

**MEMORANDUM**

TO: State Tax Administrators

FROM: Harley Duncan (FTA) and Rene Blocker (MTC)

SUBJECT: Audit and Computer Technology Workshop

DATE: May 13, 2005

SUMMARY

The Federation of Tax Administrators and the Multistate Tax Commission are hosting an Audit and Computer Technology Workshop October 3-5, 2005 at the Sheraton St. Louis City Center in St. Louis. This workshop is intended to promote interaction among the states on computer audit technology issues that affect day-to-day audit operations.

A preliminary listing of topics is attached along with registration form. If you are interested in making a presentation on one of the listed topics, send an email to Harold Jennings at hjennings@mtc.gov, or Stephanie Rosenbusch at Stephanie.rosenbusch@taxadmin.org. This information will also be posted to www.taxadmin.org and www.mtc.gov. Please check regularly for any updates. **Registration is also available online at www.taxadmin.org.** Hotel registration deadline is September 2, 2005. Meeting registration deadline is September, 16, 2005.

Questions? Contact Harold Jennings at (256) 852-8216 or hjennings@mtc.gov, or Stephanie Rosenbusch at (936) 273-4012 or stephanie.rosenbusch@taxadmin.org.

This is a government-only meeting.

The Federation of Tax Administrators (FTA) and the Multistate Tax Commission (MTC) continue to encourage communication among the states on various tax administration issues. One area of key importance relates to the common problems and solutions related to computer audit technology issues that affect governmental agencies in their day-to-day audit operations. For this reason, the FTA and MTC are jointly

hosting an Audit and Computer Technology Workshop intended to promote understanding and sharing of ideas and solutions on computer audit technology and related issues.

The Audit and Computer Technology Workshop is scheduled for October 2-5, 2005 at the Sheraton St. Louis City Center in St. Louis, MO. The Workshop will begin on Sunday, October 2 with registration and an opening reception, and will feature two and one-half days of presentations and moderated discussions related to computer audit technology issues affecting audit operations. This workshop is for government personnel only and will not be open to the public. However, we are considering allowing software presentations by private companies as long as representatives understand they will not be allowed to attend any other sessions or receive payment for their participation.

Registration for the Audit and Computer Technology Workshop will begin on Sunday afternoon, October 2, from 3 p.m. to 6 p.m. The program begins Monday at 8:30 a.m. and will conclude by Noon on Wednesday. There will be a reception with light snacks on Sunday evening from 5:30 p.m. to 7:00 p.m. and a continental breakfast will be available each morning. While no evening activities are planned, there will be area maps and restaurant lists available at the registration desk. Dress for the symposium will be “business casual”.

A preliminary listing of topics is attached to this memorandum. All program changes/updates will be posted to the FTA web site (www.taxadmin.org) and the MTC website (www.mtc.gov) as they occur.

For registration information, please contact Darrell Reeves at (202) 624-5892 or darrell.reeves@taxadmin.org.

For other meeting details, please contact Stephanie Rosenbusch at (936) 273-4012 or stephanie.rosenbusch@taxadmin.org, or Harold Jennings at (256) 852-8216 or hjennings@mtc.gov.

Enclosed is the registration form for this meeting. **Please submit your registration by September 16, 2005.** Online registration is available at <http://www.taxadmin.org>. The symposium registration fee is:

\$150 government and industry (includes opening reception and continental breakfast each morning)

On-site NEW registrations must add a \$35 fee. Cancellations will be accepted without penalty if received by September 26; after that date (except for emergencies) there will be a \$35 processing fee. We do not require that the payment accompany the registration form itself, it may be sent under separate cover.

Hotel Registration

The Workshop will be held at the Sheraton St. Louis City Center, 400 South 14th Street, St. Louis, MO 63103. The room rate is \$98 single or double plus taxes. **The hotel deadline for reservations is September 2, 2005.** For reservations call 1-314-231-5007 or 1-888-627-8096. Please make sure you tell the hotel that you are with the FTA Computer Audit User's Conference.

Attachments: as stated

FTA/MTC Audit and Computer Technology Workshop
October 3 - 5, 2005
Sheraton St. Louis City Center

PRELIMINARY TOPICAL AGENDA

Following is a list of the topics that will be discussed during the Workshop. A daily outline of the Workshop program will be provided during July. All changes/updates to this program will be posted to www.taxadmin.org and www.mtc.gov.

Sunday, October 2

3:00 p.m.–6:00 p.m. Registration

5:30 p.m.–7:00 p.m. Opening Reception with light hors d'oeuvres

Monday, October 3

7:30 a.m. Registration and Continental Breakfast

8:30 a.m. Welcome and Opening Comments

10:00 a.m. BREAK

Noon–1:30 p.m. Lunch (on your own)

3:00 p.m. BREAK

Tuesday, October 4

7:30 a.m. Continental Breakfast

10:00 a.m. BREAK

Noon–1:30 p.m. Lunch (on your own)

3:00 p.m. BREAK

Wednesday, October 5

7:30 a.m. Continental Breakfast

10:00 a.m. BREAK

12:00 Noon Adjourn

Registration Form

**FTA/MTC Audit and Computer Technology Workshop
October 2 - 5, 2005
St. Louis, MO**

Remember, you can register online at <http://www.taxadmin.org>

Name _____

Title _____

Agency/ _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

REGISTRATION FEE: _____ **\$150** (Includes opening reception, and continental breakfast each morning)

___ Payment will be made at registration at the event

___ Payment will be made by voucher/purchase order

___ Payment is enclosed

_____ Check _____ VISA _____ MasterCard

Name as it appears on card _____

Account Number _____ Expiration Date _____

Signature _____

To plan accurately, will you be attending:

_____ Sunday reception

SYMPOSIUM REGISTRATION DEADLINE IS SEPTEMBER 16, 2005
An additional \$35 fee is assessed for all on-site registrants who have not notified FTA in advance of their intent to attend.
Cancellations after September 26 will incur a \$35 fee (except for emergencies).

Please make checks payable to: Federation of Tax Administrators.
Note on the check that payment is for: *Electronic Filing Symposium.*
Our Federal ID # is: 36-2327263
Fax (202) 624-7888 or mail this form to:
Federation of Tax Administrators
444 N. Capitol Street, NW, Suite 348
Washington, DC 20001

