

Meeting Summary
Functional Area: Business Intelligence – External Audit

Meeting: BPR session
Date: April 24, 2008, 9:00 a.m.

Location: 131



Meeting called by: Linda Ford

Attendees:

Linda Ford, Greg Hopper, Stephen Nutter, Tammy West, Minni Powell, Betty Jessie

Preparation for meeting:

Read over minutes and documentation from the last session (2 weeks ago).

Session Goals and Objectives:

1. Discuss and validate the progress from the prior session
2. Discuss Identify Fuels Tax Audit Candidates
3. Write scenarios and requirements for Identify Fuels Tax Audit Candidates

Summary:

The group began the meeting by discussing several CSI-related topics that were not directly related to the External Audit area.

During the session, five processes, written previously, were reviewed:

- o Produce Audit Candidate Queue – no changes
- o Identify IRP/IFTA Audit Candidates – no changes
- o Identify Rental Tax Audit Candidates – no changes
- o Create Auditor Working Queue – two new requirements were written
- o Manually Add To Audit Queue – no changes

A new use case was identified to change the Rental Tax Form to include additional information which will help External Audit determine whether there are potential audit issues without the need to contact the tax filer.

The group then began an extensive discussion on what External Audit needs to select a potential fuels tax candidate to Audit. Part of the conversation was how the audit candidates relate to the discrepancies that are currently resolved in Tax Processing. In preparation to write the scenario for the use case Identify Fuels Tax Audit Candidates several questions were asked and the group discussion tried to answer them.

- o What are the criteria for selecting a Fuels Tax audit candidate?
- o Where is the line between collection activity and audit activity?
- o What is the relationship between finding an assessment versus no assessment and how each related to auditing versus tax return processing?
- o What is the value of an audit and who should be performing them?

The group wrote a scenario and requirements for Identify Fuels Tax Audit Candidates. The participants will further consider what they want and this use case will be reviewed and validated during the next session.

Potential Process Improvements and Discussion:

- The primary process improvement for the External Audit area is the ability to automate and apply business intelligence to the selection process. Currently, much of this selection process is a manual analysis or somewhat of an educated guess as to who would be a good audit candidate.
- A less tangible improvement identified, is by describing the processes that both External Audit and Tax Processing perform in the CSI forums, and identifying the overlap and gap between each, the ensuing discussions between the business areas can help align roles and needs. This discussion is expected to continue after the CSI BPR sessions have ended.

The session ended at 2:00 p.m.

Plans for Next Workshop:

In next week's session, the group will finalize the use case Identify Fuels Tax Audit Candidates and discuss the Business Intelligence needs as noted in the Audit Tax Return use case. Additional needs will be addressed as well.

Homework for Next Workshop:

- Consider your needs to identify Fuels Tax Audit Candidates.
- Be thinking about additional reporting needs for external Audit.