FEDERAL COMMUNICATIONS COMMISSION
Washington, D. C. 20554
JAN 2 6 2010

OFFICE OF
MANAGING DIRECTOR

Mr. W.B. Erwin
Universal Service Administrative Company
2000 L Street, N.W.
Suite 200
Washington, D.C. 20036

Dear Mr. Erwin:

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 USAC 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 the USAC 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 the USAC to complete the reporting process for FY 2010.

Sincerely,

Mark Stephens
Chief Financial Officer

Attachment

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

Report #	Title of Report or Document	General Description of Report or Document	USAC Document Satisfying request	Frequency of Submission	Report or Document Submitted By	FCC - Contact / Bureau / Division Submitted to	Copy to	Support Mechanisms) Affected
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 (Includes USSGL Trial Balance Report)	USF Crosswalk	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
2	Financial Statement Checklist	A completed version of the financial statement checklist developed by the FCC to review USF financial reporting submissions.	Financial Statement Checklist - Signed and Dated for each step. Also list any differences	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
3	Cash Reconciliation	Schedule reconciling the USF cash balance per bank to the balance per ledger, and supporting schedules including the list of outstanding checks, outstanding ACHs, and outstanding credit balance refund checks.	"Current Month" Cash Binder	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
4	Investments Reconciliation	Schedule reconciling the USF balance per bank to the balance per ledger, and supporting subsidiary ledger.	"Current Month" Cash Binder	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
5	Accounts Receivable (AR) Reconciliation	Schedule agreeing the AR subsidiary to the AR ledger balance. Include the subsidiary schedules with individual balances, the schedule of AR credit balances, and a supporting schedule for adjustments to either the subsidiary ledger or general ledger balance.	"Current Month" AR Binder	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
6	Schedule of Interest Receivable	Schedule showing accrued interest by investment type (e.g. T-Bill, Bond, MMF)	Cash Binder - Interest Rec. Sch (Cross Check)	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
7	Allowance for Doubtful Accounts Calculation	Schedule showing current calculation and resulting balance agreed to the general ledger	ADA "Current Month"	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
8	Property, Plant, and Equipment Subsidiary and Roll-forward	Schedule showing all amounts exceeding the FCC's capitalization threshold that have been purchased by USAC using administrative funding. Schedule should include Individual Purchases > $25K; Internally Developed Software > $50K; and Bulk Purchases > $250K.	USAC Asset Detail	See Annual FS Letter	Director of Accounting	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
9	Accounts Payable Subsidiary	Schedule listing all outstanding accounts payable that agrees to the general ledger	"Current Month" AP Binder	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
10	Schedule of Other Accrued Liabilities that agrees to the general ledger (SGL 2190)	Schedule showing other accrued liabilities such as the High Cost and Low Income accruals made at month end.	"Current Month" AP Binder and Accrued Liabilities "Current Month" PDF	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
11	Due to/Due from Schedule	Schedule showing the amount by mechanism that is either due to USF from USAC for amounts advanced and not expended or due from USF to USAC for amounts expended in excess of the current advance.	Due to Due from USF entries "Current Month"	See Annual FS Letter	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
12	Undelivered Orders Roll forward with Subsidiary	Roll forward of Undelivered Orders balance from the beginning of the month to the end of the month. Attach subsidiary schedule of all open commitment balances that agrees to the general ledger (SGL 4801, 4871 and 4881).	Outstanding Obligations "Current Month"	Monthly - 10th calendar day	Manager of Budgets and Reporting	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
13	Financial Statement Variance Analysis	Comparison of period over period financial statement with explanations for all line items greater than $12 million and 10% change	Comparison of period over period financial statement with explanations for all line items greater than $10 million and 10% change	2 days after financial statement package	USF Accounting Manager	Timothy Siekierka	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Kim Yee, Thadeus Machcinski, Vincent Amalfitano, William Hill	All
TREASURY REPORTING								

