June 17, 2010

SUBJECT: Electronic Submission of Audited Financial Statements through the Data Collection System

TO: RUS Electric and Telecommunications Borrowers and Grantees
   Certified Public Accountants Auditing RUS Borrowers and Grantees

FROM: KENNETH M. ACKERMAN
      Assistant Administrator
      Program Accounting and Regulatory Analysis

On February 19, 2009, we began accepting the annual audit submissions for our borrowers electronically. We are pleased to inform you of recent upgrades to our system and to provide instructions on its use. Beginning immediately, RUS will begin accepting audit file submissions through the Data Collection System (DCS) currently used to submit Forms 7 and 12 and the Telecommunications Operating Report. Using the DCS will eliminate certain restrictions we encountered while accepting audits by email. There are no restrictions on file size and uploads are now handled through a secure server. The decision to file electronically is at the borrower’s discretion. A borrower may choose to continue to submit three paper copies of the audit under the provisions of 7 CFR Part 1773.3(c).

Electronic filings must still be in a Portable Document Format (PDF) using the following naming convention (AA1234-MMDDYYYY.pdf where AA1234 is the six digit alphanumeric borrower designation and MMDDYYYY is the audit as of date). All required components of the audited financial statement must be contained in one file including the auditor’s report, report on compliance and on internal control over financial reporting, and management letter. Access to DCS is dependent upon the user’s eAuth ID. If, upon review, the submission is determined to be incorrect or incomplete, the borrower will be asked to resubmit a new completed audit package.

If you have any questions or encounter any difficulty submitting your audits, contact Ms. Diana Alger at (202) 720-1905 or Ms. Gueck Lim at (202) 720-1922.

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