



TRIBAL COMMUNITY AIDS REPORTING SYSTEM (CARS) ACCOUNTING REPORTS MANUAL

CHAPTER II

REPORTING EXPENDITURES

Each month, CARS staff review and input data in order to reimburse reported program expenditures. In order to receive timely reimbursements for expenditures, it is the responsibility of a tribe to report program costs incurred on the CARS Expenditure Report published at <https://www.dhs.wisconsin.gov/forms/F0/F00642.xlsm>.

As noted in Chapter I, the CARS Expenditure Report must be sent as an email attachment to DHS600RCars@wisconsin.gov. The subject line should include: (1) tribe's name; (2) tribe agency number; (3) agency type; and (4) expenditure report month and year. An expenditure report received by the "[Keying Document Due Date](#)" column each month will be reviewed, and payments for those expenses will be processed during the corresponding "CARS Processing Date" column.

INSTRUCTIONS FOR COMPLETING THE CARS EXPENDITURE REPORT FORM

- REPORT STATUS – Check one box indicating Original Report, Additional Report, or Final Report.
- TRIBE AGENCY NUMBER – Enter the assigned CARS Tribe/Great Lakes Inter-Tribal Council (GLITC)/Gerald L. Ignace Indian Health Center Agency Number:

Bad River Tribe – **10100100**

Ho-Chunk Tribe – **10100200**

Lac Courte Oreilles Tribe – **10100300**

Lac du Flambeau Tribe – **10100400**

Menominee Tribe – **10100500**

Oneida Tribe – **10100600**

Potawatomi Tribe – **10100700**

Red Cliff Tribe – **10100800**

Sokaogon Tribe – **10100900**

St. Croix Tribe – **10101000**

Stockbridge-Munsee Tribe – **10101100**

Great Lakes Inter-Tribal Council, Inc. **10101200**

Gerald L. Ignace Indian Health Center, Inc. 3919580898

- AGENCY NAME – Name of the tribe.
- AGENCY TYPE – Enter the CARS Tribal Agency Type number.

For contracts ending in 2016 – **Type 670**

For contracts ending in 2017 – **Type 770**

For contracts ending in 2018 – **Type 870**

- AGENCY CONTACT PERSON – Tribal contact who can respond to questions about the Expenditure Report.
- DHS CONTRACT ADMINISTRATOR – Add the name of the Tribal Affairs Office (TAO) fiscal manager – Patti Devine. She is the staff person at the Department of Health Services (DHS) that can be contacted for any questions that CARS staff may have related to the Expenditure Report.
- REPORT PERIOD (mm/yy) – Enter month and year of expenditures. **Report period must fall within the contract period.**
- AGENCY CONTACT PHONE NUMBER – Enter the 10-digit phone number of the tribal contact that CARS staff may call if there are any questions about the Expenditure Report.
- AGENCY CONTACT EMAIL ADDRESS – Enter the email address of the tribal contact that CARS staff can email any questions they may have regarding the Expenditure Report.
- GREY AREA DATE ENTERED IN CARS – For State Office use only.
- GREY AREA OPERATOR INITIALS – For State Office use only.
- PROFILE NAME – Enter the “Contract Title” as written in Exhibit I, an amendment or an addendum CARS table.
- PROFILE NUMBER – Enter the number assigned to the “Contract Title.” To find the appropriate Profile Number to use, see the “Expenditure Reporting Profile Line” in the table heading of Exhibit I, an amendment or an addendum. For Tribes, it is a 66XXX or a 65XXX number.
- CURRENT NET EXPENSE – Enter the total of all expenses less revenues and/or refunds. Round to the nearest dollar (i.e., for 51 cents or more, round up, and for 50 cents and below, round down).

Do not report expenses, reimbursements, or revenues received from county, state, or federal agencies for contracts that are not reported on CARS.

All reported expenditures and adjustments shall be on a modified accrual basis, as explained in the [DHS Financial Management Manual for Counties, Tribes and 51 Boards](#). Expenditures shall include actual cash disbursements and payables recorded on the tribe's records. Report revenues on a modified accrual basis.

- CTD (CONTRACT TO DATE NET EXPENSE) – Enter the total of your contract to date net expenses per Profile Number.
- CERTIFICATION – By emailing your completed report to DHS600RCars@wi.gov, your tribe is certifying that the expenditures identified in the report for federal and state reimbursement are true and correct in the amounts stated, have not been reimbursed previously, and represent the actual and necessary costs of administering provisions of the contract.

REQUIREMENTS FOR FILING THE “FINAL” EXPENDITURE REPORT

- *If your contract ends on September 30, do not file changes to the September report* – This could cause duplicate processing of the September data. Only report expenses not previously reported. Include these changes in the “Final” report.

- *Send only one “Final” report* – If you send more than one “Final” report, a report could get lost or not processed, especially if multiple reports contain the same profiles.
- *Clearly identify a “Final” report* – Do not call the report a second September. Check the box “Final” at the top of the Expenditure report.

HOW TO REPORT ADDRESS CHANGES

The CARS Unit staff processes address updates.

Example of an **acceptable** documentation of address change: A letter of notification that includes the signature of the authorized tribal representative.

Example of an **unacceptable** documentation of address change: Changes that come attached to or written on the monthly expenditure report.

Please provide any address changes to the CARS Unit promptly to avoid delays in payments.

HOW TO REPORT CHANGES IN A TRIBE’S BANK ACCOUNT

The Department makes CARS payments through the State Instant Deposit Program by use of an Automated Clearing House (ACH). This electronic system provides a secure and timely method of payment.

If the tribe plans to change banks or establish a new account, notify the CARS Unit 30 days before the effective date of the change. The tribe must use the State Instant Deposit Program Enrollment, [F-80905](#), to report changes in banks or bank accounts.

Contact Justin Brown, CARS Unit, at 608-267-7130 or email your questions about ACH at Justin.Brown@wisconsin.gov.

DEPARTMENT CONTACTS FOR QUESTIONS

Questions on Expenditure Reporting

1st Contact CARS Unit: Justin Brown at Justin.Brown@wisconsin.gov or 608-267-7130

2nd Contact CARS Unit: Melissa Oleson at Melissa.Oleson@wisconsin.gov or 608-267-9561

Question on Specific Fiscal or Program Compliance

Fiscal – DHS Tribal Affairs Office: Patti Devine, fiscal manager, 608-266-1839
or Patti.Devine@wisconsin.gov

Program – Tribal Affairs Office: Darwin Dick, statewide administrator, 608-261-6728 or
Darwin Dick Darwin.Dick@wisconsin.gov or Gail Nahwahquaw, TAO director, 608-261-9334
or Gail.Nahwahquaw@wisconsin.gov