

IFTA AUDIT COMMITTEE TELECONFERENCE
October 12, 2010

PARTICIPANTS:

AnnMarie Chamberlain	Fred Alleman
Dawn Lietz	Gene Hall
Jeff Hood	Scott Bryer
Dan Young	Diana Kay
Bob Schwab	Bob Turner
Dan Young	Tony Dewell

Absent: Audrey Martel , Hoa Quach, Dave Nicholson, Debbie Meise

Minutes from the Sept 14 were read. Approved by common consent. Joint meeting minutes from the September meeting were read. Gene questioned the presenters meeting listed on both Monday and Tuesday. He also inquired about the breakout sessions on Wednesday. Three are listed, but only two times are allotted. AnnMarie will check into it.

Report/Updates:
Webinar 10/7

Good feedback. Presentation was taped and will be available for jurisdictions to use as a training tool.

CAWG/GPS: CAWG meeting last week was postponed. Working through Article 10...move the requirements for the registrant to the plan and remove them from the Audit Manual. This seems to be the focus of making everything else work. Mr. Pitcher has indicated all requirements on the registrants needs to be in the Plan where the registrants can find it and know what is needed.

Looking at implementing a 20% penalty for true non-compliance in lieu of assessing 100% for the base jurisdiction. Also looking at progressive sanctioning for additional audits where non-compliance is a continued issue, possibly 50% on second audit and 100% on third audit.

Draft will be sent out to the Audit Committee for review. However, this is to remain confidential as it is still in DRAFT format.

GPS Meeting for breakout was held on or about Sept 22nd. (Robert Weber, Jeff, Diana, and Hoa) Provide information on various controls, sample GPS printouts, look at IRP/IFTA requirements and determine whether samples meet requirements...etc. Awaiting Industry's presentation to finalize and make sure that the two breakouts are compatible for the most relevance. Waiting to see actual time allocation for breakout session.

Presentations:

Auditor 101 – Bob Schwab is going to look at PPT to see what if anything needs to be updated. Bob said that Tom Selleck definitely needs to go. (*Previous is included for humor only*)

AnnMarie asked Bob if he would like to schedule a call to discuss the Auditor 101 presentation. Bob suggested a November date. It looks like November 2nd will be the call date.

Auditor 301 – Presenters for this session have met and have Advanced issues...auditing with less than adequate records, thinking outside the box, error factors – are they reasonable, etc. They will have 3 or 4 different examples for discussion. Time Mgmt PPT from Bill Cullen is being considered for this session. Thurs Oct 14th is the next meeting.

Managing for Compliance – Dawn/Jeff/Dan/Bill will be in touch this next month to coordinate this session and get materials.

Law Enforcement Partnership/Cross Border Programs – Dawn/Rich and Hoa/Tony will put together general session scheduled Wed Feb 9 (8:30 – 10:00) Dawn will talk to Gerald to see if Betsy can assist Rich with that. Tony indicated some of the Cross Border problems are the conversion of Kilometers vs. Miles, etc.

Technology – Tools to Assist: Dawn/Jeff - CVISN, PRISM, ITAC overview on various tools. We will contact Rich Wagner for assistance.

Wrap Up - Dave Nicholson and Jeff Hood. (ITAC, CVISN, CAWG, Ballot Issues, Etc)

Town Hall – Dawn/Derrick (Thursday 1 – 2:30 pm)

Calls to Jurisdictions: Nobody has made direct contact via telephone. Jeff has been soliciting Service Providers as they conduct audits. AnnMarie will keep this on the agenda for next month.

Discussion/Vote:

A310 – Vote:

July language: Change “registration year” to “licensing year” and require at least 4 quarters unless the taxpayer has been in operation for fewer than 4 quarters. (7 voted to accept this draft – Audrey, Dave, Tony, Dawn*, Diana, Dan*, and AnnMarie)

August language: Change “registration year” to “licensing year” and require at least 4 quarters to be counted as an IFTA Audit. (2 voted to accept this draft – Bob S*, Gene)

*Recommendation to change “registration year” to “licensing year” only. (Jeff voted for this option, which was not on the table. Dawn, Dan, and Bob S. also noted they prefer to support this language but voted for one of the two drafts.)

Hoa was not present to vote. Audrey and Dave voted through proxy.

AnnMarie will have Gene, Diana and Bob review the July draft one more time to make sure it is concise and then will send to the Attorney Section before proceeding with a ballot)

A520 – Additional discussion will be held one more month. AnnMarie asked that everyone look at it this month and be ready to discuss again. Dawn recommended everyone consider that if the sample size is a minimum of 3 months, does it really matter how many licensing years are covered in the IFTA audit. Gene indicated his reason for wanting 4 consecutive quarters is because he doesn't want to be tied to auditing January – December if the licensee is not registered the entire period.

Jurisdiction Only: Scott recommended that we discuss sample selection during joint audits.

Discussion:

IFTA Inc does not have an expense account to pre-pay hotel expenses, since IRP is hosting the 2011 conference. All hotel/meal per diem will need to be paid by the committee members and then claimed on the IFTA Expense Report. Breakfast is \$9; lunch is \$13; dinner is \$29; and incidental is \$5.00...per day. IFTA Inc will reimburse for 2 nights lodging and corresponding per diem expenses through the Expense Reports.

Vice Chair: We need to have nominations for vice chair to get board approval. Dave has nominated Jeff Hood, Gene Hall has also agreed on this nomination. AnnMarie asked that everyone give it some thought and if we do not have a consensus prior to the IFTA Board Meeting next week, we will vote on it next month and forward the recommendation to the Board for approval.

Meeting adjourned at 1:00 ET

Next Meeting is Tuesday, **November 9, 2010** at 11:30 AM (Eastern).