

# **Data Collection System (DCS)**

## **User's Guide to Completing The Telecom Operating Report (Formerly Form 479)**



Telecommunications Program  
Rural Development  
United State Department of Agriculture  
Version 2

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# DCS Tips & Resources for Getting Started

- The web address to begin the process of completing your Telecom Operating Report is: <https://dcs.sc.egov.usda.gov/>. Use the Internet Explorer browser to complete this online process. You will need to temporarily allow for popups for using our site to create a New Operating Report for 2007.
- **The deadline for completing your Operating Report for 2007 is April 21, 2008.** If you have specific questions regarding the filing deadline and or inquiries as whether you are required to file, please contact Roland Woodfolk at (202) 720-0803 or Richard Anderson at (202) 720-8818.
- To access the system as a user you must have already met with a USDA Field Administrator and been identity-proofed. In addition, one or two employees of the company you are completing the report for must be identified as a “Certifier” and “Security Administrator”. If you attempt to access the DCS web system before your Security Administrator has entered you into the system, you will get a message indicating that you have not been added to the system.
- Generally, the role of the user is to enter the company’s financial data, run checks for completeness of the data, entering notes on special items and to notify the company’s Certifier that the data is ready for his or her review and the data will need to be certified and officially submitted online.
- **If you are the designated “Certifier” and/or “Security Administrator” and you want to enter financial data, you must also be assigned the role of user as well. You may call the main Telecom contact for DCS at (202) 690-0525.**

## RESOURCES

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### DCS Site for Submitting a Report

<https://dcs.sc.egov.usda.gov/>

### DCS Information Update Site:

<http://www.usda.gov/rus/dcs> (Other Guides are available including instructions for the Security Administrator and Certifier)

### Finding Your General Field Representative:

<http://www.usda.gov/rus/telecom/staff/gfr-state-list.htm>

### USDA RD Telecom DCS Questions Contact:

Karen Priestly (202) 690-0525 Hrs. 7:00 am – 4:30 pm EDT  
(If you get voicemail, please state your name and telephone number clearly in a detailed message. Your call will be returned promptly.)  
Email: [karen.priestly@wdc.usda.gov](mailto:karen.priestly@wdc.usda.gov)

### Bulletin 1744-2 Part Explanations

<http://www.usda.gov/rus/telecom/publications/publications.htm>

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# DCS Roles Defined

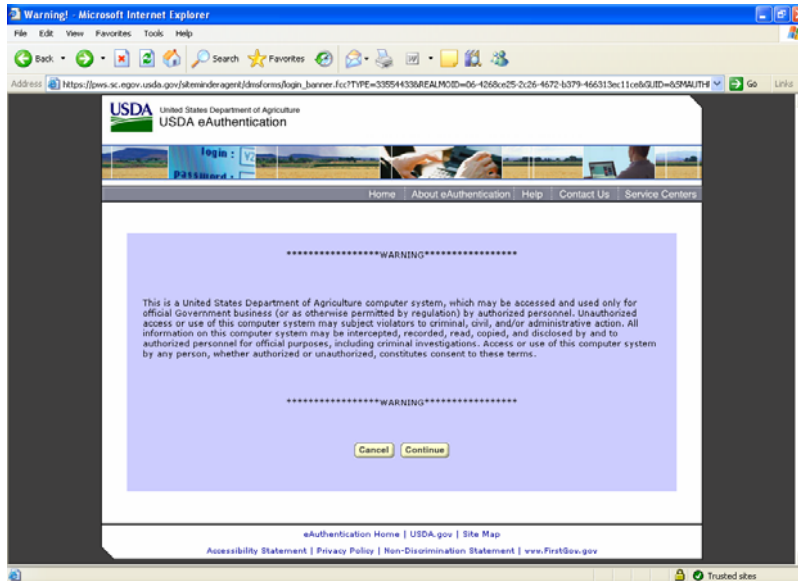
**The Certifier** is the person who is authorized to certify that a company's operating report is complete and accurate and that all obligations have been met. For Telecommunications Program borrowers, this person must be either the manager or an officer of the company. The Certifier role for a company will be assigned by a USDA employee to the person designated on Form 674; that person must have already received a Level 2 eAuthentication account before the role can be assigned.

**The Security Administrator** is the employee who is authorized to assign the roles of User or Reader to employees or others who need access to a company's data on DCS. Just like the Certifier, the Security Administrator role for a company will be assigned by a USDA employee to the person designated on Form 674; that person must have already received a Level 2 eAuthentication account before the role can be assigned. The Security Administrator is responsible for ensuring that user and reader roles are updated in the system as necessary.

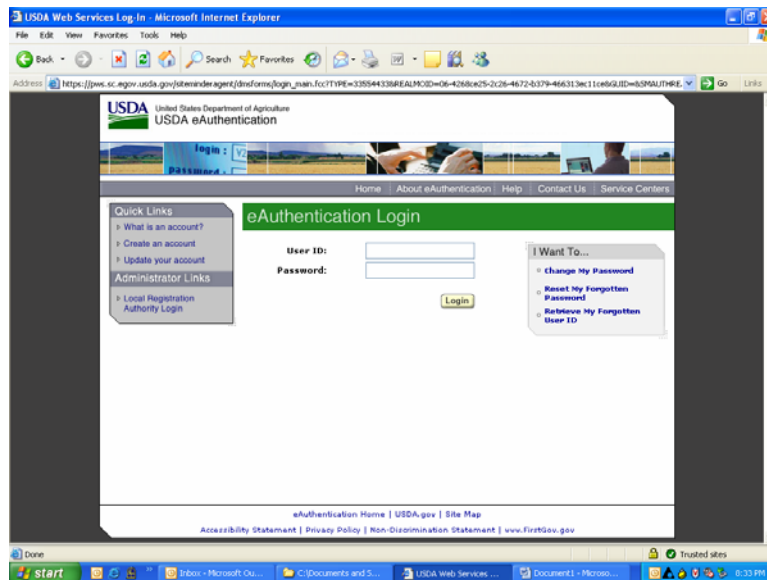
**Users and Readers** may include company employees as well as employees of an accounting firm or other consultants that may complete the report. Each person who will work on a company's report will be assigned roles as Users or Readers by the Security Administrator; however, they must first receive Level 2 eAuthentication accounts before the roles can be assigned.

# GETTING STARTED – Logging into the System

If you have been designated a user and have your user name and password ready you may begin the process of completing your 2007 Operating Report by using Internet Explorer to navigate to <https://dcs.sc.egov.usda.gov>. Your browser screen will be similar to this screen shot shown:



Click continue to advance to the actual login screen:

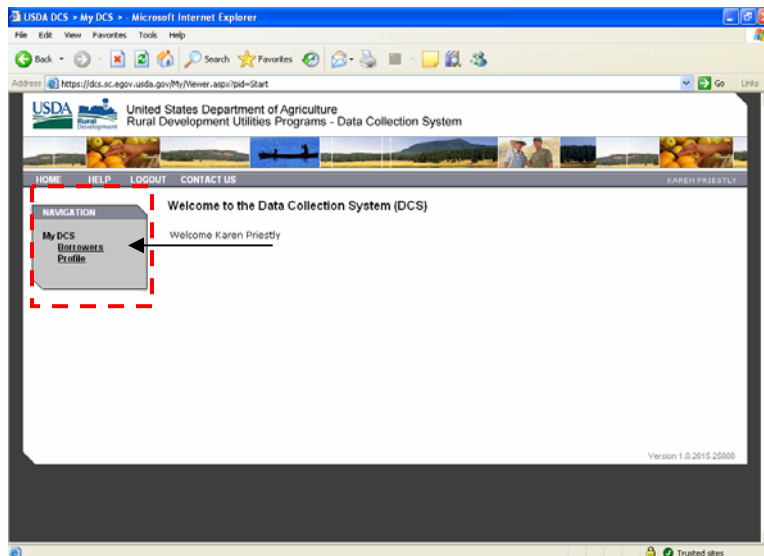


Type in your user ID (eAuth ID) and password (your eAuthId)

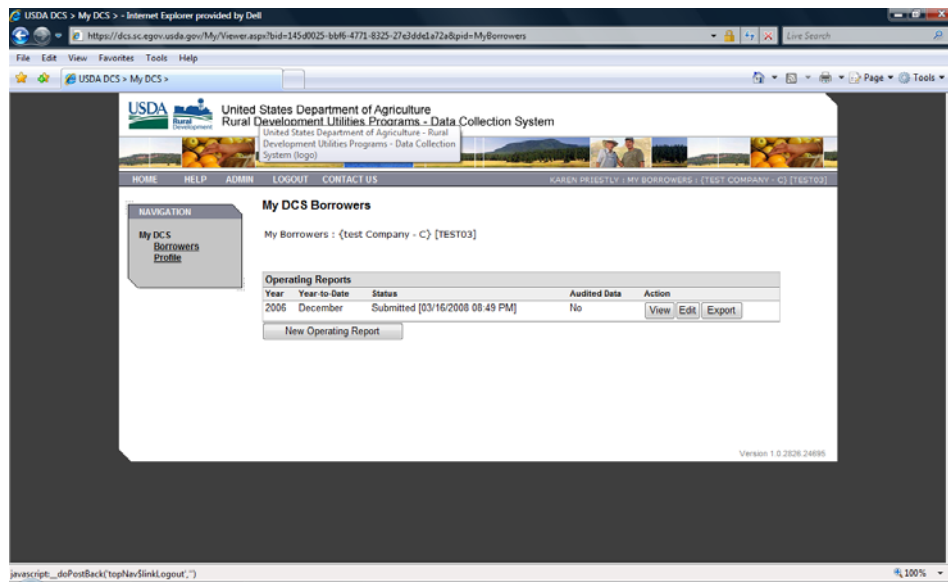
**Note:** If you attempt to login and you get a message indicating that you have not been added to the DCS System, you will need to refer to the **DCS Tips and Resources for Getting Started** section of this guide.

# Getting Started: Creating a 2007 Operating Report

As a user of the system you will come to the home screen shown



Inside the Navigation box on the left of your screen, click on the Borrowers link and you will navigate to your DCS Borrower's page where you will see your borrower's previous year reports. Users will have the option of editing and resubmitting the last three previous annual reports. Users who are completing a report for more than one company will have more than one company listed in this area.



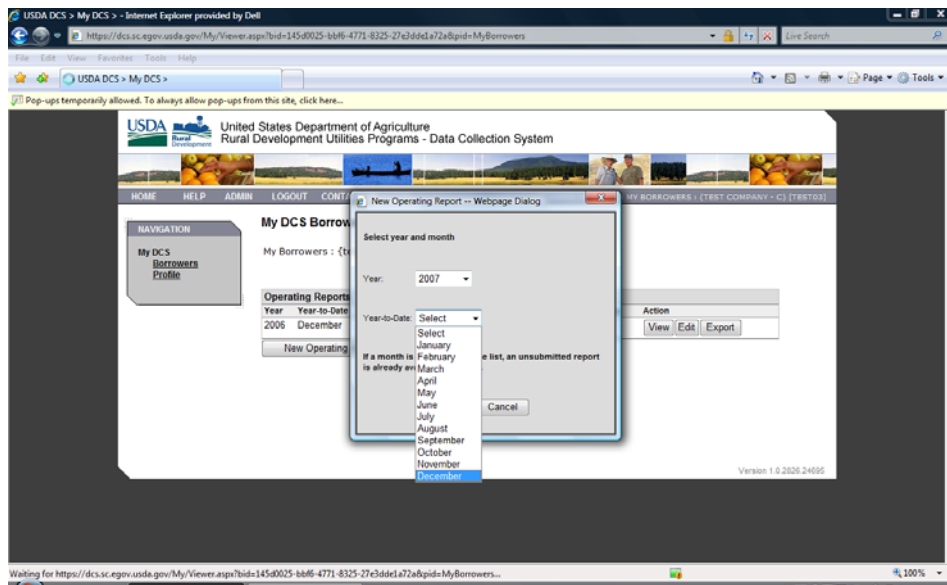
To create a 2007 Operating Report you will need to click the New Operating Report command button shown at the bottom of your list of reports.



