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**State of Wisconsin**  
Department of Health Services

**DIVISION OF ENTERPRISE SERVICES**

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To: Government Audit Manager

From: Kenneth Thyberg, Chief  
Special Services and Financial Statements Section  
Bureau of Fiscal Services

**RE: NEW AUDIT CONFIRMATION PROCEDURES**

The Department of Health Services is pleased to announce Crystal Baker as our Audit Confirmation Coordinator. Questions concerning the Audit Confirmation Request forms or process should be directed to Crystal at the following address and telephone number:

Crystal A. Baker, Audit Confirmation Coordinator  
Bureau of Fiscal Services  
1 W. Wilson Street – Room 756  
PO Box 7850  
Madison, WI 53707-7850  
(608) 261-4957 (phone)  
(608) 264-9874 (fax)

**REVISED PROCEDURES**

In order to streamline the Audit Confirmation Request process, the current DMT0479, Audit Confirmation Request has been modified. The new Audit Confirmation form and instructions are now available via the Internet at <http://dhfs.wisconsin.gov/forms/DMT/DMT0479.doc>.

Please download this form and mail or fax the completed form to the Audit Confirmation Coordinator at the above address or fax number.

The second modification is the elimination of the "Monthly Amounts Paid" section. This information is obtainable from several sources outside of the current Audit Confirmation Process. The monthly amounts paid, as well as the majority of the other information confirmed on an Audit Confirmation Request, are available on the DMT-603, Distribution Report for Agencies, and the DMT-620, Contract Summary Report, which are generated from the Community Aids Reporting System (CARS). These reports should be the first source used when confirming contract, payment and balance information. For contracts that are not on CARS (i.e. Purchase Orders), the traditional audit confirmation process will be used. In the event there is a need to confirm information through the traditional method of the Audit Confirmation Request form; the revised half page form should be utilized. A copy of the revised form is available via the Internet at <http://dhfs.wisconsin.gov/forms/DMT/DMT0479.doc>.

The DMT-603, Distribution Report for agencies, is generated monthly for County and Non-County Agencies whenever there is activity during the month. It is a four-part report consisting of a Transmittal Letter, Monthly Expenses Reported, Distribution of Expenditures, and Expense Description. The Expense Description section provides the following information for each profile:

- ❖ Net Expenses This Month
- ❖ Reported CTD Expenses
- ❖ Expense Rolled In/ Out
- ❖ Actual CTD Expenses
- ❖ Contract/ Addendum
- ❖ Payment/ Advance
- ❖ CTD Payment/ Advances
- ❖ Difference
- ❖ Unexpended Contract

The DMT-620, Contract Summary Report, is a monthly report that is generated for County Agencies listing each profile by County. This report provides the following specific information for each profile:

- ❖ Contract start date
- ❖ Contract end date
- ❖ Current period activity
- ❖ Contract to-date activity
- ❖ Contract to-date roll
- ❖ Contract to-date activity plus rolls
- ❖ Allowable contract to-date activity plus rolls
- ❖ Contract amount due to-from agency as of the report date
- ❖ Current net prepayment
- ❖ Contract to-date pre-payment
- ❖ Contract to-date reimbursement
- ❖ Required match
- ❖ Over match
- ❖ Contract balance
- ❖ Profile ID

Agencies should maintain these reports on file, at least through completion of their audit and eventual audit resolution. If the reports are unavailable through the Grantee's records, the Grantee should request a copy of the report from the Department of Health Services CARS Unit at the following address:

Department of Health Services  
CARS Unit, Room 736  
1 W. Wilson Street, PO Box 7850  
Madison, WI 53707-7850  
(608) 267-7104

Another piece of information needed during the course of an audit is the funding source. If any part of the grant is Federally funded, the Catalog of Federal Domestic Assistance (CFDA) number and percentage of federal funding becomes a necessary factor. The table of CFDA numbers by profile number is available via the Internet at <http://dhfs.wisconsin.gov/bfs/CARS/index.htm>. The Department is working on developing a procedure that will update the table as new profiles are created. At the present time, tables with funding information for contracts in the calendar years 2001-2007 are viewable at the above Internet site.

We invite you to visit the Internet site, <http://dhfs.wisconsin.gov/bfs/CARS/index.htm>. To view the new Audit Confirmation Request form, the table of CFDA numbers, or if you have any questions concerning the content of the DMT-603 or DMT-620. Information on the two CARS reports can be found by scrolling down to the section entitled, "Community Aids Reporting System Unit" for questions other than funding), then highlighting "CARS Accounting Report Manual, State/ County Consolidated Contract". Should you have any questions concerning the Audit Confirmation form or process please feel free to contact Crystal Baker at the address or phone number listed above.