

IFTA AUDIT COMMITTEE TELECONFERENCE
11:30 EST, July 12, 2011

COMMITTEE MEMBERS:

Dawn Lietz, Chair, NV
AnnMarie Chamberlain, Ex-Officio, MA
Dave Nicholson, OK
Hoa Quach, AB
Bob Schwab, MO
Dan Young, MT

Jeff Hood, Vice-Chair, IN
Diana Kay, FL
Tony Dewell, BC
Gene Hall, VA
Stacey Hammock, WY
Kelley Achenbach, NH

BOARD LIAISONS:

Kirk Davenport, TX
Sheila Rowen, TN

IFTA INC. ADVISORS:

Debbie Meise
Tammy Trinker

Absent: Dan Young, Kirk Davenport, and Sheila Rowen.

Review of Audit Committee Teleconference minutes for May 10, 2011 and June 14, 2011:

Changes: None

Motion to approve: Dave Nicholson made motion to approve May 10, 2011 minutes, Bob Schwab seconded. Dave Nicholson made motion to approve June 14, 2011 minutes, Bob Schwab seconded.

Welcome of new Audit Committee Member Kelly Achenbach of NH:

Dawn welcomed Kelley to the committee. Kelley has previous auditor and administrative experience.

Review of June 15, 2011 Joint Audit Workshop Planning Call minutes:

The minutes were discussed. The next Joint Audit Planning Call is scheduled for Wednesday July 20th at 11:00 am ET and every 3rd Wednesday of the month thereafter. Dawn will send updated minutes after each meeting.

Countdown to 2012 Workshop – 5 1/2 months:

Extensive discussion was held on the presenters for the workshop agenda. The agenda was nearly completed with only the need for a reconciliation meeting with IRP to make sure that both IFTA and IRP are appropriately represented. The newest version is to be distributed after the conclusion of today's conference call. The discussion held today allows for the timely completion of the Draft Agenda by the July 29, 2011 deadline.

Specific items discussed include:

Fraud Document Training – IFTA Diana Kay Liaison

Future of Transportation – Diana Kay and Rich Wagner

Auditing Electronic Systems – Currently includes 3 topics: Working Efficiently with Electronic Data, Auditing GPS Systems, and Auditing Distance in Electronic Systems. Hoa, Jeff, Dave have committed to participate.

What's New in IRP/IFTA – Clearinghouse presentations will be a part of this segment and possible ballot issues

GPS – Hoa, Dave, Jeff and possibly Industry.

Breakouts:

Report Writing – Debbie Hill, MO, Stacy Hammock and possibly Dan Young.

Sampling and Projection – Dawn and Diana

Plotting Pings – Dave, Jeff and Hoa

Auditor 101:

This will include Trip Permits and Industry Average. Presenters are Bob Schwab, Derek Rumph, Rich Wagner & AnnMarie volunteered to assist with preparation.

Advanced Auditing Techniques:

Will include Bulk Fuel, Sampling, & Projecting – Presenters are Diana Kay, Dawn Lietz

Managing for Compliance:

Possible topics could include: Peer reviews, IFTA rewrite, CAWG, ITAC, P600 Managing resources, Best Practices, Interest Ballot, Performance Management - Presenters Dave, Jeff, Kelley, and Tony

Promotion of the Workshop:

Dawn recommended that we continue to promote the workshop through the IFTA and IRP Newsletters. Calls to jurisdictions can begin late August or early September. A draft of the preliminary Workshop Agenda can be emailed to them.

Status of Grants:

Mr. Daugherty has provided some information about the grants. The delay may be tied to federal budget impasse.

Updates/Reports

CAWG: The CAWG is actively promoting the ballot proposal by contacting voting and audit contacts. The most prevalent concern seems to be the absence of the denial of credits. Voting concludes on September 19, 2011. Current tally is 7 for and 2 against. 75% of the votes cast must be in favor for ballot to pass.

RRWG - Dawn reported that at this point a flow chart is under development to clarify some areas that the Board was unclear on.

ITAC – P600 is supposed to be coming to the audit committee. A Board Charge is expected later today in regard to P600 for the IFTA Audit Committee.

Audit Manual Review – Dan Young is receiving assistance from Dave Nicholson going forth.

Future Webinars – Jeff mentioned that Tim Adams of IRP may be looking to push this forward and Jeff mentioned that Jeff's participation in the CAWG might require that he be replaced in the Webinar that is next up.

New Business:

Auditing 101, Advanced Auditing Techniques, Managing for Compliance – Discussion on whether to leave these sessions on the last day or move them back to the first day was held. The decision was to leave it on the last day and try it. If it is not as efficient, we can change it back again next year.

Meeting adjourned at 12:32 pm EST Next Meeting is Tuesday, **July 12, 2011** @ 11:30EST.