

Attachment A
 RLSA Reports and Documents Provided to the Federal Communications Commission
 FY 2011

Report #	Title of Report or Document	General Description of Report or Document	RLSA Document Satisfying request	Frequency of Submission	FCC - Contact	Contract Reference
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	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 17
2	Trial Balance	RLSA Trial balance showing TRS Accounts	TRS "Quarterly" - Summary Trial Balance - Adj Trial Balance	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 18
3	Cash Reconciliation	Schedule reconciling the TRS balance per bank to the balance per ledger.	TRS "Quarterly" - Cash and Investments - Bank Rec	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 7
4	Listing of Outstanding Checks	Schedule listing all outstanding checks that agrees to the Bank Rec.	TRS "Quarterly" - Outstanding Checks	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 7
5	Investments Reconciliation	Schedule reconciling the TRS balance per bank to the balance per ledger.	TRS "Quarterly" - Cash and Investments	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 7
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 "Quarterly" - Securities	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 22
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.	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 24
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 "Quarterly" - AR Lead	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 25
9	Accounts Receivable Subsidiary	Schedule aging the accounts receivable subsidiary	TRS "Quarterly" - AR Aging	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraphs 19 & 25
10	Allowance for Doubtful Accounts Calculation	Schedule showing current calculation and resulting balance agreed to the general ledger	TRS "Quarterly" - AR Aging	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 21
11	Property, Plant, and Equipment Subsidiary and Rollforward	Schedule showing all amounts exceeding the FCC's capitalization threshold that have been purchased by RLSA using administrative funding.	Provide schedule only if applicable.	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Mulitz	Section 4, paragraph 7

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 FY 2011

12	Accounts Payable Subsidiary	Schedule listing all outstanding accounts payable that agrees to the general ledger	TRS "Quarterly" - Payables	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Muiltz	Section 4, paragraph 25
13	Deferred Revenue	Schedule listing all items in Deferred Revenue that agrees to the general ledger	TRS "Quarterly" - Deferred Revenue	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Muiltz	Section 4, paragraph 25
14	Due to/Due from Schedule	Schedule showing the amount that is either due to TRS from RLSA for amounts advanced and not expended or due from TRS to RLSA for amounts expended in excess of the current advance.	"Year To Date" RLSA Administrative Expenses	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Muiltz	Section 4, paragraph 26
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	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Muiltz	Section 4, paragraph 25
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.	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Muiltz	Section 4, paragraph 25
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.	September 12, 2011; October 10, 2011	Vanessa Lamb, Timothy Siekierka and Andrew Muiltz	Section 4, paragraph 7
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 "Quarterly" - Variance Analysis	2 days after financial statement package	Vanessa Lamb, Timothy Siekierka and Andrew Muiltz	Section 4, paragraph 7
TREASURY REPORTING						
1	FMS 224 Statement of Transactions	Statement identifying receipts and outlays made by TRS in the current and if applicable any previous months under Treasury Symbol 27X5183. Report is submitted to FCC by noon of the 3rd work day of each month for review and FCC submission to Treasury.	FMS 224 Statement of Transactions	Monthly by noon on the 3rd work day of each month. The first report will start with July activity and it is due the third work day in August, 2011	Jeane McDonald and Andrew Muiltz	Section 4, paragraph 15
2	Treasury Report on Receivables (TROR)	Standard form identifying status of receivables which includes a rollover 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.	"Quarterly" TROR	October 31, 2011	Cheryl Collins and Andrew Muiltz	Section 4, paragraphs 16 and 28
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. Report is submitted to the FCC by the last work day of each month.	The T-Bill schedule listed for Report #6 under the Financial Statement Package section contains the necessary information however it must be submitted as of month end on the last work day of the month.	Monthly (last work day of each month). The first report will start with July activity and it is due on the last work day in July, 2011.	Jeane McDonald and Andrew Muiltz	Section 4, paragraph 27
BUDGETARY REPORTING						
1	OMB 10 Year Forecast	Various schedules and charts with receipts, outlays, interest and administrative expenses.	Ten Year Forecast	Annual October 19, 2011	Thad Machcinski and Andrew Muiltz	Section 4, paragraph 7

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2	Revised OMB 10 year Forecast - Mid Session Review	Various schedules and charts with receipts, outlays, interest and administrative expenses.	Mid-Year Forecast	Annual April 19, 2011 - will be provided by NECA	Thad Machcinski and Andrew Multiz	Section 4, paragraph 7
3	Administrative Costs Schedule	A Schedule of Administrative costs by Budget Object Class.	FCC to provide format	Monthly by 15th day of the month. The first report will start with July activity and it is due on August 15, 2011.	Vince Amalfitano and Andrew Multiz	Section 4, paragraph 7
DEBT COLLECTIONS						
1	Delinquent Debt Greater Than \$25	A schedule detailing delinquent debt over \$25. Schedule should include FRN, EIN, Principle, Penalty, Total, Customer, Name, Contact, Address 1, Address 3, City, State, Postal and should be provided by the 10th work day following the end of a quarter	FCC-Over 25 (date)	Monthly (10th work day of each month). The first report is due the 10th work day in August, 2011.	Cheryl Collins and Andrew Multiz	Section 4, paragraph 7
2	Delinquent Debt Greater Than \$25- Supporting Documentation and Correspondence	Supporting documentation including bills and correspondence related to schedule for Delinquent Debt Greater Than \$25 above.	Bills and correspondence	Monthly (10th work day of each month). The first report is due the 10th work day in August, 2011.	Cheryl Collins and Andrew Multiz	Section 4, paragraph 7