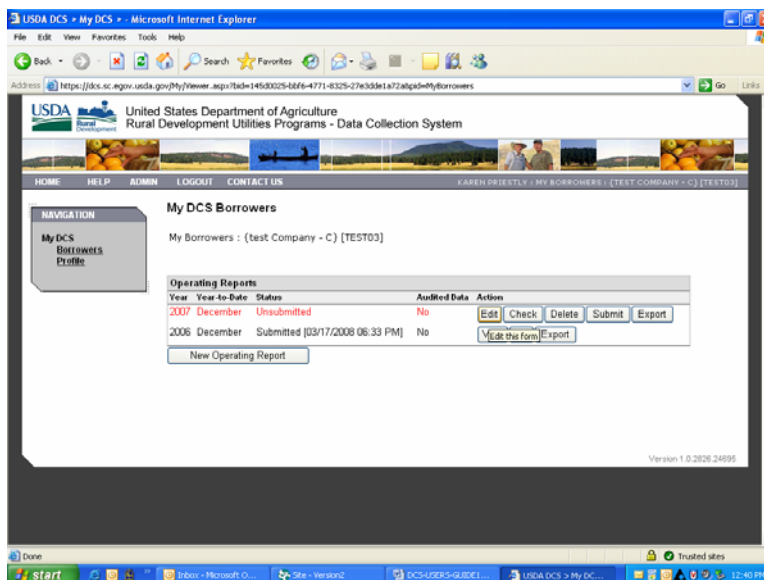
If you do not see a New Operating Report command button, then you will need to contact the main DCS telephone support number.

## Getting Started: Creating a 2007 Operating Report (Cont'd)

A dialog box will appear asking for you to specify a year, 2007, and a month, December, for annual reports. Note: If the dialog box does not appear as shown below, you may have a popup blocker in place and you may want to temporarily allow this window to create a new report.

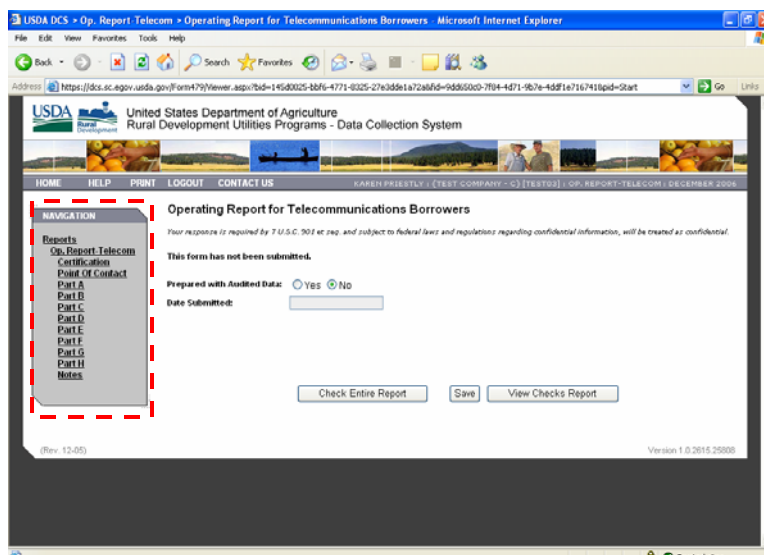


Once you have successfully created a new 2007 Operating Report you will see a new line in red for 2007. It is considered unsubmitted until the report is completed in full and your Certifier verifies the data and officially submits the report. To begin the process of entering data for 2007, you can now click the Edit command button for the 2007 line item. To edit previous years' reports, up to the previous three years, you can click the Edit button for any of these years. Any edits to previous reports require that year to be certified and resubmitted. Annual data for 2007 cannot be submitted at this time.

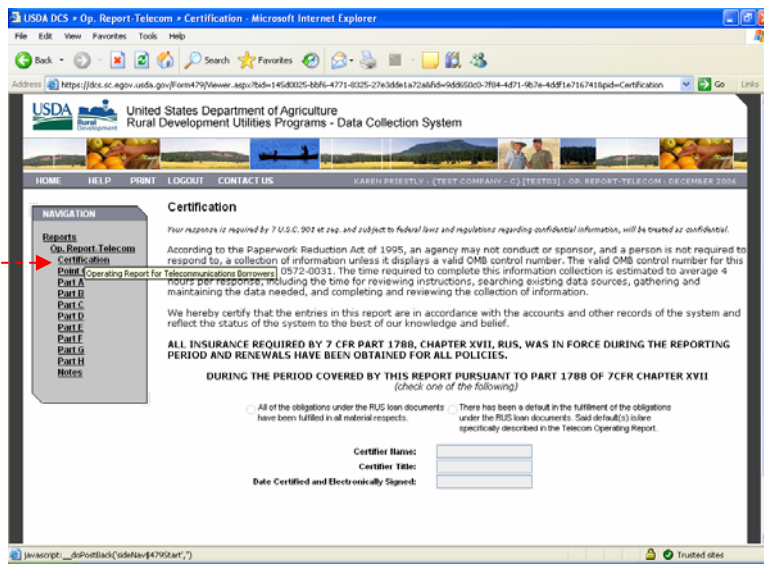


# Inside the 2007 Operating Report

When inside the Operating Report you will be on the status page of the report. The status page shows if the report has been submitted and the date it was submitted. For newly created reports this information will be blank.



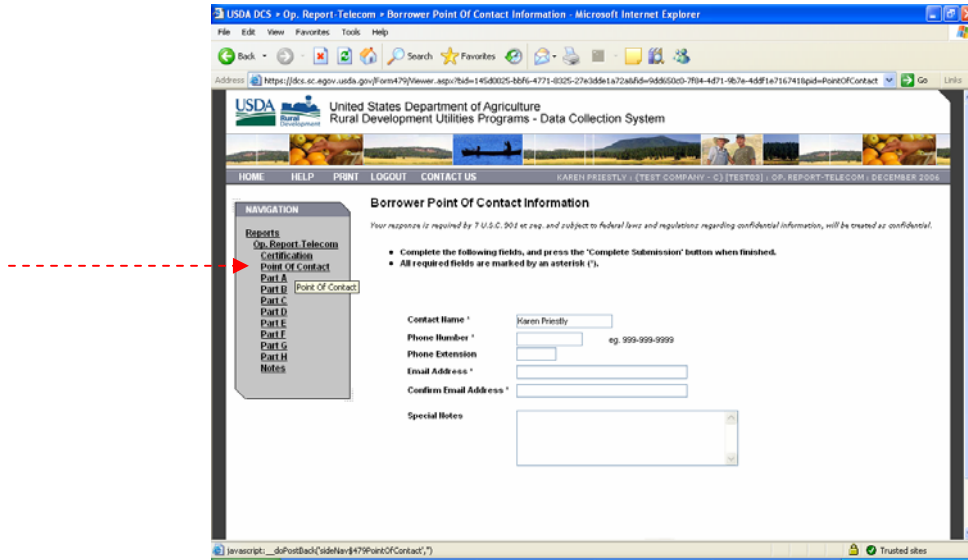
Using the subsequent links inside the left Navigation box you can navigate to the Certification page that will be completed by the company's Certifier. It will be grey for general users of the system and available for use by the Certifier only. This page will be used by the certifier after all of the data for the submission has been entered.





# Inside the 2007 Operating Report (Cont'd)

Next is the Borrower Point of Contact Information page which should be updated by the user who is entering data into the system for the company. This data cannot be entered by the Certifier. This user will be able to answer questions about the data entered.



The next links in the left Navigation box are the Operating Report Parts A – H along with a section for special notes.

# Completing the Operating Report – Parts A-H & Notes

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## ***Part A - Balance Sheet***

If you are returning borrower, you will notice in Part A that your 2006 figures will appear in the Balance Prior Year column. Any 2006 data shown cannot be edited here. To edit 2006 data you must go to the report listing and select to edit the allowable years. If you are a new borrower then this part of the form will appear blank. In addition checking one of the obligation boxes at the beginning of Part A you will need to complete lines items 1 – 59 and your Total Equity will appear.

### **Quick Edit Tips**

- Do not enter zeros for line items. If you leave the line item blank, this will automatically be calculated at zero.
- Save your work often by clicking the Save button at the bottom of this part.
- To advance to another part of the form, remember to save the work completed on the current part and click Next. **DO NOT USE THE BACK BUTTON.**
- You may refer to Bulletin 1744-2 for line item definitions.
- Go to sample Part A.

## ***Part B - Statements of Income and Retained Earnings or Margins***

If you are returning borrower, you will notice in Part B that your 2006 figures will appear in the Prior Year column. Any 2006 data shown cannot be edited here. To edit 2006 data you must go to the report listing and select to edit the allowable years. If you are a new borrower then this form will appear blank.

Complete data for line items 1 – 48.

### **Quick Edit Tips**

- Do not enter zeros for line items. If you leave the line item blank, this will automatically be calculated at zero.
- Save your work often by clicking the Save button at the bottom of this part.
- To advance to another part of the form, remember to save the work completed on the current part and click Next. **DO NOT USE THE BACK BUTTON.**
- You may refer to Bulletin 1744-2 for line item definitions.
- Go to sample Part B.

## ***Part C - Subscriber (Access Line), Route Mile, & High Speed Data Information***

Add your Subscriber data per exchange by clicking the Add New Exchange button. A blank line will be inserted under the Mobile Wireless and Route Mileage line. Double-click the blank line to complete the data form.

### **Quick Edit Tips**

- To advance to another part of the form, remember to save the work completed on the current part and then click Next. **DO NOT USE THE BACK BUTTON.**
- You may refer to amended Part C comments in Appendix A.
- Go to sample Part C.

# Completing the Operating Report – Parts A-H & Notes (Cont'd)

## Part D - System Data

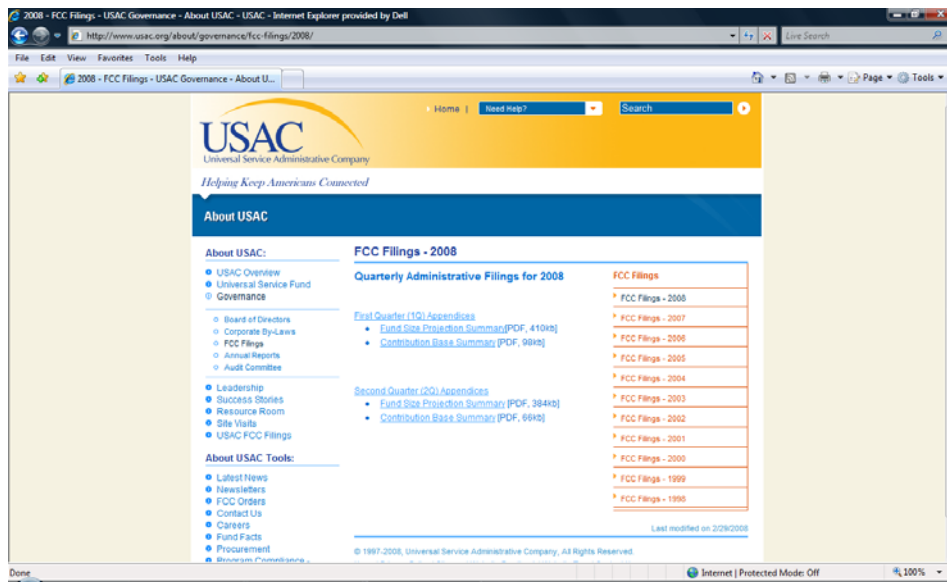
Complete line items 1 – 5.

