FEDERAL COMMUNICATIONS COMMISSION
Washington, D. C. 20554

DEC 15 2009

OFFICE OF
MANAGING DIRECTOR

Mr. Peter Dunbar
National Exchange Carrier Association
80 South Jefferson Road
Whippany, NJ 07981

Dear Mr. Dunbar:

The Federal Communications Commission (Commission) is required by section 3515 of title 31 of the United States Code to produce annual financial statements and have those statements audited. Also under section 3515 of title 31, the Office of Management and Budget (OMB) was given authority to prescribe the form and content of Federal agencies' financial statements. OMB's guidance on the form and content of agency financial statements and reporting deadlines can be found in OMB Circular A-136, which is entitled Financial Reporting Requirements and was most recently revised on June 10, 2009. We expect NECA to familiarize itself with the recently updated version of Circular A-136.

Consistent with Circular A-136, the Commission produces the following consolidated financial statements: Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, and Statement of Custodial Activity. The financial information that you are required to report to the Commission as one of its reporting components is used to compile the Commission's consolidated financial statements. To meet Federal financial accounting and reporting requirements, the Commission utilizes generally accepted accounting principles for Federal entities and the United States Standard General Ledger. As a reporting component of the Commission, you are expected to also follow these standards.

As a means of ensuring that both the Commission and NECA have a clear understanding of reporting expectations for the close of FY 2010, the Commission has attached a matrix (See Attachment A) detailing the reports, schedules, and reconciliations that are required for various reporting purposes and the frequency at which they are required.

In addition to the reporting matrix, the Commission is providing you with the scheduled due dates by which we must have the quarterly and interim financial statement packages in order to complete the consolidated interim and annual financial statements during FY 2010.

Reporting Period:	**Due Date to Commission:**
December 31, 2009	January 14, 2010 (10th week day)
March 31, 2010	April 14, 2010 (10th week day)
June 30, 2010	July 13, 2010 (9th week day)
August 31, 2010	September 13, 2010 (9th week day)
September 30, 2010	October 12, 2010 (8th week day)

We look forward to working with NECA to complete the reporting process for FY 2010.

Sincerely,

Mark Stephens
Chief Financial Officer

Attachment

Attachment A
NECA Reports and Documents Provided to the Federal Communications Commission
FY 2008

Report #	Title of Report or Document	General Description of Report or Document	NECA Document Satisfying request	Frequency of Submission	Report or Document Submitted By	FCC - Contact / Bureau / Division Submitted to
FINANCIAL STATEMENT PACKAGE						
1	Financial Statements	Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, and Statement of Budgetary Resources. Statement of Custodial Activity - Not Applicable	TRS Crosswalk	See Annual FS Letter	Ike Czapla	Timothy Siekierka
2	Trial Balance	NECA Trial balance showing TRS Accounts	TRS "Current Month" - Summary Trial Balance - Adj Trial Balance	See Annual FS Letter	Ike Czapla	Timothy Siekierka
3	Cash Reconciliation	Schedule reconciling the TRS balance per bank to the balance per ledger.	TRS "Current Month" - Cash and Investments - Bank Rec	See Annual FS Letter	Ike Czapla	Timothy Siekierka
4	Listing of Outstanding Checks	Schedule listing all outstanding checks that agrees to the Bank Rec.	TRS "Current Month" - Outstanding Checks	See Annual FS Letter	Ike Czapla	Timothy Siekierka
5	Investments Reconciliation	Schedule reconciling the TRS balance per bank to the balance per ledger.	TRS "Current Month" - Cash and Investments	See Annual FS Letter	Ike Czapla	Timothy Siekierka
6	Investments Subsidiary Schedule	Schedule showing the Investment Type, CUSIP Number, Purchase Date, Purchase Cost, Maturity Date, Face Value, Premium/Discount at Acquisition, Ending Carrying/ Amortized Value, Current Market Value, Accumulated Amortization, and Unamortized Premium/Discount Remaining.	TRS "Current Month" - Securities	See Annual FS Letter	Ike Czapla	Timothy Siekierka
7	Schedule of Interest Receivable	Schedule showing accrued interest by investment type (e.g. T-Bill, Bond, MMF), if applicable.	Provide schedule only if applicable.	See Annual FS Letter	Ike Czapla	Timothy Siekierka
8	Accounts Receivable Reconciliation	Schedule Agreeing the AR subsidiary to the AR general ledger balance (SGL 1310). Include supporting schedule for any adjustments made to the AR Subsidiary or General Ledger.	TRS "Current Month" - AR Lead	See Annual FS Letter	Ike Czapla	Timothy Siekierka
9	Accounts Receivable Subsidiary	Multiple Schedules supporting the individual balances shown in the Reconciliation schedule	TRS "Current Month" - AR Aging	See Annual FS Letter	Ike Czapla	Timothy Siekierka
10	Allowance for Doubtful Accounts Calculation	Schedule showing current calculation and resulting balance agreed to the general ledger	TRS "Current Month" - AR Aging	See Annual FS Letter	Ike Czapla	Timothy Siekierka
11	Property, Plant, and Equipment Subsidiary and Rollforward	Schedule showing all amounts exceeding the FCC's capitalization threshold that have been purchased by NECA using administrative funding.	Provide schedule only if applicable.	See Annual FS Letter	Ike Czapla	Timothy Siekierka
12	Accounts Payable Subsidiary	Schedule listing all outstanding accounts payable that agrees to the general ledger	TRS "Current Month" - Payables	See Annual FS Letter	Ike Czapla	Timothy Siekierka
13	Deferred Revenue	Schedule listing all items in Deferred Revenue that agrees to the general ledger	TRS "Current Month" - Deferred Revenue	See Annual FS Letter	Ike Czapla	Timothy Siekierka
14	Due to/Due from Schedule	Schedule showing the amount that is either due to TRS from NECA for amounts advanced and not expended or due from TRS to NECA for amounts expended in excess of the current advance.	"Year To Date" NECA Administrative Expenses	See Annual FS Letter	Ike Czapla	Timothy Siekierka
15	Schedule of AR Credit Balances	Schedule showing all AR credit balances that agrees to the balance recorded in the general ledger (SGL 2990).	TRS "Current Month" - Payables - Aging	See Annual FS Letter	Ike Czapla	Timothy Siekierka