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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	USF Accounting Manager	Jeanne McDonald	Bryan Clopton; Henry Morrow; Jim Lande; JoseLuis Rodriguez; Kim Yee; Mark Stephens; Richard Lerner; Thaddeus Machcinski; Timothy Siekierka; Steven VanRoekel; William Hill; Vincent Amalfitano	All
2	Standard Form - 224 Statement of Transactions, detail by mechanism	Breakdown of SF-224 balances by mechanism.		Monthly	USF Accounting Manager	Jeanne McDonald	Bryan Clopton; Henry Morrow; Jim Lande; JoseLuis Rodriguez; Kim Yee; Mark Stephens; Richard Lerner; Thaddeus Machcinski; Timothy Siekierka; Steven VanRoekel; William Hill; Vincent Amalfitano	All
3	Treasury Report on Receivables (TROR)	Standard form identifying status of receivables which includes a roll forward 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	USF Accounting Manager	Jeanne McDonald	Richard Lerner, Mark Stephens, Jose Luis Rodriguez, Timothy Siekierka, Vincent Amalfitano	All
4	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.	Treasury Investment Report	Monthly (3rd to last business day of each month)	USF Accounting Manager	Jeanne McDonald	Bryan Clopton; Henry Morrow; Jim Lande; JoseLuis Rodriguez; Kim Yee; Mark Stephens; Richard Lerner; Thaddeus Machcinski; Timothy Siekierka; Steven VanRoekel; William Hill; Vincent Amalfitano	All
BUDGETARY REPORTING								
1	OMB 10 Year Forecast	Various schedules and charts with receipts, outlays, interest and administrative expenses.	Ten Year Forecast	Annual	Director of Regulatory Reporting	WCB, OMD	Thaddeus Machcinski, Richard Lerner, Mark Stephens	All
2	Revised OMB 10 year Forecast - Mid Session Review	Various schedules and charts with receipts, outlays, interest and administrative expenses.	Mid-Year Forecast	Annual	Director of Regulatory Reporting	WCB, OMD	Thaddeus Machcinski, Richard Lerner, Mark Stephens	All
3	Administrative Costs Schedule - Forecast	A Schedule of budgeted administrative costs by mechanism and Budget Object Class.	FCC to Provide Format	Quarterly	Manager of Budgets and Reporting	WCB, OMD	Mark Stephens, Henry Morrow	All
4	Administrative Costs Schedule - Actual	A schedule of actual administrative costs by mechanism and Budget Object Class. Schedule should agree to obligations incurred as reported on the USF Trial Balance.	FCC to Provide Format	Monthly	Manager of Budgets and Reporting	WCB, OMD	Mark Stephens, Henry Morrow	All
5	Procurements in progress or in place over $25K	A schedule of in-Progress and in-Place Contracts exceeding $25,000.	FCC to provide format	Semi-Annual	Purchasing Manager	WCB, OMD	As requested: David Reed	All
6	SL Obligation Analysis for ADA	A schedule of total exempt and non-exempt obligations.	Obligations analysis SLD "Current Month"	Quarterly	Director of Regulatory Reporting	WCB, OMD	As requested: Thad Machcinski, Richard Lerner, Mark Stephens	SL
7	RHC Obligation Analysis for ADA - NEW	A schedule of total exempt and non-exempt obligations.	Obligations analysis RHC "Current Month" -- beginning in April 2006	Quarterly	Director of Regulatory Reporting	WCB, OMD	Thaddeus Machcinski, Richard Lerner, Mark Stephens	RHC
PROGRAM REPORTING								
1	Annual Report to the Commission and Congress	Annual report detailing USAC's operations, activities and accomplishments. See 47 C.F.R. § 54.702(h)	Annual Report	Annually by March 31	Director of External Relations	Secretary, Commissioners, and staff, OMD	TBD	All
2	Universal Service Support Mechanism Quarterly Contribution Base	Report on quarterly interstate and international revenue data submitted by carriers on FCC Form 499-Q. Used by FCC with Quarterly Budget and Fund Size Projections to develop contribution factor. Annual true-ups in July of each year (based on data submitted by carriers in April of each year on 499-A). Also includes data concerning de minimis carriers. See 47 C.F.R. §§ 54.702 (i); 54.709(a)	Quarterly Filing	Quarterly	General Counsel	Secretary and FCC Service List, OMD	FCC Service List (Ian Dillner, Scott Bergmann, Chris Moore, Scott M. Deutchman, John Hunter, Steven VanRoekel, Jeremy Marcus, Tom Buckley, Ted Burmeister, Mark Stephens, Jose Rodriquez, Antoinette Stevens, Geoffrey Waldau, Bryan Clopton, Craig Stroup, Gary Seigel, Katie King, Kim Yee, Thad Machcinski, Alexander Belinfante)	All