### Quick Edit Tips

- Save your work often by clicking the Save button at the bottom of this part.
- To advance to another part of the form, remember to save the work completed on the current part and click Next. DO NOT USE THE BACK BUTTON.
- You may refer to Bulletin 1744-2 for line item definitions.
- Go to sample Part D.

## Part E - Toll Data

Complete your Toll Data by clicking the Add a New Row button. To complete Toll Data refer to <http://www.usac.org>.



For specific Toll Data questions, you may contact John Huslig at (202) 690-4493 or email him with questions at [john.huslig@wdc.usda.gov](mailto:john.huslig@wdc.usda.gov).

### Quick Edit Tips

- Save your work often by clicking the Save button at the bottom of this part.
- To advance to another part of the form, remember to save the work completed on the current part and click Next. DO NOT USE THE BACK BUTTON.
- Go to sample Part E.

## **Completing the Operating Report – Parts A-H & Notes (Cont'd)**

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### ***Part F - Funds Invested In Plant During Year***

Complete line items 1 - 8.

#### **Quick Edit Tips**

- Save your work often by clicking the Save button at the bottom of this part.
- To advance to another part of the form, remember to save the work completed on the current part and click Next. **DO NOT USE THE BACK BUTTON.**
- You may refer to Bulletin 1744-2 for line item definitions.
- Go to sample Part F.

### ***Part G - Investments in Affiliated Companies***

Complete line items 1-2.

#### **Quick Edit Tips**

- Save your work often by clicking the Save button at the bottom of this part.
- To advance to another part of the form, remember to save the work completed on the current part and click Next. **DO NOT USE THE BACK BUTTON.**
- You may refer to Bulletin 1744-2 for line item definitions.
- Go to sample Part G.

### ***Part H - Current Depreciation Rates***

Check whether your Corporation's depreciation rates are approved by the regulatory authority with jurisdiction over the provision of telephone services. Complete line items 1 - 26.

#### **Quick Edit Tips**

- Save your work often by clicking the Save button at the bottom of this part.
- To advance to another part of the form, remember to save the work completed on the current part and click Next. **DO NOT USE THE BACK BUTTON.**
- You may refer to Bulletin 1744-2 for line item definitions.
- Go to sample Part H.

### ***Notes to the Operating Report for Telecommunications Borrowers***

Provide any necessary explanations here. Cite part and line item numbers for quick referencing.

#### **Quick Edit Tips**

- Save your work often by clicking the Save button at the bottom of this part.

# Completing the Operating Report – Running Checks

## Run Checks by Part or Check Entire Report

Report checks can be run by part or for the entire report. The Run Checks button is found at the bottom of each part of the report. Errors found will be displayed in red, and must be corrected. Warnings must be explained by clicking the Add button to right of the Warning item.

**Operating Report for Telecommunications Borrowers**

Your response is required by 7 U.S.C. 901 et seq. and subject to federal laws and regulations regarding confidential information, will be treated as confidential.

This form has not been submitted.

Prepared with Audited Data:  Yes  No

Date Submitted:

**All errors must be corrected and all warnings must be explained before the form can be submitted for review.**

Type	Check Key	Description	Explanation
<b>Part A: Balance Sheet</b>			
▼	20	"Line 1. Cash and Equivalents End of Period" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	80	"Line 10. Total Current Assets End of Period" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	100	"Line 17. Total Noncurrent Assets End of Period" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	120	"Line 18. Telecom. Plant-in-Service End of Period" [empty] must be greater than 0 (zero). If not, you will not be able to file the Telecom Operating Report.	<a href="#">Add</a>
▼	220	"Line 23. Net Report.	<a href="#">Add</a>
▼	240	"Line 24. Total Operating Re	<a href="#">Add</a>
▼	280	"Line 29. Current Mat. L/T Debt End of Period" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	340	"Line 35. Total Current Liabilities End of Period" [0] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	480	"Line 46. Total Long-Term Debt End of Period" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	630	"Line 56. Patronage Capital Credits End of Period" [empty] is generally greater than 0 (zero) for Cooperatives.	<a href="#">Add</a>
▼	720	"Line 59. Total Liabilities and Equity End of Period" [0] is generally greater than 0 (zero).	<a href="#">Add</a>
<b>Part B: Statements of Income and Retained Earnings or Margins</b>			
▼	770	"Line 1. Local Network Services Revenues This Year" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	790	"Line 7. Net Operating Revenues This Year" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	910	"Line 14. Total Operating Expenses This Year" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	950	"Line 20. Total Operating Taxes This Year" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	990	"Line 26. Total Fixed Charges This Year" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
▼	1010	"Line 31. Total Net Income or Margins This Year" [empty] is generally greater than 0 (zero). Explain the reasons for the net loss.	<a href="#">Add</a>
▼	1210	"Line 44. Annual Debt Service Payments This Year" [empty] is generally greater than 0 (zero).	<a href="#">Add</a>
<b>Part C: Subscriber (Access Line), Route Mile, &amp; High Speed Data Information</b>			
▼	1250	The total number of exchanges for your organization should be entered here and must be greater than zero. If not, you will not be able to file the Telecom Operating Report.	<a href="#">Add</a>
<b>Part D: System Data</b>			
No Errors or Warnings			
<b>Part E: Toll Data</b>			
No Errors or Warnings			
<b>Part F: Funds Invested In Plant During Year</b>			
▼	1500	"Line 8. Gross Additions to Telecom. Plant (1 thru 7)" [empty] is generally greater than zero.	<a href="#">Add</a>
<b>Part G: Investments In Affiliated Companies</b>			
No Errors or Warnings			
<b>Part H: Current Depreciation Rates</b>			
▼	1780	Question at beginning of Part H. You must answer either Yes or No to this question. If not, you will not be able to file the Telecom Operating Report.	<a href="#">Add</a>
<b>Cross Checks</b>			
No Errors or Warnings			

(Rev. 12-05) Version 1.0.2630.27189

## Next Step for the User and Certifier

The next step for the user is to confirm that all errors have been corrected and that warning explanations have been provided. Also, the user must ensure that the Point of Contact Information is complete and then inform the Certifier that the report is available for review and submission.

The Certifier is required to log into the DCS system and use the certification features available to them as the Certifier. The Certifier must select whether all of the obligations have been met or there has been a default. Finally, the Certifier must click the Certify button and click the Save button.

USDA DCS > Op. Report-Telecom > Certification - Microsoft Internet Explorer

United States Department of Agriculture  
Rural Development Utilities Programs - Data Collection System

HOME HELP PRINT LOGOUT CONTACT US

NAVIGATION

Reports  
Op. Report-Telecom  
Certification  
Point of Contact  
Part A  
Part B  
Part C  
Part D  
Part E  
Part F  
Part G  
Part H  
Notes

**Certification**

Your response is required by 7 U.S.C. 901 et seq. and subject to Federal laws and regulations regarding confidential information, will be treated as confidential.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0031. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

We hereby certify that the entries in this report are in accordance with the accounts and other records of the system and reflect the status of the system to the best of our knowledge and belief.

**ALL INSURANCE REQUIRED BY 7 CFR PART 178B, CHAPTER XVII, RUS, WAS IN FORCE DURING THE REPORTING PERIOD AND RENEWALS HAVE BEEN OBTAINED FOR ALL POLICIES.**

**DURING THE PERIOD COVERED BY THIS REPORT PURSUANT TO PART 178B OF 7CFR CHAPTER XVII**  
(check one of the following)

All of the obligations under the RUS loan documents have been fulfilled in all material respects.  There has been a default in the fulfillment of the obligations under the RUS loan documents. See default(s) state specifically described in the Telecom Operating Report.

Certifier Name: Karen Priestly  
Certifier Title:  
Date Certified and Electronically Signed:  
 Certify  Uncertify

start | Inbox - Microsoft Out... | DCS\USERS\GIBDEI... | USDA DCS > Op. Rep... | 6:24 AM

The signature dialog box will appear providing the option to electronic sign the form as the certifier.

USDA DCS > Op. Report-Telecom > Certification - Microsoft Internet Explorer

Point of Contact  
Part A  
Part B  
Part C  
Part D  
Part E  
Part F  
Part G  
Part H  
Notes

**Confirmation Message - Web Page Dialog**

You are hereby providing your electronic signature and, by so doing, are certifying that the above statements are true and that you are in effect signing the form as complete and accurate to the best of your knowledge.

I want to electronically sign the form | I do not want to electronically sign the form

Save

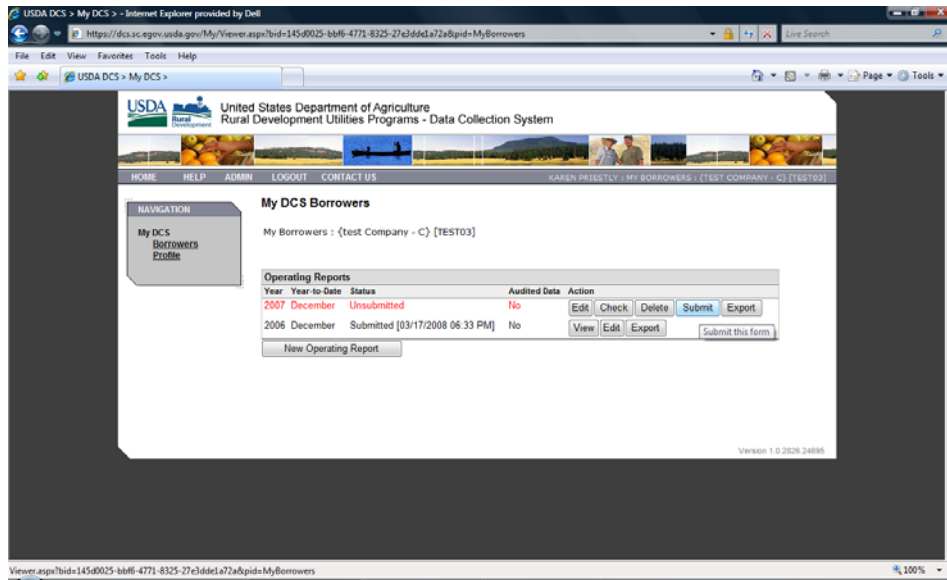
All errors must be corrected and all warnings must be explained before the form can be submitted for review.

Part A: Balance Sheet  
Part B: Statements of Income and Retained Earnings or Margins  
Part C: Subscriber (Access Line), Route Mile, & High Speed Data Information  
Part D: System Data  
Part E: Toll Data  
Part F: Funds Invested in Plant During Year  
Part G: Investments in Affiliated Companies

start | Inbox - Microsoft Out... | DCS\USERS\GIBDEI... | Internet Explorer | C:\Documents and Se... | 6:47 AM

The Certifier will then need to click the Reports link inside the Navigation box and in the list of reports there is a submit report button for 2007. Refer to the screen shot on the next page.

