

IFTA Audit Committee Teleconference
Meeting
August 14, 2012

Committee Members:

Dawn Lietz, Chair, NV	Jeff Hood, Vice-Chair, IN
AnnMarie Chamberlain, Ex-Officio, MA	Kelley Achenbach, NH
Tony Dewell, BC	Don Williams, ID
Stacey Hammock, WY	Diana Kay, FL
Dave Nicholson, OK	Bob Schwab, MO
Jimmy Tompkins, AL	

Board Liaisons:

Scott Greenawalt, OK
Ric Listella, OR

IFTA Inc. Advisors:

Debbie Meise

Absent: Dawn Lietz, Diana Kay, Tony Dewell, Scott Greenawalt

There was a motion to approve the July 10, 2012 Audit Committee minutes. Dave motioned 1st and Ann Marie 2nd, all in favor.

Old Business

Countdown to 2013 Workshop – 5 ½ months

There is a joint planning committee teleconference tomorrow to finalize volunteers. Jeff and AnnMarie will be on that call.

New Business

The draft agenda was gone over in detail. It was suggested the Bingo game be involved in the Ice Breaker and to have a blending of the groups during it.

Here are the possible presenters for the topics discussed:

- Ice Breaker: Diana, Kelley and someone from the IRP Audit Committee
- IRP/IFTA Data Sharing: Bob Webber, Drake, Rick Larose (possibly), someone from Texas and California
- IRP Ballot 371 – Top 10 changes : Jeff, Dave, Drake and Renee Keiser (possibly)
- Improving your Audit Process – Getting Started: Anthony and Don
- Introduction to Auditing: Stacey, Jimmy and possibly two people from the IRP Audit Committee
- Performance Management: Chester and Jeff will collect the data
- IFTA Audit Manual Review: would be the working group if one is created
- Sampling: Jeff and Stacey
- Working with distance: someone from IRP
- Working with fuel: Kelley and Don
- Projections vs. Isolations: Dawn, Renee (possibly) and Tom Rabaglia (possibly).
- Communicating Results: Jeff will see if people from outside the audit committees and industry would volunteer to present this section

- Use of Alternative Fuels: Jeff will check with Mr. Pitcher to see if he could do his presentation from the ABM
- GPS to Odometer reconciliations: Dave and Connie

It was suggested we move the IRP Ballot 371 Detail discussion to the 3:30-5:00 slot and replace it with the concurrent sessions of Introduction to Auditing and Performance Management and IFTA Audit Manual Review. The Improving your Audit Process section would move to the 8:00-9:30 slot on the 2nd day.

It was suggested to change the working papers discussion to “what must the audit file contain”.

There was a webinar that Dawn and Rick presented on Internal Controls that could be used for the Record Reliance portion of Improving your Audit Process.

Dave asked where we were on the IFTA manual rewrite. Dawn was cut short at the Annual Business Meeting, but the Board may elect a subcommittee to deal with the changes.

There was a motion to adjourn. Dave motioned 1st and Stacey 2nd.