting – <b>Ballrooms A and B</b></li> <li>• Industry Advisory Committee Meeting – <b>Patio Room</b></li> </ul>
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5:00 – 6:30 p.m.	IFTA and IRP Combined Audit Committee Meeting – <b>Ballroom C</b>
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## Friday, February 27

8:00 a.m. – 2:00 p.m.	IFTA Audit Committee Meeting – <b>Ballrooms A</b>
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8:00 a.m. – 2:00 p.m.	IRP Audit Committee Meeting – <b>Ballrooms C</b>
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