

16. Quarterly Audit Review Procedures

Description

Quarterly Audit Review Procedures provide a structured process for validating all mileage, fuel, adjustment, vehicle, filing, and exception report data before submitting an IFTA return. Quarterly reviews serve as the final compliance checkpoint before filing and are one of the most effective methods for reducing audit risk.

Why Quarterly Reviews Matter

- Verify filing accuracy
- Reduce audit findings
- Identify missing documentation
- Reconcile mileage and fuel records
- Improve audit readiness

Quarterly Review Areas

- ✓ Mileage Reports
- ✓ Fuel Reports
- ✓ State Mileage Allocations
- ✓ Fuel Receipts
- ✓ Adjustments
- ✓ Vehicle Activity
- ✓ Exception Reports
- ✓ Filing Calculations

Best Practices

Perform the review before filing, resolve all exceptions, reconcile fuel and mileage totals, verify supporting documentation, and document corrective actions.

Warning Signs

Unresolved exceptions, missing receipts, unsupported adjustments, duplicate transactions, missing state mileage, unusual MPG values, and filing discrepancies.

How Advanced IFTA Helps

ELD Integration, OCR Fuel Receipt Capture, Mileage Reporting, Fuel Reporting, Exception Reporting, Audit Readiness Monitoring, Historical Reporting, and Compliance Analytics.

Recommended Actions

1. Review all quarterly reports.
2. Resolve all open exceptions.
3. Verify tax calculations.
4. Reconcile mileage and fuel data.
5. Retain filing support documentation.
6. Maintain records for at least four years.

Tags

Audit Readiness, Quarterly Reviews, IFTA Audit, Compliance, Mileage Reporting, Fuel Reporting, Exception Reports, Documentation, Fleet Compliance, Advanced IFTA