

IFTA AUDIT COMMITTEE AGENDA
July 11, 2017

Jurisdiction Representatives:

Helen Varcoe, Chair, MT
Dave Nicholson, Ex-Officio, OK
Bob Gattinella, RI
Joel Foreman, NE
Kristie Zanis, NH
Betsy McCabe, NV

Beth Duda Vice Chair, AZ
Kelly Heaton, AR
Jimmy Tompkins, AL
Lynden Landholm, KS
Marsha Douglas Roy, QC
Bille Pierson, ID

Board Liaisons:

Steve Nutter, VA
Joy Prenger, MO
Rick LaRose, CT

IFTA Inc., Advisors:

Debbie Meise
Tammy Trinker

Roll Call: Rick and Marsha were not on the call.

June Meeting Minutes were approved without adjustments – Lynden motioned to approve and Bob seconded.

Updates:

IFTA/IRP Workshop – Helen gave a synopsis of the topics that have been discussed: What's New in IFTA/IRP, icebreaker, BPG update from IFTA and NATSA, might have a presentation from AZ DOT, A day in the life – from an actual trucker's perspective, a possible keynote speaker. A regional breakout is on the plan and in the works. There will be presentations on ELD and leases. Chester and Helen presented a couple of years ago and think the presentation can be expanded. The planning committee would like volunteers to present on leases. Dave volunteered to assist with the Leases presentation. Bob suggested someone from industry might be a good resource for assisting in the Leases presentation. Helen will present the idea of an industry rep to assist with the Leases presentation at the next Planning conference call.

Joint Training Sessions – Joint training sessions – a good idea rather than separate IFTA and IRP webinars. There was concern about whether to include Auditor 101/History, etc. in the webinars. The concern is to encourage auditor attendance at the annual audit workshop. Jimmy and Lynden volunteered to assist or be on a subcommittee to assist people from IRP to update webinars, powerpoints, etc.

Roundtable discussions – it would be a good idea to get joint roundtable discussions with IRP. May need to have an audit only roundtable as there are roundtables offered for IFTA but have been limited in attendance to commissioners.

Best Practices Guide - The draft guide is complete, except for the appendices. The contents are looking good. Hyperlinks are referenced. Helen volunteered to lead the completion of the BPG appendices. Bob also volunteered. Helen will reach out to former subcommittee members Stacey, Jimmy, Joel, Tom, and Betsy for assistance in getting the BPG complete. Once the BPG is complete, IFTA, Inc. will get the hyperlinks added to the document. Then the BPG goes to the Board for final approval.

Industry Average Chart – Kelly presented the idea of instead of putting a chart in the BPG that in the appendices it is offered information on how to arrive at industry averages on one's own. This could be provided in steps that Joel and Mark in NE use. Also included would be national sources. This could be a resource guide and websites that provide information would be included in the BPG appendices. Kelly and Joel volunteered to gather information for Industry Averages for the BPG appendices rather than the IFTA AC maintain a chart for Industry Averages.

Dave suggested that maybe there should be a presentation to the ASSC about the Industry Averages and what the audit community uses them for.

Adequate/Inadequate Chart –Renee and Dawn provided input to Dave. The chart should be included as an appendix in the BPG to guide auditors. Dave will discuss with Renee more information about the chart.

Inadequate Records – Lynden is reviewing other jurisdiction audit reports and finding inconsistency and possible confusion of how those jurisdictions are interpreting and applying the IFTA inadequate records assessment when it comes to MPG/KPL. Dave has also noted some inconsistencies and possible misinterpretation. Helen asked Lynden to send the information and his concerns to the IFTA AC to see how these issues should be handled. Lynden will email the committee.

Record Reviews – Beth asked if there was specific language in the Agreement and associated documents regarding the performance of records reviews and possible counts towards an audit. There is nothing in the Agreement or documents. Only IRP has records reviews. Helen mentioned her group performs reviews of record keeping systems i.e. GPS systems to see how those systems information comply with IFTA/IRP. Dave mentioned that in Oklahoma records reviews have been completed which have resulted in successful audits later where carriers were compliant in their records keeping. Records reviews have been a good training tool. Jimmy mentioned that Alabama conducts records reviews in conjunction with IRP records reviews.

Helen asked Beth to head a subcommittee to draft language for IFTA regarding records reviews and audit counts. Dave and Kelly volunteered to assist.

New Business: An email was received from Renee regarding the IRP education forum and to promote increased use of the forum. There was discussion regarding whether or not IFTA should have one. Steve will present to the Board for an IFTA forum or ways to get the existing forums on IFTA's website increased publicity. FTA has forums with group topics. IRP's forum send emails to people enrolled for the forum. IRP's forum topics are not for auditors only but to the entire IRP community (industry, audit, motor vehicle registration).

Adjourn: Jimmy motioned to adjourn and Bob seconded.