# Final Certification Steps



## Quick Certification Tips

- All errors and warnings must be corrected or explained before the Certifier can submit the report.
- Certifier must select appropriate Obligations statement.
- Click Certify.
- Click Save.
- Electronically sign the form.
- Go to the Reports list and click the Submit button for the 2007 report.
- If you have been editing data from prior years, you must also certify and submit the report in the same manner.

# Appendix A – Part C Amended

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## Amended Part C Comments

Part C is divided into four sections:

1. Rates, 2. Subscribers (Access Lines), 3. Route Miles and 4. Broadband Service with subheadings over columns for local rates, subscriber data, route mileage information and broadband service information. Each column has been lettered, i.e., (a), (b), (c), etc..., for reference purposes. When using the electronic form exchange data may be entered continuously up to the maximum number of lines provided. Continuation sheets will be generated as needed when printing. Regardless of the number of exchanges the totals for all exchanges will be shown on the Total line on page 3. The information to be included in Part C should be that shown in the records of the borrower at the end of the period.

### **EXCHANGE:**

Insert the name of each exchange. Use abbreviations where necessary. Do not use exchange dial prefix.

### **Section 1. Rates**

Column 1(a). B-1, Rates:

Insert, by exchange, the average local service rate for one-party business subscribers.

### **Column 1(b). R-1, Rates:**

Insert, by exchange, the average local service rate for one-party residential subscribers.

### **Section 2. Subscriber (Access Line) Data:**

Subscriber is defined by RUS to mean the same as Access Line. Access Line means a transmission path between user terminal equipment and a switching center that is used for local exchange service. This definition should be used for reporting the following subscriber data.

### **Column 2(a). BUSINESS:**

Insert, by exchange, the number of business subscribers. PBX trunks and Key lines should also be included here.

### **Column 2(b). RESIDENTIAL:**

Insert, by exchange, the number of residence subscribers.

### **Column 2(c). TOTAL**

Insert, by exchange, the total number of subscribers (sum of columns 2(a) and 2(b)). If applicable, insert the total number of mobile wireless subscribers served on the line which has the words Mobile Wireless entered in place of an exchange name. Include mobile subscribers served by cellular, PCS, or any other means in this figure; do not include any fixed wireless subscribers as mobile subscribers.

### **Section 3. Route Mile Data:**

Column 3(a). ROUTE MILES, TOTAL (INCLUDING FIBER)

Insert the total number of route miles (to the nearest mile) of operating plant facilities including drop wire in the exchange. One route mile may consist of:

1. One mile of roadway with any combination of outside plant facilities on any number of rights-of-way.



## Appendix A – Part C Amended (Cont'd)

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2. One mile of a cross country route with any combination of outside plant facilities.
3. One mile of point-to-point microwave or radio link.
4. One mile of plant on either side of a limited access highway or natural barrier, such as a navigable waterway.

One mile of joint use line where the borrower either owns the facility or leases space.

### **Column 3(b). ROUTE MILES, FIBER**

Insert the total number of route miles (to the nearest mile) in the exchange served by fiber facilities. This figure is included in the total route mile figure in column 3(a).

PLEASE NOTE: A line has also been provided for recording total route miles of line OUTSIDE exchange areas. These miles will be included in the TOTAL for the system.

### **Section 4. Broadband Services Data**

Note: In columns (a) through (g), include the number of broadband subscribers, upload and download speeds, price per month, type of affiliated ISP offering broadband services that substantially use borrower-owned facilities to provide the broadband service to endusers. Please provide a notation in the report regarding the extent that reported broadband services are provided by an affiliate or non-affiliated companies.

#### **Column 4(a). No. Access lines with Broadband available**

Insert the total number of access lines in the exchange on which broadband service is available for subscription. Normally, this number will not exceed the total subscribers reported in Part C., Column 2(c).

#### **Column 4(b). No. of Broadband Subscribers**

Insert the total number of broadband subscriber in the exchange. To the extent the information is known by the borrower, report the number of broadband subscribers served by any affiliated or non-affiliated ISP offering broadband services that substantially use borrower-owned facilities to provide the broadband service to end-users.

Note: Insert in Columns (c) through (g) only information relating to Details on the Least Expensive Broadband Service offered.

#### **Column 4(c). No. of Subscribers**

Insert the number of subscribers to the least expensive broadband service offered in the exchange.

#### **Column 4(d). Advertised Download Rate (Kbps)**

Select the advertised download speed from the dropdown table that most closely matches the download speed of the least expensive service offered.

## Appendix A – Part C Amended (Cont'd)

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### **Column 4(e). Advertised Upload Rate (Kbps)**

Select the advertised upload speed from the dropdown table that most closely matches the upload speed of the least expensive service offered.

### **Column 4(f). Standalone/Package**

Select from the dropdown table to indicate whether the least expensive service offered is either a standalone or packaged service. Packaged broadband services are those only available at the specified price if the broadband customer also subscribes to voice grade telephone service. Examples of packaged services are DSL with voice grade service and wholesale line-shared DSL. Standalone broadband services are those services that do not require subscription to telephone service as a condition of receiving the broadband service. Examples of standalone services are T-1s, dedicated line SDSL, naked DSL, coax cable modem service, fiber based data services without voice, broadband over powerline, etc.

### **Column 4(g). Type of Technology**

Select from the dropdown table the most predominant technology subscribed to as the least expensive broadband service in the exchange. If multiple technologies are used to provide the least expensive service, report in the notes section the alternate technologies deployed in each exchange.

<p>USDA-RUS</p> <p><b>OPERATING REPORT FOR TELECOMMUNICATIONS BORROWERS</b></p>	<p><i>This data will be used by RUS to review your financial situation. Your response is required by 7 U.S.C. 901 et seq. and, subject to federal laws and regulations regarding confidential information, will be treated as confidential.</i></p> <p>BORROWER NAME</p>
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<p><i>INSTRUCTIONS-Submit report to RUS within 30 days after close of the period. For detailed instructions, see RUS Bulletin 1744-2. Report in whole dollars only.</i></p>	<p>PERIOD ENDING</p>	<p>BORROWER DESIGNATION</p>
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**CERTIFICATION**

*We hereby certify that the entries in this report are in accordance with the accounts and other records of the system and reflect the status of the system to the best of our knowledge and belief.*

**ALL INSURANCE REQUIRED BY 7 CFR PART 1788, CHAPTER XVII, RUS, WAS IN FORCE DURING THE REPORTING PERIOD AND RENEWALS HAVE BEEN OBTAINED FOR ALL POLICIES.**

**DURING THE PERIOD COVERED BY THIS REPORT PURSUANT TO PART 1788 OF 7CFR CHAPTER XVII**  
(Check one of the following)

All of the obligations under the RUS loan documents have been fulfilled in all material respects.

There has been a default in the fulfillment of the obligations under the RUS loan documents. Said default(s) is/are specifically described in the Telecom Operating Report

\_\_\_\_\_  
DATE

**PART A. BALANCE SHEET**

	BALANCE PRIOR YEAR	BALANCE END OF PERIOD	LIABILITIES AND STOCKHOLDERS' EQUITY	BALANCE PRIOR YEAR	BALANCE END OF PERIOD
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
1. Cash and Equivalents			25. Accounts Payable		
2. Cash-RUS Construction Fund			26. Notes Payable		
3. Affiliates:			27. Advance Billings and Payments		
a. Telecom, Accounts Receivable			28. Customer Deposits		
b. Other Accounts Receivable			29. Current Mat. L/T Debt		
c. Notes Receivable			30. Current Mat. L/T Debt-Rur. Dev.		
4. Non-Affiliates:			31. Current Mat.-Capital Leases		
a. Telecom, Accounts Receivable			32. Income Taxes Accrued		
b. Other Accounts Receivable			33. Other Taxes Accrued		
c. Notes Receivable			34. Other Current Liabilities		
5. Interest and Dividends Receivable			<b>35. Total Current Liabilities (25 thru 34)</b>		
6. Material-Regulated			<b>LONG-TERM DEBT</b>		
7. Material-Nonregulated			36. Funded Debt-RUS Notes		
8. Prepayments			37. Funded Debt-RTB Notes		
9. Other Current Assets			38. Funded Debt-FFB Notes		
<b>10. Total Current Assets (1 Thru 9)</b>			39. Funded Debt-Other		
<b>NONCURRENT ASSETS</b>			40. Funded Debt-Rural Develop. Loan		
11. Investment in Affiliated Companies			41. Premium (Discount) on L/T Debt		
a. Rural Development			42. Reacquired Debt		
b. Nonrural Development			43. Obligations Under Capital Lease		
12. Other Investments			44. Adv. From Affiliated Companies		
a. Rural Development			45. Other Long-Term Debt		
b. Nonrural Development			<b>46. Total Long-Term Debt (36 thru 45)</b>		
13. Nonregulated Investments			<b>OTHER LIAB. &amp; DEF. CREDITS</b>		
14. Other Noncurrent Assets			47. Other Long-Term Liabilities		
15. Deferred Charges			48. Other Deferred Credits		
16. Jurisdictional Differences			49. Other Jurisdictional Differences		
<b>17. Total Noncurrent Assets (11 thru 16)</b>			50. Total Other Liabilities and Deferred Credits (47 thru 49)		
<b>PLANT, PROPERTY, AND EQUIPMENT</b>			<b>EQUITY</b>		
18. Telecom, Plant-in-Service			51. Cap. Stock Outstand. & Subscribed		
19. Property Held for Future Use			52. Additional Paid-in-Capital		
20. Plant Under Construction			53. Treasury Stock		
21. Plant Adj., Nonop. Plant & Goodwill			54. Membership and Cap. Certificates		
22. Less Accumulated Depreciation			55. Other Capital		
<b>23. Net Plant (18 thru 21 less 22)</b>			56. Patronage Capital Credits		
<b>24. TOTAL ASSETS (10+17+23)</b>			57. Retained Earnings or Margins		
			<b>58. Total Equity (51 thru 57)</b>		
			<b>59. TOTAL LIABILITIES AND EQUITY (35+46+50+58)</b>		