Attachment A
NECA Reports and Documents Provided to the Federal Communications Commission
FY 2008

16	Schedule of Other Accrued Liabilities that agrees to the general ledger (SGL 2190)	Schedule showing other accrued liabilities, if any.	Provide schedule only if applicable.	See Annual FS Letter	Ike Czapla	Timothy Siekierka
17	Financial Statement Checklist	A completed version of the financial statement checklist developed by the FCC to review TRS financial reporting submissions.	Financial Statement Checklist - Signed and Dates. Also please list any differences.	See Annual FS Letter	Ike Czapla	Timothy Siekierka
18	Financial Statement Variance Analysis	Comparison of period over period financial statement with explanations for all line items greater than $10 million and 10% change	TRS "Current Month" - Variance Analysis	2 days after financial statement package	USF Accounting Manager	Timothy Siekierka
TREASURY REPORTING						
1	Standard Form - 224 Statement of Transactions	Standard form identifying receipts and outlays made by USF in the current and if applicable any previous months under Treasury Symbol 27X5183. Report is submitted to FCC by noon of the 3rd business day of each month for review and FCC submission to Treasury.	Standard Form - 224 Statement of Transactions	Monthly	Ike Czapla	Jeanne McDonald
2	Treasury Report on Receivables (TROR)	Standard form identifying status of receivables which includes a rollforward of the accounts receivable balances along with an aging of outstanding balances. In addition, there is a section for debt management and technique performance data.	"Current Month" TROR	Quarterly	Ike Czapla	Jeanne McDonald
3	Schedule of Investments for Intragovernmental Reporting	Schedule showing all Federal investments (T-Bills) that can be provided to the Bureau of Public so that they know the amount of outstanding debt to eliminate with the FCC.	The T-Bill schedule listed for Report #6 under the Financial Statement Package section contains the necessary information however it must be submitted 3 business days before month end.	Monthly (3 business before end of month)	Ike Czapla	Jeanne McDonald
BUDGETARY REPORTING						
1	OMB 10 Year Forecast	Various schedules and charts with receipts, outlays, interest and administrative expenses.	Ten Year Forecast	Annual	Ike Czapla	WCB, OMD
2	Revised OMB 10 year Forecast - Mid Session Review	Various schedules and charts with receipts, outlays, interest and administrative expenses.	Mid-Year Forecast	Annual	Ike Czapla	WCB, OMD
3	Administrative Costs Schedule	A Schedule of Administrative costs by Budget Object Class.	FCC to provide format	Quarterly	Ike Czapla	WCB, OMD