#### 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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# **Table of Contents Sample Issue Paper Format California**

- 1. Understanding the eBook Sample Issue Paper Format California
  - The Rise of Digital Reading Sample Issue Paper Format California
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Issue Paper Format California
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Issue Paper Format California
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Issue Paper Format California
  - Personalized Recommendations
  - Sample Issue Paper Format California User Reviews and Ratings
  - Sample Issue Paper Format California and Bestseller Lists

- 5. Accessing Sample Issue Paper Format California Free and Paid eBooks
  - Sample Issue Paper Format California Public Domain eBooks
  - Sample Issue Paper Format California eBook Subscription Services
  - Sample Issue Paper Format California Budget-Friendly Options
- 6. Navigating Sample Issue Paper Format California eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Sample Issue Paper Format California Compatibility with Devices
  - Sample Issue Paper Format California Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Issue Paper Format California
  - Highlighting and Note-Taking Sample Issue Paper Format California
  - Interactive Elements Sample Issue Paper Format California
- 8. Staying Engaged with Sample Issue Paper Format California
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Issue Paper Format California
- 9. Balancing eBooks and Physical Books Sample Issue Paper Format California
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Sample Issue Paper Format California
- 10. Overcoming Reading Challenges
  - $\circ\,$  Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Issue Paper Format California
  - Setting Reading Goals Sample Issue Paper Format California
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Issue Paper Format California
  - Fact-Checking eBook Content of Sample Issue Paper Format California
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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