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3	Universal Service Support Mechanism Fund Size Projections	Projection of Demand and administrative expenses (budget) on a consolidated basis and for each support mechanism. Includes a true-up for prior period adjustments quarterly and annually for administrative expenses. Appendices provide fund activity on a cash and accrual basis; funding commitments, funds authorized, and disbursements to service providers during the last quarter for each support mechanism. Used by FCC with the Quarterly Revenue Filing to develop contribution factor. See 47 C.F.R. §§ 54.702 (i); 54.709(a)	Quarterly Filing	Quarterly	General Counsel	Secretary and FCC Service List, OMD	FCC Service List (Ian Dillner, Scott Bergmann, Chris Moore, Scott M. Deutchman, John Hunter, Steven VanRoekel, Jeremy Marcus, Tom Buckley, Ted Burmeister, Mark Stephens, Jose Rodriquez, Antoinette Stevens, Geoffrey Waldau, Bryan Clopton, Craig Stroup, Gary Seigel, Katie King, Kim Yee, Thad Machcinski, Alexander Belinfante)	All
4	Board and Committee Issue Papers	Binder of Board meeting materials which includes the information from all committee meetings.	Board Documents	Quarterly	Executive Assistant	WCB, OMD	Thadeus Machcinski, Kim Yee	All
5	Contributor, Beneficiary, Process, IT, etc. audit reports	Reports of USAC independent auditors or independent auditors under contract to USAC of audits of program beneficiaries for compliance with program rules. See 47 C.F.R. F19 54.707.	All audit reports	As available	Vice President of Internal Audit	TAPD, OIG, OMD, and other interested parties	As requested	All
6	Enforcement Referrals	Cover letter explaining basis for violation and all documentation relevant to enforcement issue	Enforcement Referrals	As needed	General Counsel	WCB, FCC OIG	As requested: Hillary DeNigro	All
7	Whistleblower Log	Log of Contacts received and action taken	SLD Special Compliance Review Rpt HC and LI Whistleblower Log	SL - Biweekly HC - Monthly	Deputy General Counsel Sr Program Manager of HC	OIG, OMD OIG, OMD	David Hunt, William Garay, Kim Bumstead David Hunt, William Garay, Kim Bumstead	SLD HC and LI
8	Low Income data report	Report of information submitted on FCC Form 497	Latest View Report	As needed	Director of LI	WCB, OMD	Used to be Alex Belinfante a long time ago. LI stopped receiving requests.	LI
9	Program Integrity Assurance Procedures	PIA procedures are revised annually based on lessons learned from prior years and provided to FCC before they begin to be used for a new funding year. TAPD comments on/approves the procedures.	PIA Procedures	Annually	Director of Forms Processing (SLD)	WCB, OMD	As requested: Chief, WCB	SL
10	ADL Issuance Report	Summary counts of the prior month appeals - categorized by the decisions and fund year	ADL Issuance	Monthly (by the 5th business day)	Sr. Mgr Post Processing (SLD)	WCB, OMD	Gina Spade, James Bachtell	SL
11	Monthly Audit Recovery Status Reports	Update on the different stages of recovery for audit reports	FCC Form in Excel spreadsheet	Monthly	Manager of Audit Response (SLD)	WCB, OMD	Robert Bentley, Kim Yee, Thaddeus Machcinski, Mark Stephens, Steven VanRoekel, Thomas Buckley, Paul Laurenzano	SL
12	Semi-Annual Audit Recovery Report	Update on the monthly report	USAC Format (Excel spreadsheet)	Semi-Annual (March and Sept.)	Manager of Audit Response (SLD)	Secretary, WCB, OMD	Robert Bentley, Kim Yee, Thaddeus Machcinski, Mark Stephens, Steven VanRoekel, Thomas Buckley, Paul Laurenzano	SL
13	Procedures not in FCC Rules Filing	Required by 5th R&O, this is a list of our procedures not codified in FCC rules	Procedures not in FCC Rules Filing	Annually	Director of Forms Processing (SLD)	Secretary, WCB, OMD	To FCC electronically (There is no service list)	SL
14	Eligible Services List	SL maintains an Eligible Services List on its web site to guide applicants and service providers. Annually, the list is updated and submitted to TAPD for approval.	Eligible Services List	Annually	Vice President of SLD	WCB	As requested: Chief, WCB	SL
15	Demand Estimate (Actual Fund Year Requests Received within the Window)	Report of total requested funding on in-window applications submitted after the close of the yearly filing window	Funding Year Demand Estimate	Annually	Vice President of SLD	WCB, OMD	As requested: Chief, WCB	SL
16	Funding/denial parameter analyses	Analyses to support funding and denial decisions for internal connections requests based on demand and funds available	Funding/denial parameter analyses	As needed	Vice President of SLD	WCB, OMD	As requested: Steven VanRoekel, Chief of WCB	SL
17	Funding Commitment Decision Letter Reports	Reports provide information about applicants who have, RHC, or will have, SL, receive a Funding Commitment Decision Letter and the amount of the funding commitment.	Funding Commitment Decision Letter Reports	As needed	COO	Commissioners, WCB, OMD	As requested	SL, RHC
18	Weekly Resources Report	Schedule of funds available for obligation, projection of funds available for obligation, with detail for SL & RHC commitments by Fund Year	Weekly Resources Report	Weekly	Manager of Budgets and Reporting	WCB, OMD	Steven VanRoekel; Antoinette Stevens; Bryan Clopton; Kim Yee; Leslie Fullwood; Mark Stephens; Richard Lerner; Thaddeus Machcinski; Thomas Buckley; William Hill	All

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19	Unused Funds Report	Schedule of funds available for Roll-Over . Schedule should be provided prior to submission of quarterly filing.	Contingency Reserve Analysis Worksheet	Quarterly	COO	WCB, OMD	Steven VanRoekel, and Mark Stephens	SL
20	Tracking reports - for non-audit recoveries - NEW	A report that tracks all non-audit recoveries		Monthly	Open	WCB, OMD		All
21	Active law enforcement & USAC investigations - NEW	A report that tracks all active law enforcement and USAC investigations, including number of applications affected by funding year and various other information. (Note: We have received this report in the past but not on a regular basis.)		Annual or as needed	Deputy General Counsel	WCB, OMD	As requested	SL