

**IFTA AUDIT COMMITTEE TELECONFERENCE  
APRIL 8, 2008**

**Participants:**

AnnMarie Chamberlain  
Mark Byrne  
Gene Hall  
Bobbie Keller  
Audrey Martel  
Fred Alleman

Charmin Tillman  
Dan Young  
Bob Turner  
Scott Bryer  
Debbie Meise  
Tammy Trinker

**Review of last meeting minutes:**

Minutes from the teleconference meeting held on March 11, 2008 were accepted as written.

**Update Joint Audit Subcommittee – Nebraska Joint Audit:**

The week starting April 7, 2008 is the first week that the jurisdictions will start arriving to assist Nebraska with the review of taxpayer records. Mark stated that the biggest problem to date is getting the records from the taxpayer and service provider. He further stated that to solve this problem the carrier should be required to have the records available several weeks prior to the start of the field work. Mark stated that the first week was running smoothly.

**Update Draft Audit Committee New Member Orientation Guide:**

Scott stated that he would be presenting the guide for approval to the Board of Trustee's meeting the week of April 14<sup>th</sup>.

**Update Audit Committee Audit Procedures Subcommittee Survey/Survey of Commissioners:**

AnnMarie stated that Rick was still compiling the results of the survey. Rick will have an update for us at our teleconference meeting in May.

**Audit Workshop 2009/Update Planning Committee Conference Call:**

AnnMarie stated that the schedule for the workshop planning has been revised. The change occurred because a notebook will no longer be given to attendees at registration. Most of the information will be burned to a disc. If you are responsible for the creation of any material for a breakout or general session, the new due date for getting the material to Charmin is November 3, 2008. Charmin will then consolidate and submit the material to IFTA, Inc by December 1, 2008. This same material will be posted to the IFTA website by December 4, 2008.

AnnMarie stated that the Planning Committee was still considering devoting 2 breakout sessions to GPS. The GPS discussion will be presented from the auditor's viewpoint and the carrier's viewpoint. Hoa Quach and Sandy Johnson have agreed to present the GPS breakout session. AnnMarie stated that the Planning Committee was unable to discuss most of the suggested breakout session topics.

Debbie asked AnnMarie if she thought thirty minutes was enough time for the Planning Committee teleconference. AnnMarie said that she felt that more time was needed until the topics were established. Debbie is going to ask Lonette about IFTA, Inc. hosting an hour teleconference meeting with a focused agenda.

Auditor 301 class was also discussed. This class would be offered on the optional day to auditors with three years or more experience. The suggested presenters are Chris Turnwall, SD; Joel Foreman, NE; and the entire WY staff. This would be a more hands on approach to auditing. There is a possibility that this class would require the students to bring their laptops.

**Audit Workshop 2009/Potential Topics:**

GPS – Debbie suggested that GPS should be limited to one breakout session. There is potential problems with the logistics (moving rooms, time, etc.) and could possibly loose attendees without a variety of topics. AnnMarie stated that the GPS suggestion was not firm. Dan stated that a resolution should be reached in regards to required records prior to the breakout session. His concerns are a result of some emails sent out regarding the NE joint audit in progress. Mark has written a presentation on GPS recordkeeping. He has offered to send the presentation to Hoa to possibly include in his presentation.

Hodgepodge – Possible topics for Hodgepodge are 4.0 MPG/1.7 KPG (100% IRP), Trip Permit and BIA audit. Bobbie will put together a list of possible topics and send to all committee members.

Report Writing – Expand on the Auditor 101 topic. Bob said that we could come up with an exhibit of all the requirements. Maybe approach as a standardized report.

Some additional topics could come from Rick's survey.

**Request to Present at Managers' Workshop in September:**

Debbie stated that Bill Cullum, AZ will make presentation in September.

**Decal Reconciliation:**

AnnMarie will send the results to everyone.

**Other Business:**

None

The next IFTA Audit Committee teleconference is scheduled for **Tuesday, May 13.**