Total Equity = % of Total Assets

**OPERATING REPORT FOR  
TELECOMMUNICATIONS BORROWERS**

PERIOD ENDING

INSTRUCTIONS- See RUS Bulletin 1744-2

**PART B. STATEMENTS OF INCOME AND RETAINED EARNINGS OR MARGINS**

ITEM	PRIOR YEAR	THIS YEAR
1. Local Network Services Revenues		
2. Network Access Services Revenues		
3. Long Distance Network Services Revenues		
4. Carrier Billing and Collection Revenues		
5. Miscellaneous Revenues		
6. Uncollectible Revenues		
<b>7. Net Operating Revenues (1 thru 5 less 6)</b>		
8. Plant Specific Operations Expense		
9. Plant Nonspecific Operations Expense (Excluding Depreciation & Amortization)		
10. Depreciation Expense		
11. Amortization Expense		
12. Customer Operations Expense		
13. Corporate Operations Expense		
<b>14. Total Operating Expenses (8 thru 13)</b>		
15. Operating Income or Margins (7 less 14)		
16. Other Operating Income and Expenses		
17. State and Local Taxes		
18. Federal Income Taxes		
19. Other Taxes		
<b>20. Total Operating Taxes (17+18+19)</b>		
21. Net Operating Income or Margins (15+16-20)		
22. Interest on Funded Debt		
23. Interest Expense - Capital Leases		
24. Other Interest Expense		
25. Allowance for Funds Used During Construction		
<b>26. Total Fixed Charges (22+23+24-25)</b>		
27. Nonoperating Net Income		
28. Extraordinary Items		
29. Jurisdictional Differences		
30. Nonregulated Net Income		
<b>31. Total Net Income or Margins (21+27+28+29+30-26)</b>		
32. Total Taxes Based on Income		
33. Retained Earnings or Margins Beginning-of-Year		
34. Miscellaneous Credits Year-to-Date		
35. Dividends Declared (Common)		
36. Dividends Declared (Preferred)		
37. Other Debits Year-to-Date		
38. Transfers to Patronage Capital		
<b>39. Retained Earnings or Margins End-of-Period [(31+33+34) - (35+36+37+38)]</b>		
40. Patronage Capital Beginning-of-Year		
41. Transfers to Patronage Capital		
42. Patronage Capital Credits Retired		
<b>43. Patronage Capital End-of-Year (40+41-42)</b>		
44. Annual Debt Service Payments		
45. Cash Ratio [(14+20-10-11) / 7]		
46. Operating Accrual Ratio [(14+20+26) / 7]		
47. TIER [(31+26) / 26]		
48. DSCR [(31+26+10+11) / 44]		





USDA-RUS <b>OPERATING REPORT FOR          TELECOMMUNICATIONS BORROWERS</b>	BORROWER DESIGNATION  PERIOD ENDING
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INSTRUCTIONS- See RUS Bulletin 1744-2

**PART D. SYSTEM DATA**

1. No. Plant Employees	2. No. Other Employees	3. Square Miles Served	4. Access Lines per Square Mile	5. Subscribers per Route Mile
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**PART E. TOLL DATA**

1. Study Area ID Code(s)  a. _____ b. _____ c. _____ d. _____ e. _____ f. _____ g. _____ h. _____ i. _____ j. _____	2. Types of Toll Settlements (Check one)  Interstate: <input type="checkbox"/> Average Schedule <input type="checkbox"/> Cost Basis  Intrastate: <input type="checkbox"/> Average Schedule <input type="checkbox"/> Cost Basis
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**PART F. FUNDS INVESTED IN PLANT DURING YEAR**

1. RUS, RTB, & FFB Loan Funds Expended	
2. Other Long-Term Loan Funds Expended	
3. Funds Expended Under RUS Interim Approval	
4. Other Short-Term Loan Funds Expended	
5. General Funds Expended (Other than Interim)	
6. Salvaged Materials	
7. Contribution in Aid to Construction	
8. Gross Additions to Telecom. Plant (1 thru 7)	

**PART G. INVESTMENTS IN AFFILIATED COMPANIES**

INVESTMENTS  (a)	CURRENT YEAR DATA		CUMULATIVE DATA		
	Investment This Year (b)	Income/Loss This Year (c)	Cumulative Investment To Date (d)	Cumulative Income/Loss To Date (e)	Current Balance (f)
1. Investment in Affiliated Companies - Rural Development					
2. Investment in Affiliated Companies - Nonrural Development					

<p>USDA-RUS</p> <p><b>OPERATING REPORT FOR TELECOMMUNICATIONS BORROWERS</b></p>	<p>BORROWER DESIGNATION</p> <hr/> <p>PERIOD ENDING</p>
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**PART H. CURRENT DEPRECIATION RATES**

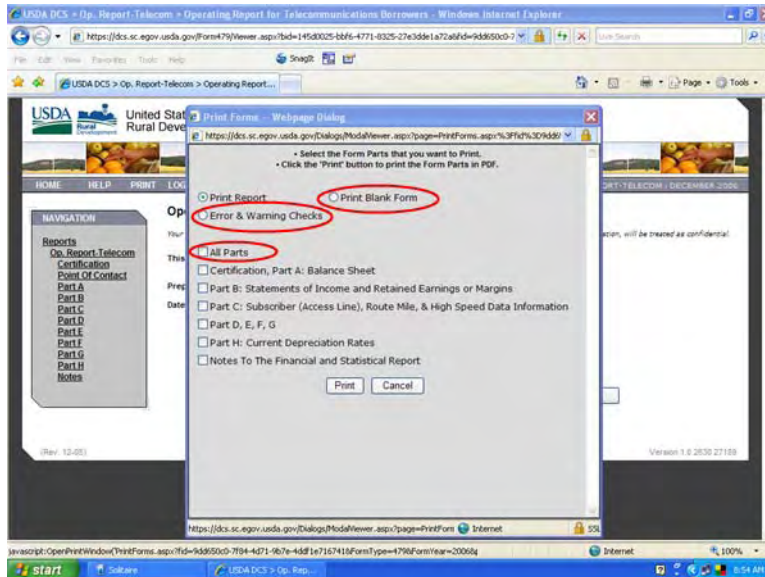
Are corporation's depreciation rates approved by the regulatory authority with jurisdiction over the provision of telephone services? (Check one)  YES  NO

EQUIPMENT CATEGORY	DEPRECIATION RATE
1. Land and support assets - Motor Vehicles	
2. Land and support assets - Aircraft	
3. Land and support assets - Special purpose vehicles	
4. Land and support assets - Garage and other work equipment	
5. Land and support assets - Buildings	
6. Land and support assets - Furniture and Office equipment	
7. Land and support assets - General purpose computers	
8. Central Office Switching - Digital	
9. Central Office Switching - Analog & Electro-mechanical	
10. Central Office Switching - Operator Systems	
11. Central Office Transmission - Radio Systems	
12. Central Office Transmission - Circuit equipment	
13. Information origination/termination - Station apparatus	
14. Information origination/termination - Customer premises wiring	
15. Information origination/termination - Large private branch exchanges	
16. Information origination/termination - Public telephone terminal equipment	
17. Information origination/termination - Other terminal equipment	
18. Cable and wire facilities - Poles	
19. Cable and wire facilities - Aerial cable - Metal	
20. Cable and wire facilities - Aerial cable - Fiber	
21. Cable and wire facilities - Underground cable - Metal	
22. Cable and wire facilities - Underground cable - Fiber	
23. Cable and wire facilities - Buried cable - Metal	
24. Cable and wire facilities - Buried cable - Fiber	
25. Cable and wire facilities - Conduit systems	
26. Cable and wire facilities - Other	



# Printing Your 2007 Report for Reference

While inside your 2007 Operating Report, to print you can click on the Print link shown in the horizontal link bar at the top of every page. You have the option of printing a blank report, printing the form in parts or printing the entire form. You can also print an Error and Warning Checks report as a tool for correcting errors and warnings.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Utilities Service

**Bulletin 1744-2**

**SUBJECT:** Instructions For Preparing Financial and Statistical Reports For Telecommunications Borrowers, Form 479

**TO:** All RUS Telecommunications Borrowers

**EFFECTIVE DATE :** Date of Approval.

**EXPIRATION DATE:** Four years from date of approval.

**OFFICE OF PRIMARY INTEREST:** Assistant Administrator - Telecommunications Program

**INSTRUCTIONS:** This bulletin revises Bulletin 1744-2, Instructions for Preparing Financial and Statistical Reports for Telecommunications Borrowers, Form 479, dated December 22, 1995.

**PURPOSE:** To provide instructions for all Telecommunications borrowers required to submit operating reports to RUS (Form 479). These instructions implement the reporting requirements in the borrowers' mortgage agreements with RUS.

3/5/01

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**Date**

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**Assistant Administrator  
Telecommunications Program**

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## 1. GENERAL

1.1 The Financial and Statistical Report makes available to RUS information for analyses in connection with the security of Government loan funds. It is believed that this report, when supplemented by such additional information as may be desired by an individual borrower, will also be of great assistance to boards of directors and managers of the system in successfully coping with various management problems. The report provides RUS with sufficient information to prepare an annual financial and statistical report of all RUS borrowers' telecommunications operations. The report is available as both an electronic and a paper form.

1.2 The report prepared by borrowers must accurately reflect the financial data as shown by the books of account, and should be prepared in accordance with the detailed instructions contained in this manual. Maximum benefits can be derived from the reports only when they are correctly prepared. Careful preparation of the report also eliminates additional correspondence. After the report has been prepared it should be carefully reviewed and verified for both clerical and typographical errors. Those using the electronic form should then submit both an electronic copy and a signed original to RUS. Those preparing a paper only form should submit a signed original and two copies to RUS.

1.3 This Bulletin may be reproduced fully, or in part, without RUS's approval, in quantities sufficient to meet your needs.

1.4 The Financial and Statistical Report, RUS Form 479, Pages 1 thru 4, is composed of eight parts as outlined in the table of contents.

1.4.1 Each item of the report form has been numbered for reference purposes. The information required for Parts A and B can be obtained from the general ledger after all postings for the period have been made and the subsidiary ledgers balanced. The information for Part C can be obtained from service orders and subscriber data records.

1.4.2 The account number shown opposite the item titles in the instructions are those used in the Federal Communications Commission's Uniform System of Accounts for Telecommunications Companies 47 CFR Part 32. Some states recommend account numbers different from those prescribed by the FCC. In those cases the account titles correspond generally to those used in this report form.

1.4.3 All dollar amounts should be to the nearest whole dollar. All percentage entries should be carried out to two decimal places. All totals and subtotals should be the sums of the rounded figures used.

1.4.4 It is important that all items be completed. In those cases where the answer is none or non-applicable, this should be indicated with a zero (0).

1.4.5 In preparing the reports, show in parentheses (-) all deficit or other amounts that are the reverse of normal. Do not use parentheses to indicate that an amount is to be deducted when the format provides for the deduction to be made. (For example, do not enclose Line 22, Part A, in parentheses.)  
NOTE: Values entered as negative in the electronic form will be shown in parentheses automatically.

**1.4.6** In those instances where more than one account is to be reported on the same line, the sum of the account balances as shown on the books should be inserted.

**1.4.7** Please do not alter, modify, or write in or over any items in the printed form. Refer to the detailed instructions in this manual to determine the proper line on which to report each item or submit questions to RUS concerning proper reporting. Exercise care in inserting the required data, particularly that which cannot be derived from other data on the report.

**1.4.8** If significant adjustments are made as result of an audit, amended reports should be prepared and submitted to RUS. **DO NOT DELAY SUBMISSION OF ANY REPORT BECAUSE OF A PENDING AUDIT.** All reports should be submitted within 30 days after the close of the reporting period.

**1.5 CERTIFICATION:** This report must be signed and dated by the manager and an officer of the borrower.

**2. SPECIFIC INSTRUCTIONS**

**PART A. BALANCE SHEET:**

The Balance Sheet section of the Form 479 includes two columns for each side of the balance sheet, one entitled Balance Prior Year and the other entitled Balance End of Period. As the names indicate, the data as of the end of the period covered by the report should appear in the second column. The first column, should have data from one year before the as of date of the Form 479. For an annual report, this means that the first column will contain the balance as of the end of the last year while the second will contain the balance of the end of the year just concluded. Even if the data for the year just ended is unaudited, be sure to use audited data for the prior year.

