

**ANNUAL IFTA AUDIT COMMITTEE MEETING, TEMPE, AZ
JANUARY 8, 2008**

PARTICIPANTS:

Arthur Gumbs

AnnMarie Chamberlain

Gene Hall

Bobbie Keller

Dawn Lietz

Audrey Martel

Hoa Quach

Charmin Tillman

Dan Young

Debbie Meise

Lonette Turner

Rick LaRose

Michelle Snow

The Materials Coordinator for the 2009 Workshop will be a member of the IFTA Audit Committee.

It was suggested that a Breakout Coordinator be appointed and that he/she be the ex-officio, in this case, Allen Cummings of the IRP Audit Committee.

Suggested topics for 2009:

1. Allowing/disallowing credits
2. GPS, presented by Sandy Johnson (Industry) and Hoa
3. Record Keeping, use 2008 material
4. A more detailed analysis of the Commissioners Survey by Rick LaRose
5. Auditor 102, something between Auditor 101 and Managing for Compliance
6. A stand alone history lesson
7. Results of the joint audit (Nevada), what worked, what didn't
8. Report writing

Auditor 101, include a short history of IFTA

Rick LaRose would like to help facilitate Managing for Compliance

Consensus was that, overall, the Workshop was successful. The two-day breakout session format should be retained. All effort should be made to keep to the printed schedule and agenda. Perhaps an activity could be added to the two-hour lunch break, such as the Bingo activity from the 2007 Workshop.

A suggestion was made to eliminate the Town Hall session.

Keep to time lines.

A suggestion was made to include a history of IFTA at the beginning of the Auditor 101 session (10 or 15 minutes).

Industry wants to participate more, but we need more cooperation regarding adherence schedules regarding information due. The information presented should be educational. If Industry doesn't keep to the time line for submitting material, they may be informed that the presenter, not necessarily the subject, will be changed. IFTA/IRP can have a few topics on the "back burner" to use, if it becomes necessary.

Have a session somewhere between Auditor 101 and Managing for Compliance. For example, Auditor 102 with topics such as sampling and error rates showing the ultimate effects in a “let the chips fall where they may” scenario.

A suggestion was made to survey Commissioners regarding what they want their auditors to have as instruction at the Workshop. The next suggestion was to survey Audit Managers/Supervisors rather than the Commissioners.

Arthur did not agree with limiting the Jurisdiction Only session to Senior Auditors and up. A decision was made to verbalize the confidentiality disclaimer and to remind attendees that issues are being discussed during the session, not the opinions of jurisdictions. From the agenda, remove the statement that only Senior Auditors, Managers etc. may attend.

Ballots should be discussed in Managing for Compliance. If ballots are presented in the General Session, they should be summarized, the sponsoring jurisdiction should be recognized and the ballot’s effect on an audit.

Regarding certificate presentation, it was suggested that the presenters be introduced and then stand in the audience. After the last one is introduced, the attendees may applaud. Then the presenters may pick up their certificates at the back of the room.

Debbie Meise congratulated the IFTA Audit Committee on a successful Workshop. Arthur, on our behalf, thanked the IFTA, Inc. staff for all their help and for IFTA Inc.’s financial support to the Committee.

Rick LaRose congratulated the IFTA and IRP Audit Committees on another successful Workshop. The issues were timely. Many of them were generated from Thom Rabaglia emails throughout the year.

Rick LaRose suggested a topic on the history of IFTA and IRP from a revenue perspective as well as a transportation perspective (could be a breakout session). The subject of inadequate records may be introduced in this topic.

Information may be disseminated through the IFTA bulletin board, IFTA News, interjurisdictional emails and the audit manager list (on the IFTA website).

Debbie Meise and Lonette Turner stated that IFTA 101 will be on the website in February or March and will include administrative information and some law enforcement information.

During the report on the Joint Audit sub-Committee, Dawn Lietz stated that Mark Byrne (NE) will be hosting the first official joint audit from the end of March until about mid-May. To date, twenty-five jurisdictions have agreed to participate. Initial fieldwork will be done at the carrier’s site and the balance will take place in Nebraska’s state office building. At the next Workshop, a session on the joint audit will be included. A report might include the audit plan, workpapers, what worked and what didn’t work, and the lessons learned. A question concerning the software came up. Each jurisdiction would use its own software and the result would be integrated into Nebraska’s final result.

Lonette Turner attended the IAC meeting. Industry liked the Workshop, in general. Tom Klingman (UPS) would like to be a member of the Joint Audit sub-Committee. One objection voiced by Industry, is what new auditors are being taught. Industry believes that there should be degrees of record adequacy and/or compliance. Industry suggested that they may bring those jurisdictions to the Board of Directors, that they deem to be “heavy handed”.

The IFTA Commissioners Survey was very good. Rick LaRose will continue with his analysis of the results. He will compare Commissioner responses to Audit Manager/Supervisor responses, revenue department responses vs. transportation responses as well as regional responses. Mr. LaRose will contact the thirteen jurisdictions that did not respond. The Survey will be presented at the Annual Business Meeting.

A suggestion was made that on those days having a two hour lunch break, interim breaks be reduced to fifteen minutes.

Time allocation will be discussed during Workshop planning calls.

Possible venues for the 2010 Workshop are: San Antonio, Biloxi, Las Vegas, Tampa and San Diego. The Workshop date will move to February.

There was a short discussion on loose-leaf binders vs. CDs.

Gene Hall brought up the subject of denial of credit and the application of penalty. It was decided that the monthly IFTA Audit Committee teleconference was the better venue for this discussion.

A suggestion was made that adequate/inadequate should be dropped in favor of compliant/non-compliant. The compliant/non-compliant term is seen as being more understandable and descriptive.

A collection was made to send a sympathy card to Mark Byrne on the death of his grandfather. Debbie Meise volunteered to purchase and mail the card.

The next IFTA Audit Committee teleconference is scheduled for **Tuesday, February 12, at 11:30am EST.**