2013 IFTA/IRP Audit Workshop
Agenda

As of December 31, 2012

Thank you to our premium-level bronze sponsor:

Sunday, January 27

1:00 - 5:00 PM
Registration Open

4:30 – 6:00 PM
Presenters Meeting – Workshop Planning Meeting

Monday, January 28

7:00 AM - 5:00 PM
Registration Open

7:00 - 8:00 AM
Continental Breakfast (Provided)

8:00 - 9:45 AM
Opening Session
- Welcome
  Drake Israel (IL), IRP Audit Committee Chair
  Dawn Lietz (NV), IFTA Audit Committee Chair
- Housekeeping
- Ice Breaker
  Tony Dewell (BC)
  Diana Kay (FL)
  Betsy McCabe (NV)

9:45 - 10:15 AM
Networking Break
IFTA/IRP Audit Workshop
January 28-30, 2013
Crowne Plaza Riverwalk San Antonio
San Antonio, TX

10:15 AM - 12:00 PM
Concurrent Breakout Sessions
Attendees have a choice between two sessions:

- **Introduction to Auditing: Basic Training**
  A beginner’s look at the basic steps of auditing. The fast track from the initial contact with the licensee, to writing the audit report when the audit is finalized.
  - Stacey Hammock (WY)
  - Betsy McCabe (NV)
  - Jimmy Tompkins (AL)

- **Performance Management and IRP-IFTA Data Sharing**
  - **Performance Management**
    Comparative Analysis of Auditor Performance
    - Chester Cook (GA)
    - Jeff Hood (IN)
  - **IRP-IFTA Data Sharing**
    Enhancing Jurisdictions’ Inter/Intra Departmental Communications
    - Michele Deering-Volz (CA)
    - Drake Israel (IL)
    - Bob Weber (CT)

12:00 - 1:30 PM
Lunch on Site *(Provided)*
Lunch Sponsored by Celtic

1:30 - 3:00 PM
General Session

- **IFTA Audit Manual Review**
  Comprehensive review of changes under consideration to the IFTA Audit and Procedures Manuals
  - Dawn Lietz (NV), IFTA Audit Committee Chair
  - Jeff Hood (IN), IFTA Audit Committee Vice Chair

- **IRP Ballot 371: Top 10 Changes**
  - Jeff Hood (IN)
  - Dave Nicholson (OK)

3:00 - 3:30 PM
Networking Break
3:30 - 5:00 PM

General Session

- **IRP Ballot 371**
  Discussion of impact on audit processes, computation of fees examples, records review, quota calculations, and appropriate and sufficient
  
  *Drake Israel (IL)*
  *Renée Kyser (AL)*
  *Dave Nicholson (OK)*
  *Jeff Hood (IN)*

- **Presentation Previews: What’s on Tap for Tomorrow?**
  *Anthony Madsen (ID), IRP Audit Committee Vice Chair*
  *Jeff Hood (IN), IFTA Audit Committee Vice Chair*

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**Tuesday, January 29**

7:00 AM - 5:00 PM

**Registration Open**

7:00 - 8:00 AM

**Continental Breakfast (Provided)**

8:00 - 9:30 AM

**Case Studies: Improving your Audit Process**

- **Initial Conference: How to Effectively Interview**
  Maximizing audit efficiency while minimizing interference in the auditee’s business during the audit process
  
  *Anthony Madsen (ID)*
  *Don Williams (ID)*

- **Record Reliance: Internal Controls**
  Effective evaluation of internal controls and what those controls can tell you about the company you are auditing
  
  *Dawn Lietz (NV)*
  *Chester Cook (GA)*

9:30 - 10:00 AM

**Networking Break**

10:00 - 11:30 AM

**Case Studies: Improving Your Audit Process**

- **Sampling**
  Selection Process, Adequate Representation
  
  *Stacey Hammock (WY)*
  *Bob Schwab (MO)*
  *Jeff Hood (IN)*

- **Analyzing Results: Making Adjustments**
  Why should an error be isolated? When should an error be projected? Does it really matter?
11:30 AM - 1:00 PM
Lunch on Own

1:00 - 3:00 PM
Case Studies: Improving Your Audit Process
- Working with Fuel
  Bulk Fuel Reconciliation, MPG Analysis, Fuel without Distance, Denial of Tax Paid Credits
  Diana Kay (FL)
  Bob Gattinella (RI)
- Working with Distance
  How to adjust or allocate different distance issues identified during an audit. Some examples will be provided such as routing errors, gap distance, and some GPS data.
  Don Williams (ID)
  Marc Walker (NB)
  Anthony Madsen (ID)

3:00 - 3:30 PM
Networking Break

3:30 - 5:00 PM
General Session: Communicating Results
- Audit Report
  How to effectively communicate without writing a book while maintaining appropriate working papers.
- Closing Conference
  Providing audit results and compliance guidelines in a professional manner.
  Renée Kyser (AL)
  Jimmy Tompkins (AL)
  Barbara Dieter (Ryder)
  Connie Owen (JK)
Wednesday, January 30

7:00 AM - 5:00 PM
Registration Open

7:00 - 8:00 AM
Continental Breakfast (Provided)

8:00 - 9:30 AM
General Session
- Alternative Fuels
  Current trends in the Industry
  Robert Pitcher (American Trucking Associations)
- GPS to Odometer Reconciliations
  Odometer or “no-dometer”
  Dave Nicholson (OK)
  Connie Owen (JJK)

9:30 - 10:00 AM
Networking Break

10:00 - 11:30 AM
General Session
- What’s New in IFTA
  Lonette Turner, CEO/CFO, IFTA, Inc.
- What’s New in IRP
  Tim Adams, CEO, IRP, Inc.
- Working with Data
  Best practices in exchange of electronic data, analyzing electronic fuel data, and migrating GPS data to distance programs.
  Marc Walker (NB)
  Jeff Hood (IN)

11:30 AM - 1:00 PM
Lunch on Own

1:00 - 2:30 PM
General Session
- Town Hall
- Workshop Wrap Up
  Drake Israel (IL), IRP Audit Committee Chair
  Dawn Lietz (NV), IFTA Audit Committee Chair

2:30 – 3:00 PM
Networking Break
3:00 - 4:00 PM
Jurisdiction Only Meeting
   Anthony Madsen (ID), IRP Audit Committee Vice Chair
   Jeff Hood (IN), IFTA Audit Committee Vice Chair

3:00 AM - 6:00 PM
Industry Advisory Committee Meeting

4:00 - 5:00 PM
Open IFTA/IRP Meeting – Recap of Workshop

Thursday, January 31

9:00 - 10:30 AM
IFTA and IRP Joint Audit Committee Meeting

10:30 AM - 5:00 PM
IFTA Audit Committee Meeting

10:30 AM - 5:00 PM
IRP Audit Committee Meeting