

FOR VOTE BY DECEMBER 18, 2025



IFTA BALLOT PROPOSAL #02-2025

Sponsor

IFTA, Inc. Program Compliance Review Committee

Date Submitted

March 5, 2025

Proposed Effective Date

January 1, 2026

Manual Sections to be Amended

Procedures Manual Section P1230

Subject

Jurisdiction participation in program compliance reviews.

History/Digest

P1230 currently requires jurisdictions to participate in their appropriate share of program compliance reviews each year with no member jurisdiction being required to participate in more than two program compliance reviews per year. Assistance with these program compliance reviews is distributed equally across all jurisdictions based on the schedule established by the Program Compliance Review Facilitator.

The IFTA Board of Trustees issued a Board Charge to the Program Compliance Review Committee (PCRC) in March 2024 to develop new review procedures that include an annual Admin review of all member jurisdictions. The Charge directs the PCRC to streamline the review process with more of a focus on items that are of monetary importance to all member jurisdictions. The board charge was voted on during the 2025 Annual Business Meeting and was passed by majority vote.

With streamlined review procedures reviewers will spend less time conducting reviews. PCRC members will also participate in reviews, particularly in regard to analyzing Clearinghouse data for an Annual Admin review of all jurisdictions.

The current limitation, restricting jurisdictions to no more than two reviews per year, conflicts with this new process. While participation in reviews remains a program requirement, the existing cap limits flexibility, hinders team-based reviews, and slows completion of the required reviews.

Intent

This ballot proposes to remove the restriction that no member jurisdiction be required to participate in more than two reviews per year. Removing this limitation will not increase the overall workload for jurisdictions, as each review has been streamlined. Instead, it will enhance scheduling flexibility, allow for more effective group reviews, and improve consistency, efficiency, and the overall quality of program compliance efforts.

This structure ensures that all required reviews are completed annually, that the workload is equitably distributed among jurisdictions, and that expectations for reviewer participation remain reasonable and predictable.

Interlining Indicates Deletion: Underlining Indicates Addition

***P1230 REQUIRED PARTICIPATION**

Jurisdictions will be required to participate in their appropriate share of program compliance reviews each year through the assignment of jurisdictional reviewers. Assistance with these program compliance reviews is distributed equally across all jurisdictions based on the schedule established by the Program Compliance Review Facilitator.

Jurisdictional reviewers will serve a two-year term, during which they will participate in the bulk review process. The majority of review responsibilities will be concentrated during one designated travel week per year, when administrative and audit reviews are conducted collaboratively per the program compliance review guide.

Outside of the travel week, jurisdiction reviewers may be asked to participate in entrance meetings or limited follow-up discussions, but no additional extensive review obligations will be required.