

**IFTA AUDIT COMMITTEE TELECONFERENCE**  
**May 19, 2009**

**PARTICIPANTS:**

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

Dan Young  
Bob Turner  
Tammy Trinker  
Tony Dewell  
Debbie Meise

Absent: Charmin Tillman; Mark Byrne, Scott Bryer

Minutes from the April IFTA Audit Committee teleconferences were reviewed and accepted.

**New Committee Member:**

Welcome Jeff Hood from Indiana. Jeff is a Member at Large for the NE Region.

**Review of Planning Committee Teleconference:**

An updated agenda was not received prior to today's teleconference. Debbie and Dawn discussed some of the changes to the agenda that were sent out prior to the discussion by the Planning Committee on 5/14. A revised agenda will be sent out to the committee once received.

**Minnesota Joint Audit Update - Discussion:**

- A second joint teleconference was held on 5/6.
- Marge is sending out a survey to the participating jurisdictions to establish time planning. Survey will include the number of participants and time commitment from each jurisdiction.
- There are no other teleconferences scheduled at this time.

**Compliance Audit Working Group Update:**

Bob Turner, Jeff, and Dan are both on this group. A survey regarding the IRP Procedures has been sent to all jurisdictions to get feedback and recommended changes regarding existing language. Committee expects to receive positive feedback that will assist in prioritizing changes that may be needed to the procedures manual.

To date, 27 jurisdictions have responded. The committee will meet again in 2 – 3 weeks to discuss survey results. Jeff suggested the need to get both IFTA and IRP parties together to address uniformity between the two programs and emerging technology. Bob agreed that the issues cross both IFTA and IRP and expressed the importance of ensuring that both committees are actively involved.

**Auditor 101 DVD/Webinar:**

The decision has been made to proceed with the Webinar. No other information at this time.

**A300 and 400 Revision Discussion:**

Gene recommended the words “Registration Year” be changed to “Licensing Year” to make more consistent with other IFTA language. Dan recommended we look at common terminology for both IFTA and IRP instead of using different terms for similar situations. Bob Turner suggested we think outside the box and consider staggered IFTA periods as we have for registration so that renewals would only be handled once. This would remove the need to renew the IFTA at one time and the IRP at another time.

**New Business:****Combined Audit Manual:**

AnnMarie suggested we move toward establishing a subcommittee to work on a combined Audit Manual. She indicated one had been established but there was no appetite at that time to adopt. However, it appears there is a greater interest in bringing forward more uniformity.

**Committee Charter:**

Debbie is working on a roll-off schedule for the audit committee. She will try to have it completed by mid-June. At that time, we will have to compare to our charter to see if it will be necessary to modify the charter to coincide with the actual process in place.

**Ballot 5 & 6 Discussion:**

Based on the comments posted to the IFTA website, there appears to be a great deal of confusion regarding tax paid credit on Ballot 5. Debbie indicated we will have until approximately June 10 to revise the ballots once the 1<sup>st</sup> comment period ends on Friday, May 22<sup>nd</sup>. It is recommended that any revisions be completed before sending to the Commissioners for consideration at the ABM.

Ballot 6 has support for mirroring the IRP option of allowing a waiver of one, but not both of the two recordkeeping requirements.

Dawn agreed to work with Rick on analyzing the 1<sup>st</sup> round comments and revise the two ballots to compromise and/or simplify the language to improve the clarity and intent. Debbie is going to send a reminder to the jurisdictions to solicit as many comments from the jurisdictions prior to the 1<sup>st</sup> comment deadline to assist us in identifying the concerns.

**Decal Reconciliation Survey:**

This was tabled in the April meeting and was not included again on the May agenda.

- The next IFTA Audit Committee teleconference is scheduled for Tuesday, **June 9<sup>th</sup> at 11:30am Eastern Time.**