

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

PARTICIPANTS:

Arthur Gumbs
AnnMarie Chamberlain
Mark Byrne
Gene Hall
Bobbie Keller
Audrey Martel
Charmin Tillman

Dan Young
Fred Alleman
Debbie Meise
Tammy Trinker
Scott Bryer
Bob Turner

The minutes from the IFTA Audit Committee teleconference held on June 10, 2008 were accepted as written.

Update of the Joint Audit Subcommittee – Nebraska Joint Audit

Mark stated that he is trying to finish the audit by the first or second week in August. He intends to send to each participating jurisdiction an email containing the facts of the case as well as questions regarding issues that arose during the audit. He will request responses within a week's time. If participating jurisdictions have questions, he will address them. Mark will conduct closing calls with the jurisdictions and summarize the jurisdictional findings.

Mark stated that he had anticipated more problems than were actually encountered. The audit went smoother than anticipated and everyone concerned was very professional. The jurisdictions were a tremendous help and everyone seemed to be on the same page and share the same opinions. He requested that Arthur put in a "plug" at the Workshop regarding the cooperation among the jurisdictions and the "common ground" found by the participating jurisdictions.

Taping Auditor 101

A conference call was held on Friday, June 27 regarding the taping of Auditor 101 at the 2009 Workshop. Those in attendance were: Jay Starling, Chris Turnwall, Thom Rabaglia, Joelle Ward, Arthur, AnnMarie, Mark Byrne, Bob Turner, Debbie Meise and Rick LaRose. IRP was heavily in favor of the taping, however Arthur informed the participants that the IFTA Audit Committee unanimously voted to pursue the taping of Auditor 101 during the 2010 Audit Workshop rather than in 2009. Among the reasons given were, not enough time to prepare an adequate presentation and confidentiality issues, etc. Bob asked that Arthur and/or AnnMarie email a letter to Lonette stating the Audit Committee concerns, the fact that the Audit Committee voted unanimously against taping the session in 2009 and that a recommendation was made at that time to tape the Auditor 101 at the 2010 Workshop. Debbie agreed that an official letter is appropriate and requested that it be sent prior to the Annual Business Meeting. Concern was voiced that this issue not lead to a breakdown in the relationship between IFTA and IRP.

Audit Workshop 2009 July Planning Committee Teleconference

July's Planning Committee teleconference is scheduled for Thursday, July 10.

Review Draft Agenda

Verbiage for taping Auditor 101 was deleted. Gerald Jackson was added as a presenter for Auditor 101. Auditor Safety will be a topic and Debbie will try to recruit an Arizona Police Officer as a speaker. Breakfast and breakout start times have to be adjusted on January 5th and 6th.

GPS: 2 Sessions vs. 1 Session

HoA stated that GPS only needs one breakout session.

Fourth Breakout Topic

Vicki Haydon will present this breakout. A volunteer is requested to assist her with this session. Gene volunteered to help prepare the material. Suggestions for a better name for this session were solicited. One suggestion was simply "Fuel Information". Vicki's contact information is to be emailed to members of the Audit Committee.

Paperless Audits/Electronic Records

Gary Bennion agreed to present this breakout regarding electronic records, controls, etc. It was suggested that he contact Gerald Jackson for additional information. Gary also needs a volunteer to help present this breakout session. Gary's contact information is to be emailed to members of the Audit Committee. Bobbie contacted Chris Turnwall (SD) regarding software they use and whether the software is creating paperless audits. This software is designed for use by IRP auditors as well as IFTA auditors.

Revised Deadlines and Impact of Revised Due Dates

Tammy stated that everything looks fine. Materials are to be submitted to Charmin by November 3rd and then to Tammy by December 1st. Charmin will sort and compile what will go in the binder (list of attendees and their contact information, for example), go on the CDs and what is to be displayed. A suggestion was made that everyone try to have their information in to Charmin by Halloween (Oct. 31) as it's an easier date to remember.

Presenters/Materials Preparers/Volunteers

Bobbie will help with materials for the Hodge Podge breakout session.

Arthur asked if there were any more volunteers outside of the Audit Committee. There are none at the moment.

Other Workshop Related Items/Issues

Bob suggested a discussion on the varying taxation of biodiesel fuel among the jurisdictions. Dawn sent an email a Louisiana company that sells an additive that can be used with waste oil. They claim they can make diesel for \$0.46/gallon. Arthur to forward the email to Audit Committee members.

Charmin suggested that the topics, Audit Selection and Audit Review be added to Managing for Compliance and that all topics be added to the agenda.

A concern regarding the number of attendees is jurisdictional budgetary constraints. Added to normal budgetary problems is the fact that airlines are curtailing their routes of travel and some are now charging for checked baggage.

Generally, there is a 5% increase in catering expenses from year to year. The money saved by putting Workshop information on CDs rather than in large cumbersome binders may allow the registration fee to stay at the present amount.

It was suggested that jurisdictions look elsewhere for travel money such as grants. It was stated that in some jurisdictions all federal money is retained for highway funds rather than a portion directed toward training. In some jurisdictions, travel costs are budgeted differently than other costs.

We basically won't know the impact of higher costs until the registrations start. It was suggested that the earlier that travel reservations are made, the less expensive they will be. However, attendees still need permission from their jurisdictions to attend the Workshop.

It was suggested that at the Annual Business Meeting, someone should make it a point to promote the Audit Workshop. Many of the people who approve travel attend the Annual Business meeting.

Other Business

Sandra Christianson (MN) sent out emails asking for participants in a joint audit of Penske. There are 1600 units registered in Quebec and Ontario. Penske is licensed in Minnesota, but the records are in Reading, PA and the audit would take place in Pennsylvania. Copy of Ms. Christianson's email to be forwarded to the Audit Committee members.

A motion was made and seconded to adjourn.

The next IFTA Audit Committee teleconference is scheduled for **Tuesday, August 12 at 11:30am** eastern time.