

**IFTA AUDIT COMMITTEE MINUTES**  
**November 14, 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

**IFTA Inc., Advisors:**

Debbie Meise  
Tammy Trinker

**Roll Call:** Kelly Heaton absent.

**Approval of the October Meeting Minutes:** Bob motioned to approve the minutes without adjustments. Seconded by Jimmy. Motion carried.

**Updates:**

**IFTA/IRP Workshop** – Scenario’s and volunteer facilitators needed for breakout sessions:

Manual Records: Bob and Kristie  
Issues & Encounters: Lynden and Marsha  
Electronic Records: Bille  
Wherever Needed: Jimmy, Kelly and Joel  
Helper: Betsy

**Joint Training Sessions** - Jimmy and Lynden gave an update 3 joint calls have taken place planning topics. The committee will have the topics outlined. Volunteers are needed to create the narrative (1 or 2 volunteers to create PowerPoint) and present the topics (2 presenters). Topics include: Preplanning/Opening Conference (done needs updated); Evaluation of internal controls (done needs updated); Sampling Procedures (outline needed); Projections (outline needed); and Report Writing (outline needed). Monthly phone conferences will take place until the project’s completion; estimated for the first of July, with presentations available Fall of 2018. A training “certificate” of completion may be issued to attendees of the training sessions; similar to IRP webinars. The Auditor 101 Workshop session from last year, presented by Dawn and Kelly, will be updated by Diana Kay for recording and presentation as a webinar one week before the workshop. Auditor 101 will be presented once again at this year’s workshop.

**Best Practices Guide** - Discussion on the Appendices to be included in the Guide: Definitions, Acronyms, Truck Pictures, Unit MPG Analysis, GPS Questionnaire, Projection Document (questionable-look into), Industry Averages Guide, Adequate/Inadequate Chart. The Guide will hopefully be ready to be

**IFTA AUDIT COMMITTEE MINUTES**  
**November 14, 2017**

presented to the January Board meeting for approval with a disclosures/disclaimers document from IFTA, Inc. IFTA, Inc. will update the guide with hyperlinks. We hope it will be complete for the 2018 IFTA-IRP Workshop. Please share any additional ideas that may need to be added.

**Adequate/Inadequate Chart** – Dave is working on the update and will be presenting at 2018 IFTA/IRP Audit Workshop and ASSC meeting.

**Record Reviews** – Beth gave an update on the draft including removing intent language as Jimmy suggested. The records review is not limited to new licensees; any licensees are eligible. Discussion was held about adding Records Reviews to IFTA/IRP Workshop Agenda to gain consensus and support from the audit community for a potential ballot. Beth will send out the latest version.

**IFTA Education Forum** – Steve indicated the website needs upgraded. Volunteers are needed from the APC, PCRC, AC. The forum will be similar to the IRP forum.

**Board Meeting Update** – Joy and Steve gave an update on the Board Meeting. The AC may be receiving a charge from the board on a project coming up.

**Questions from Community:**

**SD** – Joel discussed legislative changes in SD don't fit with new IFTA requirements; he has sent some questions and is waiting for a response. Joel will update at our next meeting.

**Indiana Letter** – Discussion was held about concern and questions from a letter sent in by Indiana. The concerns and questions will be addressed at the 2018 IFTA-IRP Workshop during David's presentation. Adequate vs inadequate is the first question. Once the records are determined inadequate, a 4.0 MPG or reduction of 20% shall be applied. Credit concerns will be addressed by polling the attendees at the workshop. If needed, we may follow that up with a survey.

**New Business:** No additional new business.

**Adjournment:** Bob motioned to adjourn the meeting. Seconded by Jimmy. Motion carried. Meeting adjourned.