

IFTA AUDIT COMMITTEE TELECONFERENCE MINTUES  
January 10, 2017

**Jurisdiction Representatives:**

Dave Nicholson, Chair, OK  
Jeff Hood, Ex-Officio, IN  
Bob Gattinella, RI  
Jimmy Tompkins, AL  
Lynden Landholm, KS  
Beth Duda, AZ

Helen Varcoe, Vice Chair, MT  
Kelly Heaton, AR  
Stacey Hammock, WY  
Joel Foreman, NE  
Kristie Zanis, NH  
Marsha Douglas Roy, QC

**Board Liaisons:**

Steve Nutter, VA  
Joy Prenger, MO

**IFTA Inc., Advisors:**

Debbie Meise  
Tammy Trinker

**Roll Call:** Beth Duda and Debbie Meise were absent.

Approval of December 2016 meeting minutes; Bob motioned and Jimmy second to accept minutes as is; motion carried; minutes pass.

**2017 IFTA/IRP Audit Workshop**

All the breakout presenters need to review their group's scenarios. The scenarios have been sent to each team of presenters with their specific breakout session information.

The four vendors have been selected for a breakout session. The planning committee will communicate to E-Road, Telogis, Trendda, and Peoplnet their expectations for the breakout session.

The planning committee will set up a conference call with all the breakout presenters to discuss logistics, expectations, and to answer any questions or concerns. The call will be scheduled for an hour. Any questions on the scenarios can be sent to Dave or Helen. Dave will be sending an acronym list to everyone for a reference.

There will be about a 15 minute informational presentation on the BPG. Monica will have a presentation submitted by the deadline later this month.

Everyone is ok with donating \$10 each towards the gift cards for give-a-ways. All travel plans need to be finalized. They may need help at the registration desk on Monday afternoon and Tuesday morning. Joy and several others volunteered to help.

**2018 IFTA/IRP Audit Workshop**

The IFTA ASSC will be holding a meeting for jurisdiction attorneys at the same time and location as the audit workshop next year. The Chair has indicated an interest in having presentations from the auditors during their meeting and providing presentations during the Audit Workshop. There will be more discussion at the meeting after the workshop. The ASSC is hoping to draw more attorneys and get more involvement. Presentations may be given at each meeting by attorneys and auditors.

## **ARWG**

Stacey gave an update on the progress of this working group. They are hoping to have the survey questions finalized at their next conference call on January 25, 2017.

## **PCRC**

The PCRC is open to assistance and suggestions from anyone. They would like the auditors to look at the specific sections of R1555 regarding the review process.

Lynden asked how the Clearinghouse information will help the review process. It was explained that it will help the PCRC review current transmittal information on the administrative side. On the audit side, they can review more in-depth audits that are reviewed and can make changes faster. The interjurisdictional audit reports will be reviewed and go through the Clearinghouse. There may be more requirements with ballot changes. Kelly explained he uses the PCRC worksheets to help with the requirements.

Marsha now has access to the Clearinghouse and asked if there was a user guide for pulling reports and other helpful information. Lonette explained there is a user guide on the website under Clearinghouse and that Marsha can e-mail Jason DeGraf with any questions. The Clearinghouse committee is working on a guide and will hopefully finalize it this month.

The PCRC committee is working on updating the worksheets for the review process. Dave and Joy both thought the peer review process would be a good topic for a future workshop breakout session.

The joint efforts between the AC and PCRC regarding a revised review process will be discussed during the Townhall section. Dave will get with Joy and Steve to come up with some items of discussion.

## **Don Stroncheck Award**

Bob sent the AC some great ideas regarding this potential award. Everyone seemed to agree with Bob's comments and ideas. Dave will get with Joy and Steve on how to present this idea to the Board. Dave will also contact Don's son to get more information from him and keep him informed of the process. This may be discussed at the workshop.

## **New Business**

Lynden has a scenario that a reporting agent didn't report correct figures and asked if other jurisdictions would go back to the taxpayer for the correct figures. Most jurisdictions on the call still contact the carrier even if a service provider is listed and most jurisdictions have a Power of Attorney form the carrier must provide to the jurisdiction. Third party providers might be another good topic for Townhall.

Kristi asked if there was going to be sample audit report to review for the new requirements. Dave mentioned they will have some samples in the BPG.

Bob motioned to adjourn the meeting; Jimmy second; motion carried; meeting adjourned.