

Contributor Revenue – Documentation for Auditors Checklist

Tips to Prepare for a Contributor Audit

- **Have key stakeholders available to answer questions.**
 - Person who prepares the FCC Form 499-A
 - Person knowledgeable about billing system(s)
 - Person knowledgeable about financial reporting processes and financial records
 - Person knowledgeable about the products your company offers
 - Person knowledgeable about assessing federal universal service fund charges to end-users
 - Person knowledgeable about Block 3 reporting

Completeness of Revenue

Documentation to support revenue completeness

- Financial statements
- General ledger
- Reconciliation of gross billed revenues from the FCC Form 499-A to the general ledger and financial statements

Block 3 Reporting

Documentation to support the accuracy of the carrier's carrier revenue classification

- Listing of reseller customers which includes legal name, Filer 499 ID, legal address, contact information, revenue amount, reported Form 499-A Line, description of specific products/services which are resold, and the date on which those products were purchased
- Documentation to support reseller classification, such as, but not limited to, annual reseller certificates, and/or other reliable proof in accordance with FCC rules and instructions. At the filer's discretion, the filer should certify reseller revenues in one of the following ways:
 - That all services purchased by the customer are or will be purchased for resale pursuant to the certificate ("entity-level certification")
 - That all services associated with a particular billing account, the account number for which the customer shall specify, are or will be purchased for resale pursuant to the certificate ("account-level certification")
 - That individual services specified by the customer are or will be purchased for resale pursuant to the certificate ("service-specific certification")
 - That all services except those specified either individually or as associated with a particular billing account, the account number(s) for which the customer shall specify, are or will be purchased for resale pursuant to the certificate wholesale customer (service-specific) and account number(s) for each wholesale customer (account-level)

Documentation to support the accuracy of other Block 3 revenues

- Carrier Access Billing System report
- Universal Service support revenue (should include amounts received for the High Cost and Lifeline mechanisms from state and federal programs)

Classification of Products

Documentation to support proper product classification

- Detailed description of products
- Documentation to crosswalk/map product revenues from financial records to the FCC Form 449-A
- Trial balance
- General ledger detail
- Methodology and data sets used for good-faith estimates

Jurisdiction Allocation

Documentation to support the allocation of jurisdictional revenue

- Traffic studies and minutes of use analyses
- Billing system reports
- Call Detail Records (CDRs)
- Methodology for good-faith estimates
- For private line revenues, a listing of circuits including the revenues generated by each circuit and the endpoints of each circuit
 - *Note:* The revenues in the listing should agree to amounts reported as private line revenues on the FCC Form 499-A.
- Documentation to support the jurisdiction classification of private line circuits, such as a traffic study, access service request forms noting percent interstate usage (PIU), documentation from customers certifying traffic carried over circuits, or any other reasonable means in accordance with FCC rules and instructions

USF Recovery

Documentation to support the revenue recovered for USF

- Listing of USF assessed products
- Billed revenue reports
- Customer listing
- Customer invoices
- General ledger detail (to include where state and/or federal USF is recorded)

Other

Other documentation to support the auditing process

- Organizational chart, including the filer's holding company and affiliates, if applicable



- *Note:* Common identifier information reported on Line 105 should be consistent with the Line 105 reporting of all affiliated entities that file an FCC Form 499-A.
- Policies and procedures regarding USF recovery, Form 499-A preparation, and carrier's carrier reporting
- Methodology for reporting bad debt
- Supporting documentation for Local Number Portability Administrator percentages reported on Lines 503 to 510