# Audit Meeting

Closed

1. Welcome from the committee chairs: Megan Martin, & Rachel Williams (5 min)
2. Introduction of attendees (10 mins)
3. Comments from the Executive Director, Craig Johnson (15 mins)
4. State Auditor Training (5 hours)

Morning, afternoon, and lunch breaks will be taken at logical stopping points

* 1. Overview
     1. Model 1 Volunteer Sellers
     2. Rate and Boundary Requirements
     3. State Taxability Requirements
     4. Test Decks
     5. Change Controls
  2. Pre-Audit
     1. Appendix F Data
     2. The Core Team
     3. Exemption Certificates
     4. Liability Relief
  3. Audit
     1. State auditor responsibilities
     2. Step-by-step process
  4. Timelines
  5. Reminders and Other helpful tips

1. Closing Comments