

## **REVISED DISCUSSION FOR ISSUE PAPER**

### **Proposed Revisions to Audit Manual Chapter 6**

#### **Vehicle, Vessel and Aircraft Dealers**

##### **I. Issue**

Should staff's proposed revisions to Chapter 6, *Vehicle, Vessel and Aircraft Dealers*, be incorporated into the Sales and Use Tax Department's Audit Manual?

##### **II. Staff Recommendation**

Staff recommends that the proposed revisions be incorporated into Chapter 6 of the Audit Manual, as illustrated in the attached draft (Exhibit 1).

##### **III. Other Alternative(s) Considered**

Make no changes to Chapter 6.

##### **IV. Background**

The Audit Manual (AM) is the State Board of Equalization's (Board) guide for conducting sales and use tax audits. The thirteen chapters contained within the AM incorporate procedures and techniques that have evolved over the years and have been proven to be sound and practical. Field auditors are required to carefully study these procedures and techniques in order to ensure that audits are conducted, and reports are prepared, in a clear and uniform manner consistent with approved audit policies and procedures.

Audits involving vehicles, vessels and aircraft pose unique challenges to auditors. In addition to the audit procedures described in this chapter, auditors must be familiar with an assortment of industry-specific records and the documentation required by other regulatory agencies. Chapter 6, originally titled *Motor Vehicle Dealers*, has been expanded to also include vessel and aircraft dealers, since the audit procedures and application of law to these industries are very similar to those for motor vehicle dealers. Chapter 6, last revised in October 1985, provides comprehensive information on the standard industry and regulatory records, and establishes audit procedures for examining these records.

The proposed revision to AM Chapter 6 is scheduled for consideration by the Business Taxes Committee on July 25, 2000. The chapter was revised by staff and cleared through various staff and managers who reviewed the chapter and recommended additional changes. Their suggestions and recommendations have been incorporated. On April 10, 2000, staff met with interested parties to discuss the proposed revision. As a result of this meeting, additional information was incorporated regarding consumer use tax transactions for vessels. In addition, the chapter was reorganized, grouping similar areas together to more easily locate needed information. The following discussion provides an overview of the substantive revisions proposed for the chapter.

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