

PROJECT PLAN v 2.0

EARLY “NO CHANGE” AUDIT REPORT

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PROJECT DESCRIPTION: Current audit procedures require that the MTC auditors complete a full audit report for every state that participates in a multistate audit. At the conclusion of some audits, there may be one or more states for which there are no audit adjustments proposed, or the proposed adjustments are minor. This project would develop criteria and procedures for the MTC auditors to make a decision early in the audit process whether any adjustments will be proposed for a participating state. After an early “no change” decision, the auditor would not be required to complete a full set of workpapers for the affected state or states.

TARGET COMPLETION DATE: May, 2013

HIGH-LEVEL PROJECT TIME LINE:

- December 2012 – First team meeting (teleconference); review project plan and modify as needed; determine how and when to solicit input from states and stakeholders; survey states for similar processes.
- January 24, 2013 – Teleconference: discuss feedback from MTC Audit staff and states; discuss indicators and standards to use to trigger an early “no change” audit report; discuss procedure for initiating early “no change” audit report.
- February 2013 – Teleconference; design procedures for initiating an early “no change” audit report to a participating state and to affected taxpayer. Review input from states on indicators and standards. Identify any existing procedures or rules that are affected by an early “no change” audit report process, and whether changes to those procedures or rules should be proposed. Develop initial draft procedure with standards and criteria.
- March 2013 – Meet with MTC Audit Committee; submit initial report; discussion and comment on initial report. Identify performance measure data, baselines and targets to evaluate impact of new procedure. Develop evaluation criteria and time line.
- April 2013 – Teleconference; modify initial report, based on state and stakeholder input, and finalize report. Submit final report to Steering Committee and Audit Committee for action on report.
- May 2013 – Implement new process.