



Federal Communications Commission  
Washington, D.C. 20554

April 7, 2011

DA 11-636

David Rolka  
Rolka Loube Saltzer Associates  
One S. Market Square, 12th Floor  
Harrisburg, PA 17101

Re: Telecommunications Relay Service Fund Financial Statements and Reports

Dear Mr. Rolka:

This letter sets forth in detail, the steps to be taken by Rolka Loube Saltzer Associates (RLSA) in producing financial statements concerning the Telecommunications Relay Service (TRS) Fund.<sup>1</sup> Specifically, Section 3515 of Title 31 of the United States Code requires the Federal Communications Commission (FCC or Commission) to produce annual financial statements and have those statements audited.<sup>2</sup> Pursuant to this authority, the Office of Management and Budget (OMB) prescribes the form and content of Federal agencies' financial statements in OMB Circular A-136, entitled, *Financial Reporting Requirements*.<sup>3</sup>

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 RLSA is required to report to the Commission, on behalf of the Telecommunications Relay Service Fund (TRS Fund) as one of its reporting components, is used to compile the Commission's consolidated financial statements as well as other OMB and Department of Treasury reporting requirements.<sup>4</sup> To satisfy Federal financial accounting and reporting requirements, the Commission utilizes generally accepted accounting principles for Federal entities and the United States Standard General Ledger to account for proprietary and budgetary transactions. As a reporting component of the Commission, RLSA shall follow these standards and comply with all relevant and applicable federal financial management and reporting statutes.

In accordance with the Accountability of Tax Dollars Act of 2002, the Commission is also required to have an annual financial statement audit, which is conducted by external auditors under the oversight and direction of the FCC's Office of Inspector General.<sup>5</sup> This letter instructs RLSA to cooperate with both the Commission's external auditors and the Commission's Office of Inspector General on annual audits of the Commission. Cooperation means providing the Commission complete access to and the right of inspection and examination of all accounts, records, memoranda and financial, personnel, administrative and

<sup>1</sup> See TRS Fund Administration Services Agreement, CON 11000003, § C.4.17 (March 7, 2011) (*TRS Agreement*).

<sup>2</sup> See 31 U.S.C. §3515.

<sup>3</sup> See Office of Management and Budget, *Financial Reporting Requirements*, Circular No. A-136 (Sept. 29, 2010) (available at [http://www.whitehouse.gov/sites/default/files/omb/circulars/a136/a136\\_revised\\_2010.pdf](http://www.whitehouse.gov/sites/default/files/omb/circulars/a136/a136_revised_2010.pdf)) (*OMB Circular No. A-136*).

<sup>4</sup> See Office of Management and Budget, *Financial Reporting Requirements*, Circular No. A-136 (Sept. 29, 2010) (available at [http://www.whitehouse.gov/sites/default/files/omb/circulars/a136/a136\\_revised\\_2010.pdf](http://www.whitehouse.gov/sites/default/files/omb/circulars/a136/a136_revised_2010.pdf)) (*OMB Circular No. A-136*) and *TRS Agreement* at § C.4.17.

<sup>5</sup> See Accountability of Tax Dollars Act of 2002, Pub. L. No. 107-289, §2, 116 Stat. 2049; *TRS Agreement*, at § C. 4.8.

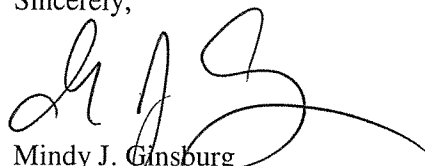
operational records. In addition, cooperation includes providing timely responses to auditors' requests for information and notices of findings, submission of appropriate management letters and attorneys' letters required as a part of annual audits, formulation and documentation of proper performance measurements as required by federal statutes, and documentation for compliance with federal financial management and reporting statutes.

To ensure that both the Commission and RLSA have a clear understanding of reporting expectations from July 1, 2011 through the close of Fiscal Year 2011 (FY 2011), the Commission has attached a matrix (See Attachment A) detailing the reports, schedules, and reconciliations that are required for various reporting purposes, the frequency with which they are required, and the due dates for each, and the contacts for which each report or document should be submitted via e-mail. In addition, see below for a schedule of dates by which we must receive the quarterly and interim TRS financial statement packages in order to complete the consolidated interim and annual financial statements during FY 2011.

<b>Reporting Period:</b>	<b>Due Date to Commission:</b>
August 31, 2011	September 12, 2011 (8 <sup>th</sup> week day after the reporting period ends)
September 30, 2011	October 10, 2011 (6 <sup>th</sup> week day after the reporting period ends)

Thank you for your attention to implementing these steps, which are critical in compliant and accurate financial reporting for the TRS program. We look forward to working with RLSA to complete the reporting process for FY 2011. If you have any questions or wish to discuss this letter in greater detail, please contact Andrew Mulitz ([Andrew.Mulitz@fcc.gov](mailto:Andrew.Mulitz@fcc.gov)).

Sincerely,



Mindy J. Ginsburg  
Deputy Managing Director

Cc: Steven VanRoekel, FCC  
Mark Stephens, FCC  
Thomas Buckley, FCC  
Andrew Mulitz, FCC  
Diane Mason, FCC