

ATTACHMENT 4

Audit Process and Timetable for 2020 USAC Annual Audit¹

[DRAFT]

Requirement	Suggested and/or Required Date
1. Contract Award.	Anticipated 09/2020.
2. Contractor will prepare detailed audit programs and submit to the FCC OMD for review.	Dependent on completion of item 1.
3. FCC OMD will review the draft audit program for consistency and adequacy of audit coverage (expected to be within 30 calendar days of receipt of the detailed audit program).	Dependent on completion of item 2.
4. FCC OMD shall be informed of revisions made to the audit program.	Periodically, as needed.
5. Contractor will provide FCC OMD an opportunity to attend all meetings where findings are discussed by notifying the FCC OIG of all such meetings as soon as they are scheduled. This includes entrance and exit conferences.	As necessary.
6. Within 105 calendar days after the end of the audit period (i.e., after December 31 st), but prior to discussing the audit findings with USAC, the Contractor will submit a draft of the reports to the FCC OMD for review.	Required 04/15/2020.
7. FCC OMD reviews the drafts of the reports and working papers and offer comments and recommendations (expected to be about 30 days or so after receipt of drafts of reports).	Anticipated 05/15/2020
8. The Contractor may request additional time to perform additional work as recommended by the FCC OMD.	As necessary.
9. Within 15 calendar days after receiving the FCC OMD comments, the Contractor will submit a revised copy of the audit reports to USAC for its comments as well as to the FCC OMD. The FCC OMD comments that USAC does not agree to shall be made a part of the audit reports as an attachment.	Dependent on completion of item 7.

¹ In the event USAC exercises the option year, Contractor shall comply with this schedule for the 2021 Annual Financial Statement Audit. The references to 2020 and 2021 in the current schedule shall be changed to 2021 and 2022, respectively to apply to the 2021 audit.

Requirement	Suggested and/or Required Date
10. Within 30 calendar days after receiving the reports, USAC responds to the Contractor and provides a copy of its comments to the FCC OMD.	Dependent on completion of item 9.
11. Within 10 calendar days from the receipt of USAC's comments, the Contractor shall respond to any USAC comments as required and provide a copy of its responses to USAC and the FCC OMD.	Dependent on completion of item 10.
12. The Contractor will file the final reports with the FCC. The final reports will include the FCC OMD's unresolved comments, if any, USAC's response, and the Contractor's reply comments, if any. The final reports will be filed with the Secretary of the Commission, with a copy to the FCC OMD. The transmittal letter should be addressed to the FCC OMD.	Dependent on completion of item 11.