<u>Line</u>		<b>FCC Account Numbers</b>	
<u>Number</u>	<u>Part A Items</u>	<u>Class A</u>	<u>Class B</u>
		<u>Companies</u>	<u>Companies</u>

**ASSETS:**

**Line 1. CASH AND EQUIVALENTS:**

Insert the sum of the accounts covering cash in banks, petty cash, working funds, temporary investments available for general use, and amounts of cash on special deposit, other than in sinking and other special funds provided for elsewhere, to pay dividends, interest, and other debts when such payments are due 1 years or less from the date of deposit.	1130.1	1120
	1130.2	1120.11
	1130.3	1120.12
	1140	1120.13
	1150	1120.21
	1160	1120.31
		1120.32

**Line 2. CASH - RUS CONSTRUCTION FUND-TRUSTEE ACCOUNT:**

Insert the balance of this account representing cash received from RUS, RTB, and FFB, and cash equity funds supplied by the borrower under the terms of the loan contract.	1130.2	1120.12
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FCC Account Numbers	
Class A	Class B
<u>Companies</u>	<u>Companies</u>

**Lines 3 and 4. AFFILIATES and NON-AFFILIATES**

The same three items of data are requested in lines 3 and 4 for affiliated and non-affiliated companies, respectively. Specific instructions for the three items are shown below.

**Lines 3. and 4., Item a. TELECOM. ACCOUNTS RECEIVABLE:**

Insert the sum of accounts receivable for services rendered or products sold to customers, agents, and authorized collectors, as well as unbilled toll and unbilled carrier revenues, less allowances for these accounts.	1180	1180
	less 1181	less 1181

**Lines 3. and 4., Item b. OTHER ACCOUNTS RECEIVABLE:**

Insert the sum of the amounts currently due, and not provided for in other accounts, less allowance for uncollectible amounts.	1190	1190
	less 1191	less 1191

**Lines 3. and 4., Item c. NOTES RECEIVABLE:**

Insert the sum of the amounts of money receivable on demand or within one year from the date of issue, less allowance for uncollectible amounts.	1200	1200
	less 1201	less 1201

**Line 5. INTEREST AND DIVIDENDS RECEIVABLE:**

Insert the sum of the amounts of interest accrued to the date of the balance sheet on bonds, notes, and other commercial paper owned, on loans made and the amount of dividends receivable on stocks owned.	1210	1210
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**Line 6. MATERIAL-REGULATED:**

Insert the amount of Materials and Supplies used in regulated activities.	1220.1	1220.1
	1220.3	1220.3

**Line 7. MATERIAL-NONREGULATED:**

Insert the amount of Property Held for sale or lease.	1220.2	1220.2
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**Line 8. PREPAYMENTS:**

Insert the sum of the balances in accounts covering prepaid rents, prepaid taxes, prepaid insurance, prepaid directory expense, and other prepayments.	1290	1280
	1300	1280.1
	1310	1280.2
	1320	1280.3
	1330	1280.4
		1280.5

	<b>FCC Account Numbers</b>	
	<b><u>Class A</u></b>	<b><u>Class B</u></b>
	<b><u>Companies</u></b>	<b><u>Companies</u></b>

**Line 9. OTHER CURRENT ASSETS:**

This item shall include the sum of	1350.1	1350.1
all account balances of current	1350.2	1350.2
asset accounts not previously	1350.3	1350.3
covered by lines 1 thru 8.	1350.4	1350.4

**Line 10. TOTAL CURRENT ASSETS:**

Insert the sum of lines 1 thru 9.

**Line 11a. INVESTMENT IN AFFILIATED COMPANIES - RURAL DEVELOPMENT:**

Insert the sum of investments in equity or other securities issued or assumed by affiliates for Rural Development purposes only. Also include any advances to affiliates (for rural development) not subject to current settlement.	1401	1401
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**Line 11b. INVESTMENT IN AFFILIATED COMPANIES - NON RURAL DEVELOPMENT**

Insert the sum of investments in equity or other securities issued or assumed by affiliates. Also include any advances to affiliates not subject to current settlement. DO NOT include Rural Development investments in affiliated companies.	1401	1401
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**Line 12a. OTHER INVESTMENTS - RURAL DEVELOPMENT:**

Insert the sum of the balances of Rural Development investments in accounts for Other Investments, Sinking and Other Fund Accounts.

**Line 12b. OTHER INVESTMENTS - NON RURAL DEVELOPMENT:**

Insert the sum of the balances in	1402.1	1402.1
accounts for Other Investments,	1402.11	1402.11
Sinking and Other Fund Accounts.	1402.2	1402.2
Include any advances to non-	1402.3	1402.3
affiliated companies not subject to	1407	1407
current settlement. DO NOT include	1408	1408
Other Investments for Rural Development. Rural Development investments are to be included on line 12a above.		

	FCC Account Numbers	
	<u>Class A</u>	<u>Class B</u>
	<u>Companies</u>	<u>Companies</u>
<b>Line 13. NON-REGULATED INVESTMENTS:</b>		
Insert the sum of accounts covering	1406.1	1406.1
non-regulated investments. DO NOT	1406.2	1406.2
include non-regulated investments in	1406.3	1406.3
Rural Development. Rural Development		
Investments are to be included on		
lines 11 or 12 above.		
<b>Line 14. OTHER NONCURRENT ASSETS:</b>		
Insert the sum of other noncurrent	1410	1410
assets accounts.		
<b>Line 15. DEFERRED CHARGES:</b>		
Insert the sum of deferred charges.	1438	1438
	1439	1439
<b>Line 16. JURISDICTIONAL DIFFERENCES:</b>		
Insert the sum of accounts related	1500	1500
to jurisdictional differences.		
<b>Line 17. TOTAL NONCURRENT ASSETS:</b>		
Insert the sum of lines 11 thru 16.		
<b>Line 18. TELECOMMUNICATIONS PLANT IN SERVICE:</b>		
Insert the sum of the balances shown on	2001.1	2001.1
the books representing the cost of	2001.2	2001.2
telecommunications plant, such as land,		
buildings, central office equipment,		
outside plant, station equipment, furniture		
and office equipment, and vehicles and other		
work equipment used to provide service.		
<b>Line 19. PROPERTY HELD FOR FUTURE USE:</b>		
Insert the amount of the accounts containing	2002	2002
the original cost of the property acquired		
to be used in telecommunications service		
within two years.		
<b>Line 20. PLANT UNDER CONSTRUCTION:</b>		
Insert the sum of the balances in	2003.1	2003.1
accounts for construction projects	2003.2	2003.2
in progress.	2003.3	2003.3
	2004.1	2004.1
	2004.2	2004.2
	2004.3	2004.3
<b>Line 21. PLANT ADJUSTMENTS, NONOPERATING PLANT, AND GOODWILL:</b>		
Insert the sum of the accounts	2005	2005
covering plant adjustments,	2006	2006
nonoperating plant, and goodwill.	2007	2007



FCC Account Numbers			
<u>Class A</u>		<u>Class B</u>	
<u>Companies</u>		<u>Companies</u>	

**Line 22. LESS ACCUMULATED DEPRECIATION:**

Insert the sum of the balances in	3100	3410	3100	3400
accounts for accumulated	3100X	3420	3100X	3500
depreciation and amortization.	3200	3500	3200	3600
	3300	3600	3300	

**Line 23. NET PLANT:**

Insert the sum of Lines 18 thru 21 less line 22.

**Line 24. TOTAL ASSETS:**

Insert the sum of Lines 10, 17, and 23.

**LIABILITIES AND STOCKHOLDERS' EQUITY:**

**Line 25. ACCOUNTS PAYABLE:**

Insert the sum of the balances in	4010.11	4010.11
accounts headed the same as or	4010.21	4010.21
similar to Accounts Payable to	4010.22	4010.22
Affiliated Companies and Other	4010.23	4010.23
Accounts Payable, including	4010.24	4010.24
liabilities for excise tax and	4010.25	4010.25
traffic settlements.		

**Line 26. NOTES PAYABLE:**

Insert the sum of the balances in	4020.1	4020.1
accounts headed the same as or	4020.2	4020.2
similar to Notes Payable to Affiliated		
and Nonaffiliated Companies which		
represent obligations payable within		
1 year from date issued or assumed.		

**Line 27. ADVANCE BILLINGS AND PAYMENTS:**

Insert the amounts of advance billing	4030	4030
creditable to revenue accounts in		
future months as well as advance		
payments made by prospective customers.		

**Line 28. CUSTOMER DEPOSITS:**

Insert the amounts of cash deposited	4040	4040
with the company by customers as		
security for payment for service.		

**Line 29. CURRENT MATURITIES LONG-TERM DEBT:**

Insert the sum of current maturities	4050	4050
due RUS, RTB, FFB, and Others.		

**Line 30. CURRENT MATURITIES LONG TERM DEBT - RURAL DEVELOPMENT LOAN:**

Insert the sum of current maturities due RUS on Rural Development loans recorded on line 40 below.

	<b>FCC Account Numbers</b>	
	<b><u>Class A</u></b>	<b><u>Class B</u></b>
	<b><u>Companies</u></b>	<b><u>Companies</u></b>
<b>Line 31. CURRENT MATURITIES-CAPITAL LEASES:</b>		
Insert the current portion of obligations applicable to property obtained under capital leases.	4060	4060
<b>Line 32. INCOME TAXES ACCRUED:</b>		
Insert the sum of the balances in accounts for Federal and State income taxes accrued.	4070.1	4070.1
	4070.2	4070.2
<b>Line 33. OTHER TAXES ACCRUED:</b>		
Insert the sum of the balances in accounts for property, gross receipts, franchise, capital stock, social security, and unemployment taxes accrued.	4080.1	4080.1
	4080.2	4080.2
	4080.3	4080.3
	4080.4	4080.4
	4080.5	4080.5
<b>Line 34. OTHER CURRENT LIABILITIES:</b>		
Insert the sum of the balances in all other current liabilities accounts such as other current liabilities not provided for elsewhere, including dividends payable.	4100	4100
	4110	4110
	4120	4120
	4120.1	4120.1
	4120.2	4120.2
	4120.3	4120.3
	4130	4130
	4130.1	4130.1
	4130.2	4130.2
<b>Line 35. TOTAL CURRENT LIABILITIES:</b>		
Insert the sum of lines 25 thru 34.		
<b>Line 36. FUNDED DEBT - RUS NOTES:</b>		
Insert the sum of the net balances in accounts covering interest and principal owed RUS. (Also include loans made or guaranteed by RUS for CATV projects.)	4210.12	4210.12
	4210.17	4210.17
	4210.18	4210.18
	4210.20	4210.20
<b>Line 37. FUNDED DEBT - RTB NOTES:</b>		
Insert the sum of the net balances in accounts covering interest and principal owed RTB.	4210.13	4210.13
	4210.21	4210.21
<b>Line 38. FUNDED DEBT - FFB NOTES:</b>		
Insert the sum of the net balances in accounts covering interest and principal owed FFB.	4210.14	4210.14
	4210.22	4210.22

