

IFTA AUDIT COMMITTEE MINUTES

March 13, 2018

Dial in #: (866) 906-7447 Conference ID: 9179391#

Jurisdiction Representatives:

Helen Varcoe, Chair, MT

Dave Nicholson, Ex-Officio, OK(absent)

Joel Foreman, NE

Kristie Zanis, NH

Betsy McCabe, NV

Rayna Ware, TN

Beth Duda-Rel, Vice Chair, AZ(absent)

Kelly Heaton, AR

Lynden Landholm, KS

Marsha Douglas Roy, QC

Bille Pierson, ID

Jesse Taylor, MD

Board Liaisons:

Joy Prenger, MO

L Michael Romeo, CT(absent)

IFTA Inc., Advisors:

Debbie Meise

Tammy Trinker(absent)

Lonette Turner(absent)

Marie Coronado(absent)

Volunteer to take minutes – Kelly Heaton

Roll Call: Betsy was absent.

Welcomed New Members –

Jessie Taylor of Maryland (Northeast Region) and Rayna Ware of Tennessee (Southeast Region) gave a brief introduction of themselves.

Approval: Motion by Marsha, Second by Joel to approve Minutes of the February 16, 2018 meeting minutes. Motion carried.

Updates:

IFTA/IRP Workshop – Helen again thanked everyone for their hard work at the workshop and stated that the survey has been sent out to all attendees and the presentation materials have been posted to the website.

Joint Training Sessions Lynden noted that another call was scheduled for next week. Helen stated she received an email from Renee Kyser and the JAWS committee regarding the training webinars. The committee has decided on 5 sessions and below are those sessions and their current status:

1. Pre-Audit Planning and Opening Conferences – is being revamped now – **will need presenters**
2. Evaluation of Internal Controls for IRP & IFTA Auditors – is being revamped now – **will need presenters**
3. Sampling – we have volunteers to create and present
4. To Project or Not (this will be a follow-up to Sampling) – **must be created – will need presenters**

5. Report Writing / Closing Conference / The Audit File – we have volunteers to create and present

Kelly stated that he would be presenting the Evaluation of Internal Control. Helen ask for other volunteers and Billie volunteered to present “Project or Not” but stated that she didn’t have time to create it. Joel volunteered to present “Pre-Audit Planning and Opening Conference”.

Best Practices Guide - Tom is working on the hyperlinks and hopes to post the updated copy next week. Week of March 19. Original target date was March 1.

Indiana Questions – Dave and Jeff are meeting next week to work on the fuel sheet regarding inadequate records. They hope to have something ready to discuss at the April meeting.

Industry Committee Representative – It was noted that the committee failed to follow up on getting Commissioner feedback. Helen ask that each committee member present their list of questions and concerns, positives and negatives, to her by March 23rd. She will compile everything for discussion and then we can take the information to our commissioners before the April 10 meeting.

PCRC Questionnaire Inadequate Assessments – Debbie wrote up a Clearing House enhancement and provided it to Jason. She gave two options for him to consider. One with a check box noting an IR assessment and another to add IR to the naming convention. We are waiting to hear back.

Record Reviews – Kelly stated there were no updates other than we were waiting on feedback from the survey.

New Business: There were no new items of business presented.

Billie motioned to adjourn, Joel second. Motion carried.