

IFTA AUDIT COMMITTEE TELECONFERENCE
April 14, 2009

PARTICIPANTS:

AnnMarie Chamberlain
Dawn Lietz
Bob Schwab
Gene Hall
Hoa Quach
Audrey Martel

Dan Young
Charmin Tillman
Tammy Trinker
Tony Dewell
Debbie Meise
Rick LaRose (Special Guest)

Absent: Bob Turner; Mark Byrne, Scott Bryer

Minutes from the January meeting in Tempe, March and April Planning Committee, and the March IFTA Audit Committee teleconferences were reviewed and accepted. Due to the lack of documentation from the joint IRP/IFTA meeting in Tempe, it was agreed to accept the January minutes as submitted. Slight correction to March 10 minutes: Attorney's will be penciled in on agenda, but not confirmed at this time. Minutes accepted by common consent

New Committee Member:

Welcome Bob Schwab from Missouri. Bob is replacing Bobbie who resigned at the end of March.

A candidate was received from NE Region, but jurisdiction refused to allow him to participate. AnnMarie will contact Jeff Hood (Dawn motioned/Gene Seconded) to ask him to be a member at large for the North East Region.

Volunteers as Presenters:

Currently we have 3 breakout sessions planned.

Distance/Fuel/Report Writing:

- Charmin has volunteered to assist, but is concerned regarding travel.
- Dan commented on report writing: Some jurisdictions want more information in reports than is being given. Perhaps conduct a survey prior to the breakout. AnnMarie asked for comments...Dawn, Dan and Hoa commented on the vast differences between the IAR's. Hoa: What would a nice "templated IAR" look like and make as a recommendation.
 - Debbie commented that on PCR's every jurisdiction has different formats. Suggested everyone bring a copy of their IAR and have a show and tell.
- Dan/Charmin/Hoa volunteered to cover the Report Writing breakout group.
- Gene volunteered to cover Distance

- Audrey volunteered to cover Fuel.

- IFTA Inc is covering the Audit Planning Teleconference this week. AnnMarie will get contacts for IRP to the presenters.

Minnesota Joint Audit Update - Discussion:

- Seventeen jurisdictions participated with MN on this call today.
- Most have offered some form of audit assistance. At least 8 jurisdictions agreed to provide auditors to assist with field work.
- The audit period will run from 2006-2008 and a waiver is in place for the completion of audit.
- Initial sampling of 350 vehicles from all IFTA 4 regions. In process of completing a summary of the vehicle coverage.
- July/August may be the start of field work
- Talked about various issues that have already been discovered. MN will get summary information out to the jurisdictions.
- Next call May 6th 11:30 ET

Auditor 101 DVD/Webinar:

Mark and Gerald have agreed to assist AnnMarie. Thom has not yet committed to assist. He will get back to AnnMarie.

Seem to be leaning more toward Webinar. Less expensive to produce, easier to update. IRP/IFTA checking to ensure funding will still be available if a Webinar is selected in lieu of the DVD.

Debbie indicated Tom King has been putting together tutorials on the IFTA website to assist with commenting on ballots, uploading files, etc. She will look about having it added to the IFTA Committee Message Board.

A200 Revision Discussion:

AnnMarie received an email that if something is in the governing documents with “Shall or Must” the PCR must be able to measure it. Best practices guide is updated at the same time as the Audit Manual to keep them current.

Send comments to Debbie on any sections where there is contention: IE overriding individual jurisdictional laws and auditor independence. She will tally the results for the committee.

Rick commented that the Commissioners appear to have no appetite to change the “Auditor Independence” section of the Audit Manual. Dan and Bobbie were looking to make the definition more in line with other auditing standards.

Gene asked that what we are voting for be put into a ballot format so we know exactly what we would be voting on. Charmin agreed to put it together with explanations.

Gene, Tony and Dawn – Subcommittee for ballot presentations resulting from Audit Manual review.

Decal Reconciliation – Survey Results:

Tabled until next month.

New Business:

Dan participating on IRP Audit Working group to rewrite Audit Manual. Possible 3 year project; early development. Dan will keep the IFTA AC updated as it progresses.

Gene commented on ballot #5-2009 – Language may need to be slightly clearer regarding what A550.300 is accomplishing. We have to let it run through the first comment period and look at clarifying intent before the Annual Business Meeting in July. AnnMarie will be presenting the ballots. Rick suggested that we put together some mock scenarios so that the Commissioners understand exactly what this ballot is intended to accomplish.

Meeting was adjourned at 2:23 EDT.

The next IFTA Audit Committee teleconference is scheduled for Tuesday, **May 12th at 11:30am Eastern Time.**