	<b>FCC Account Numbers</b>	
	<b><u>Class A</u></b>	<b><u>Class B</u></b>
	<b><u>Companies</u></b>	<b><u>Companies</u></b>
<b>Line 39. FUNDED DEBT - OTHER:</b>		
Insert the sum of balances in all	4210.11	4210.11
accounts covering long-term debt to	4210.15	4210.15
other than RUS, RTB, FFB, such as	4210.16	4210.16
for other public improvements, notes	4210.19	4210.19
and certificates of indebtedness	4210.23	4210.23
including amounts owed to affiliated	4210.24	4210.24
companies, CoBank, ACB, or Rural		
Telephone Finance Cooperative, and		
other obligations maturing more than		
1 year from the date of issuance or		
assumption.		
<b>Line 40. FUNDED DEBT - RURAL DEVELOPMENT LOAN</b>		
Insert the amount of the balances in	4210.25	4210.25
accounts covering long-term USDA	4210.26	4210.26
financed Rural Economic Development loans.		
<b>Line 41. PREMIUM (DISCOUNT) ON LONG-TERM DEBT:</b>		
Insert the net amount of accounts for	4220	4220
premium and discount on long-term debt.	4230	4230
<b>Line 42. REACQUIRED DEBT:</b>		
Insert the amount of debt reacquired	4240	4240
prior to maturity that has not been		
retired.		
<b>Line 43. OBLIGATIONS UNDER CAPITAL LEASE:</b>		
Insert the noncurrent portion of	4250	4250
obligations applicable to property		
obtained under capital lease.		
<b>Line 44. ADVANCES FROM AFFILIATED COMPANIES:</b>		
Insert the amount of advances from	4260	4260
affiliated companies not subject to		
current settlement.		
<b>Line 45. OTHER LONG-TERM DEBT:</b>		
Insert the amount of long-term debt	4270.1	4270.1
not provided for elsewhere.	4270.2	4270.2
	4270.3	4270.3
<b>Line 46. TOTAL LONG-TERM DEBT:</b>		
Insert the total of lines 36 thru 45.		
<b>Line 47. OTHER LONG-TERM LIABILITIES:</b>		
Insert the amounts accrued to provide	4310	4310
such items as unfunded pensions, death	4320	4320
benefits, deferred compensation costs,	4330	4330
and other long-term liabilities not	4340	4340
provided for elsewhere	4350	4350

	FCC Account Numbers	
	<u>Class A</u>	<u>Class B</u>
	<u>Companies</u>	<u>Companies</u>
<b>Line 48. OTHER DEFERRED CREDITS:</b>		
Insert the amount of all deferred credits not provided for elsewhere.	4360	4360
<b>Line 49. OTHER JURISDICTIONAL DIFFERENCES:</b>		
Reflects the cumulative impact on liabilities and deferred credits of jurisdictional ratemaking practices which vary from those of the FCC.	4370	4370
<b>Line 50. TOTAL OTHER LIABILITIES AND DEFERRED CHARGES:</b>		
Insert the sum of lines 47, 48, and 49.		
<b>Line 51. CAPITAL STOCK OUTSTANDING AND SUBSCRIBED:</b>		
Insert the amount received for capital stock issued and outstanding.	4510	4510
	4540.11	4540.11
	4540.31	4540.31
<b>Line 52. ADDITIONAL PAID-IN-CAPITAL:</b>		
	4520	4520
<b>Line 53. TREASURY STOCK:</b>		
Insert the cost of capital stock which has been issued and reacquired, but not retired or resold.	4530	4530
<b>Line 54. MEMBERSHIPS AND CAPITAL CERTIFICATES:</b>		
	4540.12	4540.12
	4540.13	4540.13
	4540.21	4540.21
	4540.22	4540.22
	4540.23	4540.23
	4540.32	4540.32
	4540.33	4540.33
<b>Line 55. OTHER CAPITAL:</b>		
	4540.41	4540.41
<b>Line 56. PATRONAGE CAPITAL CREDITS:</b>		
	4550.4	4550.4
	4550.5	4550.5
	4550.6	4550.6
<b>Line 57. RETAINED EARNINGS OR MARGINS:</b>		
Insert the undistributed balance of retained earnings or margins derived from operations of the company and from all other transactions not includable in other equity accounts.	4550.1	4550.1
	4550.2	4550.2
	4550.3	4550.3

FCC Account Numbers	
Class A	Class B
<u>Companies</u>	<u>Companies</u>

**Line 58. TOTAL EQUITY:**

Insert the sum of lines 51 thru 57.

**Line 59. TOTAL LIABILITIES AND EQUITY:**

Insert the sum of lines 35, 46, 50, and 58.

**PART B: STATEMENTS OF INCOME AND RETAINED EARNINGS OR MARGINS:**

In Part B, Statements of Income and Retained Earnings or Margins, complete columns (a), (b), and (c); column (a) may be omitted if reporting on an annual basis only.

For borrowers submitting this report on a quarterly basis, include in column (a) the operating statistics for the previous three months. For borrowers submitting a semi-annual report, include in column (a) the operating statistics for the previous six months.

For the March 31 report, under quarterly reporting, and the June 30 report, under semi-annual reporting, the amounts in column (b) should be identical to those reported in column (a).

For the June 30, September 30, and December 31 reports, under quarterly reporting, and the December 31 report under semi-annual reporting, the amounts shown in column (b) should equal the sum of the amounts reported on the respective lines in column (a) of the current report and column (b) of the previous report.

Line		FCC Account Numbers	
<u>Number</u>	<u>Part B Items</u>	<u>Class A</u>	<u>Class B</u>
		<u>Companies</u>	<u>Companies</u>

**Line 1. LOCAL NETWORK SERVICE REVENUES:**

Insert the sum of the amounts in	5001	5000
accounts covering the following:	5002	
Basic Area Revenue, Optional	5003	
Extended Area Service, Cellular	5004	
Mobile Telephone, Other Mobile	5010	
Services Revenue, Public Telephone	5040	
Revenue, Local Private Line,	5050	
Customer Premises Revenue, Other	5060	
Local Revenue, and Other Local	5069	
Exchange Revenue Settlements.		

**Line 2. NETWORK ACCESS REVENUES:**

Insert the sum of the amounts in	5080	5080
accounts covering the following:	5081	5081
Network Access Revenue (End User	5082	5082
Revenue, Switched Access Revenue,	5083	5083
Special Access Revenue, and State	5084	5084
Access Revenue), State End User		
Revenue, State Switched Access		
Revenue, and State Special Access		

Revenue.

	<b>FCC Account Numbers</b>		
	<b><u>Class A</u></b>		<b><u>Class B</u></b>
	<b><u>Companies</u></b>		<b><u>Companies</u></b>
<b>Line 3. LONG DISTANCE NETWORK SERVICES REVENUES:</b>			
Insert the total of the amounts in	5110	5124	5100
accounts related to long distance	5111	5125	
network service.	5112	5126	
	5120	5128	
	5121	5129	
	5122	5160	
	5123	5169	
<b>Line 4. CARRIER BILLING AND COLLECTION REVENUES:</b>			
Insert the amounts for Carrier	5270		
Billing and Collection Revenue. For			
Class B companies, insert only that			
portion of account 5200 that is for			
Carrier Billing and Collection.			
<b>Line 5. MISCELLANEOUS REVENUES:</b>			
Insert the sum of the amounts in	5230	5263	5200
accounts related to miscellaneous	5240	5264	
revenue, excluding Carrier Billing	5250	5269	
and Collection Revenue. For Class B	5261		
Companies, include amounts in	5262		
account 5200 except for those amounts			
associated with Carrier Billing and			
Collection Revenue.			
<b>Line 6. UNCOLLECTIBLE REVENUES:</b>			
Insert the amount in the account	5301		5300
under this or similar heading.	5302		
<b>Line 7. NET OPERATING REVENUES:</b>			
Insert the sum of Lines 1 thru 5,			
less Line 6.			
<b>Line 8. PLANT SPECIFIC OPERATIONS EXPENSE:</b>			
Insert the sum of the amounts in	6112	6232	6110
accounts 6110 thru 6410 or 6112 thru	6113	6311	6120
6441, as appropriate.	6114	6341	6210
	6115	6351	6220
	6116	6362	6230
	6121	6411	6310
	6122	6421	6410
	6123	6422	
	6124	6423	
	6211	6424	
	6212	6425	
	6215	6426	
	6220	6431	
	6231	6441	

	FCC Account Numbers		
	Class A		Class B
	<u>Companies</u>		<u>Companies</u>
<b>Line 9. PLANT NONSPECIFIC OPERATIONS EXPENSE (EXCL. DEPR. &amp; AMORT.):</b>			
Insert the sum of the amounts in the	6511	6533	6510
listed accounts, less depreciation	6512	6534	6530
and amortization.	6531	6535	6540
	6532	6540	
 <b>Line 10. DEPRECIATION EXPENSE:</b>			
Insert the amounts for depreciation	6561		6560
expenses. Class B companies should	6562		
also report amortization expenses on			
this line.			
 <b>Line 11. AMORTIZATION EXPENSE:</b>			
For Class A companies, insert the	6563		
amount in accounts for amortization	6564		
expenses.	6565		
 <b>Line 12. CUSTOMER OPERATIONS EXPENSE:</b>			
Insert the sum of the amounts in	6611	6621	6610
expense accounts covering the listed	6612	6622	6620
accounts.	6613	6623	
 <b>Line 13. CORPORATE OPERATIONS EXPENSE:</b>			
Insert the sum of the amounts in	6711	6725	6710
accounts covering the following:	6712	6726	6720
General Office Salaries and	6721	6727	6790
Expenses, Accounting, Treasury,	6722	6728	
Legal Services, and Other General	6723	6790	
Office Expense.	6724		
 <b>Line 14. TOTAL OPERATING EXPENSES:</b>			
Insert the sum of lines 8 thru 13.			
 <b>Line 15. OPERATING INCOME OR MARGINS:</b>			
Insert the result of line 7 less 14.			
 <b>Line 16. OTHER OPERATING INCOME AND EXPENSE:</b>			
If a deficit, show in parentheses.	7110	7150	7100
	7130	7160	
	7140		
 <b>Line 17. STATE AND LOCAL TAXES:</b>			
Insert the amount of state and local	7230		7200.3
income taxes for the current period.			
 <b>Line 18. FEDERAL INCOME TAXES:</b>			
Insert the amount of Federal Income	7220		7200.2
Taxes for the current period.			

	<b>FCC Account Numbers</b>			
	<b><u>Class A</u></b>		<b><u>Class B</u></b>	
	<b><u>Companies</u></b>		<b><u>Companies</u></b>	
<b>Line 19. OTHER TAXES:</b>				
Insert the amount for all other	7210		7200.1	
taxes applicable to related	7240		7200.41	
operations.	7250		7200.42	
			7200.5	
<b>Line 20. TOTAL OPERATING TAXES:</b>				
Insert the sum of lines 17 thru 19.				
<b>Line 21. NET OPERATING INCOME OR MARGINS:</b>				
Insert the sum of lines 15 and 16, less				
line 20.				
<b>Line 22. INTEREST ON FUNDED DEBT:</b>				
Insert the current accruals of	7510		7500	
interest on all classes of debt the				
principal of which is includable in				
Account 4210.				
<b>Line 23. INTEREST EXPENSE-CAPITAL LEASE:</b>				
Insert the interest portion of each	7520		include on	
capital lease payment.			line 22	
<b>Line 24. OTHER INTEREST EXPENSES:</b>				
Insert the sum of the listed	7530		include on	
accounts.	7540		line 22	
<b>Line 25. ALLOWANCE FOR FUNDS USED DURING CONSTRUCTION:</b>				
Insert the amounts for the allowance	7340		7300.4	
for funds used during construction.				
<b>Line 26. TOTAL FIXED CHARGES:</b>				
Insert the sum of lines 22, 23, 24 less				
line 25.				
<b>Line 27. NONOPERATING NET INCOME:</b>				
If a deficit, show in parentheses.	7310	7350	7300.1	7300.5
	7320	7360	7300.2	7300.6
	7330	7370	7300.3	7300.7
Line 27 should be shown net of	7410		7400	
nonoperating taxes, the sum of the	7420			
amounts in the accounts covering	7430			
taxes arising from activities which	7440			
are not part of the central	7450			
operations of the company.				
<b>Line 28. EXTRAORDINARY ITEMS:</b>				
Insert the sum of the amounts in	7610		7600	
accounts covering extraordinary and	7620			
delayed items. If a deficit, show	7630			
in parentheses.	7640			



FCC Account Numbers			
<u>Class A</u>		<u>Class B</u>	
<u>Companies</u>		<u>Companies</u>	

**Line 29. JURISDICTIONAL DIFFERENCES:**

If a deficit, show in parentheses. 7910 7910

**Line 30. NONREGULATED NET INCOME:**

If a deficit, show in parentheses. 7990 7990  
Account 7990 should be shown net of 5280 5280  
nonregulated expenses.

