



---

## TRIBAL COMMUNITY AIDS REPORTING SYSTEM (CARS) ACCOUNTING REPORTS MANUAL

### CHAPTER III

---

#### CARS PROFILE LINE INFORMATION

This chapter contains all of the CARS profile lines used by the tribes for DHS programs. The information is organized numerically.

- **TRIBAL CARS PROFILE NUMBER** – The number used by the CARS system to identify unique funding and program requirements. Tribal Profiles are always 65XXX or 66XXX.
- **PROFILE ID TITLE** – Abbreviation of the profile/program full title, limited to 25 characters.
- **FULL TITLE** – Non-abbreviated profile/program title.
- **REPORTING INSTRUCTIONS** – Brief profile/program specific reporting instructions.
- **PROFILE TYPE** – Designates how expenses are processed.

The options include:

- Cash Adjustments (A)
- Non Reimbursable (D)
- Sum Sufficient (E)
- Contract Controlled (F)
- Allocated (G)
- **EXPENSES ROLL TO THIS PROFILE FROM** – Profile(s) from which expenses will roll when reimbursable expenses exceed the contract level and are appropriate for reimbursement by this profile.
- **EXPENSES FROM THIS PROFILE ROLL TO** – Profile(s) to which expenses will roll when reimbursable expenses exceed the contract level for this profile and are appropriate for reimbursement on the listed profile
- **EXPENSES ALLOCATE TO THIS PROFILE FROM** – Expenses will allocate to this profile from listed profile(s).
- **EXPENSES ALLOCATE FROM THIS PROFILE TO** – Expenses will allocate from this profile to the listed profile(s).
- **REIMBURSEMENT %** – Specifies the percentage of expenditures CARS will process further. CARS will:
  - A. Reimburse at this percentage on this profile or;
  - B. Roll the expenditures to another profile for further processing or;
  - C. Allocate the expenditures to another profile for further processing  
Refer to specific profile IDs for information on rolls or allocations.
- **LIMITATIONS (Funding Controls)** – Dictated by contract, statutory requirements, and federal requirements.

- FEDERAL CATALOG (CFDA) NUMBER – Numbers assigned to Federal Domestic Assistance Programs by the Federal Government for auditing purposes.
- DIVISION/OFFICE RESPONSIBLE – The division or office responsible for the administration of the program.

The Tribal Affairs Office will periodically send updates to the CARS profiles. The updates may include additions, deletions, or modifications to profiles. Please follow all profile instructions.

Note: N/A on the profile sheet means “Not Applicable.”