

**IFTA Audit Committee Meeting Minutes  
January 12, 2015 11:00 am**

**Jurisdiction Representatives:**

Jeff Hood, IFTA Chair IN	Dave Nicholson, IFTA Vice-Chair, OK
Dawn Lietz, Ex-Officio, NV	Maxime Dubuc, QE
Bob Gattinella, RI	Stacey Hammock, WY
Diana Kay, FL	Robert Schwab, MO
Jimmy Tompkins, AL	Helen Varcoe, MT
Don Williams, ID	Kristie Zanis, NH

**Board Liaison**

Steve Nutter, VA  
Joy Prenger, MO

**IFTA Representative:**

Debbie Meise

**Notes taken by:**

Monica Halstead, IN

**Roll Call:**

Diana Kay, Joy Prenger and Monica Halstead were not present

**Review Minutes:**

**Audit Workshop Discussion:**

We discussed at length the two documents provided by Jeff detailing the framework of the agenda and the make-up of the IRP and IFTA components of the audit.

There will be one IFTA account and three IRP fleets. The IFTA license is based in IL. The three IRP fleets are in IL, PA and TX.

There are 36 vehicles in each IRP fleet with varying weights. There is at least 1 vehicle in each fleet less than 26,000lbs and 2 axles. How is this treated between IRP and IFTA?

Each fleet will have different accounting systems. 1 – Manual; 1 - Electronic; 1- Dispatch.

The documents will be in PDF, for printing. Jeff will also provide copies. Documents will include, fuel tax reports, trip sheets, fuel information and other documentation needed for the audit scenario.

We will discuss sample selection, but in the end will identify the units the IFTA and IRP committees selected.

Each facilitator team will have the same information and help the attendees stay on course and identify each of the issues related to the documentation.

**Ballot Discussion:**

Ballot #3 will be put out for a third comment period in order to respond the ASSC comments.  
Ballot #4 had no changes and will be put out for vote.

**Other Discussion:**

Auditor 101 – The Webinar sponsored by IRP is scheduled for January 22, 2015.

Best Practices – The process is on hold pending the outcome of ballot #3.

A question was brought forth by Arizona with regards to a qualified vehicle operating across state lines. The vehicle(s) did not have decals, nor did they secure fuel permits. During an audit it was discovered that distance and fuel accrued had not been reported. Should the distance and fuel be picked up as part of the audit? The committee agreed that since these meet the IFTA qualifications, the miles and fuel should be picked up as part of the audit.

Provide your name to Jeff or David if interested in becoming Vice-Chair of the committee. We also have a couple of members that roll off this year. Replacements from volunteers from the vacant regions will be submitted to the board for approval.

**Meeting Adjourned**