**Line 31. TOTAL NET INCOME OR MARGINS:**

Insert the sum of lines 21, 27, 28, 29 and 30, less line 26.

**Line 32. TOTAL TAXES BASED ON INCOME:**

Insert the sum of the amounts in	7210	7420	7200.1	7400.2
accounts covering taxes based on	7220	7430	7200.2	7400.3
income.	7230	7450	7200.3	7400.5
	7250	7630	7200.5	7600.3
	7410	7640	7400.1	7600.4

**Line 33. RETAINED EARNINGS OR MARGINS - BEGINNING OF YEAR:**

Insert the balances, as of January 1, in the accounts covering unappropriated retained earnings or margins. If a deficit, show in parentheses.

**Line 34. MISCELLANEOUS CREDITS - YEAR-TO-DATE:**

Insert the sum of the amounts covering credit to retained earnings or margins not provided elsewhere.

**Line 35. DIVIDENDS DECLARED - COMMON:**

Insert the total amount of dividends declared on common stock from January 1 to the end of the period being reported.

**Line 36. DIVIDENDS DECLARED - PREFERRED:**

Insert the total amount of dividends declared on preferred stock from January 1 to the end of the period being reported.

**Line 37. OTHER DEBITS YEAR-TO-DATE:**

Insert the total amount of other debits charged to retained earnings or margins since January 1.

**Line 38. TRANSFERS TO PATRONAGE CAPITAL:**

Insert the total amount of margins transferred during the current year to Patronage Capital Assignable or Assigned.

**Line 39. RETAINED EARNINGS OR MARGINS END OF PERIOD:**

Insert the total of Lines 31, 33, and 34 less Lines 35, 36, 37, and 38.

**Line 40. PATRONAGE CAPITAL BEGINNING OF YEAR:**

Insert the balances, as of January 1, in the accounts covering patronage capital.

**Line 41. TRANSFERS TO PATRONAGE CAPITAL**

Insert the total amount of margins transferred during the current year to Patronage Assignable or Assigned.

**Line 42. PATRONAGE CAPITAL CREDITS RETIRED:**

Insert the total amount of capital credits retired from January 1 to the end of the period being reported. Include both general retirements and those made in individual cases, such as estate settlements. (Entries on this line should only be made by cooperatives.)

**Line 43. PATRONAGE CAPITAL END OF THE YEAR:**

Insert the total of Lines 40 and 41, less Line 42.

**Line 44. ANNUAL DEBT SERVICE PAYMENTS:**

Insert the sum of total annual debt service payments (principal and interest billed) made on long term debt from January 1 to the end of the reporting period.

**Line 45. CASH RATIO:**

Insert the sum of Lines 14 and 20 less Lines 10 and 11, divided by Line 7.

**Line 46. OPERATING ACCRUAL RATIO:**

Insert the sum of Lines 14, 20, and 26 divided by Line 7.

**Line 47. TIER:**

Insert the sum of Lines 31 and 26, divided by Line 26.

**Line 48. DSCR:**

Insert the sum of Lines 31, 26, 10, and 11, divided by Line 44.

**PART C. SUBSCRIBER (ACCESS LINE) AND ROUTE MILE DATA:**

Part C is divided into three sections:

1. Rates, 2. Subscribers (Access Lines), and 3. Route Miles with subheadings over columns for local rates, subscriber data, and route mileage information. Each column has been lettered, i.e., (a), (b), (c), etc..., for reference purposes. When using the electronic form exchange data may be entered continuously up to the maximum number of lines provided. Continuation sheets will be generated as needed when printing. Regardless of the number of exchanges the totals for all exchanges will be shown on the Total line on page 3. The information to be included in Part C should be that shown in the records of the borrower at the end of the period.

**EXCHANGE:**

Insert the name of each exchange. Use abbreviations where necessary. Do not use exchange dial prefix.

**Column 1(a). B-1, Rates:**

Insert, by exchange, the average local service rate for one-party business subscribers.

**Column 1(b). R-1, Rates:**

Insert, by exchange, the average local service rate for one-party residential subscribers.

**Subscriber (Access Line) Data:**

Subscriber is defined by RUS to mean the same as Access Line. Access Line means a transmission path between user terminal equipment and a switching center that is used for local exchange service. This definition should be used for reporting the following subscriber data.

**Column 2(a). BUSINESS:**

Insert, by exchange, the number of business subscribers. PBX trunks and Key lines should also be included here.

**Column 2(b). RESIDENTIAL:**

Insert, by exchange, the number of residence subscribers.

**Column 2(c). TOTAL**

Insert, by exchange, the total number of subscribers (sum of columns 2(a) and 2(b)). If applicable, insert the total number of mobile wireless subscribers served on the line which has the words Mobile Wireless entered in place of an exchange name. Include mobile subscribers served by cellular, PCS, or any other means in this figure; do not include any fixed wireless subscribers.

**Column 3(a). ROUTE MILES, TOTAL (INCLUDING FIBER)**

Insert the total number of route miles (to the nearest mile) of operating plant facilities including drop wire in the exchange. One route mile may consist of:

1. One mile of roadway with any combination of outside plant facilities on any number of rights-of-way.
2. One mile of a cross country route with any combination of outside plant facilities.
3. One mile of point-to-point microwave or radio link.
4. One mile of plant on either side of a limited access highway or natural barrier, such as a navigable waterway.
5. One mile of joint use line where the borrower either owns the facility or leases space.

**Column 3(b). ROUTE MILES, FIBER**

Insert the total number of route miles (to the nearest mile) in the exchange served by fiber facilities. This figure is included in the total route mile figure in column 3(a).

**PLEASE NOTE:** A line has also been provided for recording total route miles of line OUTSIDE exchange areas. These miles will be included in the TOTAL for the system.

**PART D. SYSTEM DATA:**

All items of Part D are to be reported on a system basis and are to include only those persons employed by or facilities owned by the system as of the reporting date.

**Item**  
**Number      Part D Items**

**Item 1. NO. PLANT EMPLOYEES:**

Insert the number of plant employees on the payroll at the end of the period. Include here all plant department employees and supervisors.

**Item 2. NO. OTHER EMPLOYEES:**

Insert the number of other (non-plant) employees on the payroll at the end of the period. Include here all general office, accounting, commercial, and traffic department employees.

**Item 3. SQUARE MILES SERVED:**

Insert the total number of square miles served by the system. Include the system's entire certificated or authorized service area whether or not subscribers are served in all parts of the area.

**Item 4. ACCESS LINES PER SQUARE MILE:**

Insert the number of access lines per square mile served (Part C, Line 2(c)TOTAL divided by Part D, Item 3).

**Item 5. SUBSCRIBERS PER ROUTE MILE:**

Insert the number of subscribers per route mile (Part C, Line 2(c)TOTAL divided by Part C, Line 3(a)TOTAL).

**PART E. TOLL DATA:**

**Line 1** Check the appropriate type of interstate and intrastate toll settlements, either average or cost basis, which are presently in effect for the company.

**PART F. FUNDS INVESTED IN PLANT DURING YEAR:**

**Line**  
**Number      Part F Items**

**Line 1. RUS, RTB, AND FFB LOAN FUNDS EXPENDED:**

Insert the total amount of RUS, RTB, and FFB loan funds expended during the year.

**Line 2. OTHER LONG-TERM LOAN FUNDS EXPENDED:**

Insert the total amount of all other long-term loan funds expended during the year.

**Line 3. FUNDS EXPENDED UNDER RUS INTERIM APPROVAL:**

Insert the amount of funds (short-term borrowings and general funds) that were expended during the year in accordance with RUS approval for interim financing. Any amount reimbursed with RUS, RTB, or FFB loan funds later in the same year should be shown on Line 1 instead of this line.

**Line 4. OTHER SHORT-TERM LOAN FUNDS EXPENDED:**

Insert the amount of short-term loan funds expended during the year, excluding any such amount that was expended in accordance with RUS approved interim financing.

**Line 5. GENERAL FUNDS EXPENDED (OTHER THAN INTERIM):**

Insert the amount of general funds expended during the year, excluding any such amount that was expended in accordance with RUS approved interim financing.

**Line 6. SALVAGED MATERIALS:**

Insert the book value of salvaged materials used as plant but returned to stock during the year.

**Line 7. CONTRIBUTION IN AID TO CONSTRUCTION:**

Insert the amounts recorded for contributions to telecommunications plant received during the year.

**Line 8. GROSS ADDITIONS TO TELECOMMUNICATIONS PLANT:**

Insert the sum of Lines 1 through 7.

**PART G. INVESTMENTS IN AFFILIATED COMPANIES:**

The data requested in columns (b) through (f) should be reported on a summary basis. Line 1 asks for investment data for Rural Development investments while Line 2 asks for similar data for Nonrural Development investments.

**Column (b) Investment This Year** - Under column (b), list the amount invested in each class of investment shown in column (a) during the current year.

**Column (c) Income or Loss This Year** - This column should include all income earned or losses incurred for each class of investment during the current year.

**Column (d) Cumulative Investment to Date** - For the class of investments listed in column (a), the cumulative investment to date should include the total amount of funds actually invested from the date of the original investment to the end of the current reporting period.

**Column (e) Cumulative Income or Loss to Date** - This column should contain the cumulative total of income earned or losses incurred for each class of investment from the date of the original investment to the end of the current reporting period.

**Column (f) Current Balance** - List the equity value of each class of investment at the end of the reporting period in this column. The equity value should be equal to the sum of the values in columns (d) and (e).

**PART H. CURRENT DEPRECIATION RATES:**

Indicate whether or not the corporation's depreciation rates are subject to regulatory body approval.

**Depreciation Rates:** If corporation's depreciation rates are subject to regulatory body approval, insert the approved rate (expressed as a percentage shown to two decimal places; e.g. 7.50) used for each equipment category which applies to system (please indicate NA if your system does not have plant in a specific category). If your system has more than one depreciation rate for a specific category, provide an average rate weighted in proportion to plant value. In addition, if your system includes service areas in more than one State, provide a weighted average of the depreciation rates used for a given category of plant regardless of the State. Only one rate should be reported for each plant category regardless of the number of States in which you provide service.

If corporation's depreciation rates are not subject to regulatory body approval, insert the actual annual depreciation rate (expressed as a percentage shown to two decimal places; e.g. 7.50) used for each equipment category which applies to your system (please indicate NA if your system does not have plant in a specific category). If your system has more than one depreciation rate for a specific category, provide an average rate weighted in proportion to plant value. In addition, if your system includes service areas in more than one state, provide a weighted average of the depreciation rates used for a given category of plant regardless of the state. Only one rate should be reported for each plant category regardless of the number of states in which you provide service.