
Community AIDS Resource and Education Services of Southwest Michigan

Human Immunodeficiency Virus Prevention Program
October 1, 2018 – June 30, 2019

Ryan White Part B Program
October 1, 2018 – June 30, 2019

Audit Report – Issued October 2019

State of Michigan
Department of Health and Human Services
Bureau of Audit
Audit Division





STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ROBERT GORDON
DIRECTOR

October 8, 2019

Ms. Kelly Doyle, Executive Director
Community AIDS Resource and Education Services
629 Pioneer Street, Suite #200
Kalamazoo, Michigan 49008

Dear Ms. Doyle:

This is our audit report of the Human Immunodeficiency Virus (HIV) and Ryan White Part B programs administered by Community AIDS Resource and Education Services of Southwest Michigan (CARES) for the audit period of October 1, 2018 through June 30, 2019.

The Michigan Department of Health and Human Services (MDHHS) is committed to ensuring high standards of integrity and accountability for public funds. To that end, we periodically perform audits to assess the agency's compliance with fiscal reporting and other requirements contained in MDHHS agreements, and policies and procedures; and Federal regulations.

The report includes the Statements of Audited Grant Revenues and Expenses, Federal and State Grant Award Information, and Scope and Methodology. We noted no exceptions during our review.

Final reports are posted for public viewing on the [MDHHS website](#).

Thank you for the cooperation extended throughout the audit process.

Sincerely,

Shannah M. Havens, CPA, CISA
Audit Section Manager
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TABLE OF CONTENTS

Statements of Audited Grant Revenues and Expenses

HIV Prevention – 10/01/2018 - 06/30/2019	1
HIV/AIDS Ryan White Part B – 10/01/2018 - 06/30/2019.....	1
Federal and State Grant Award Information.....	2
Scope and Methodology.....	3
Glossary of Abbreviations and Terms	4

Community AIDS Resource and Education Services of Southwest Michigan HIV Prevention Statement of Audited Grant Revenues and Expenses 10/1/2018 - 6/30/2019					
	BUDGETED	REPORTED	AUDITED	AUDIT ADJUSTMENT	EXCEPTION REFERENCE
REVENUES					
MDHHS Grant	\$ 200,000	\$ 141,862	\$ 141,862	\$ -	
Total Revenues	\$ 200,000	\$ 141,862	\$ 141,862	\$ -	
EXPENSES					
Salaries and Wages	\$ 114,434	\$ 86,320	\$ 86,320	\$ -	
Fringe Benefits	\$ 35,006	\$ 24,612	\$ 24,612	\$ -	
Travel	\$ 5,600	\$ 4,641	\$ 4,641	\$ -	
Supplies and Materials	\$ 6,268	\$ 5,336	\$ 5,336	\$ -	
Other	\$ 38,692	\$ 20,953	\$ 20,953	\$ -	
Total Expenses	\$ 200,000	\$ 141,862	\$ 141,862	\$ -	

Community AIDS Resource and Education Services of Southwest Michigan Ryan White Part B Statement of Audited Grant Revenues and Expenses 10/1/2018 - 6/30/2019					
	BUDGETED	REPORTED	AUDITED	AUDIT ADJUSTMENT	EXCEPTION REFERENCE
REVENUES					
Fees and Collections - 1st and 2nd Party	\$ 1,245,000	\$1,371,671	\$ 1,371,671	\$ -	
MDHHS Grant	\$ 898,013	\$ 671,722	\$ 671,722	\$ -	
Total Revenues	\$ 2,143,013	\$2,043,393	\$ 2,043,393	\$ -	
EXPENSES					
Salaries and Wages	\$ 538,406	\$ 423,133	\$ 423,133	\$ -	
Fringe Benefits	\$ 178,552	\$ 130,244	\$ 130,244	\$ -	
Travel	\$ 45,914	\$ 32,001	\$ 32,001	\$ -	
Supplies and Materials	\$ 803,131	\$ 857,890	\$ 857,890	\$ -	
Contractual	\$ 12,000	\$ 7,000	\$ 7,000	\$ -	
Other	\$ 565,010	\$ 593,125	\$ 593,125	\$ -	
Total Expenses	\$ 2,143,013	\$2,043,393	\$ 2,043,393	\$ -	

FEDERAL AND STATE GRANT AWARD INFORMATION

Program Title	HIV Prevention
Federal Agency	U.S. Department of Health and Human Services
Federal Sub-Tier	Centers for Disease Control and Prevention
Federal Program Title	HIV Prevention Activities Health Department Based
CFDA Number	93.940
MDHHS Agreement No.	E20192690
MDHHS Agreement Period	10/01/2018-09/30/2019
Amount to be Returned	\$-0-

Program Title	Ryan White HIV/AIDS Program Part B
Federal Agency	U.S. Department of Health and Human Services
Federal Sub-Tier	Health Resources and Services Administration
Federal Program Title	HIV Care Formula Grants
CFDA Number	93.917
MDHHS Agreement No.	E20191751
MDHHS Agreement Period	10/01/2018-09/30/2019
Amount to be Returned	\$-0-

SCOPE AND METHODOLOGY

We examined the CARES' records and activities for the period October 1, 2018, through June 30, 2019.

Our audit procedures included the following:

- Reviewed the most recent Single Audit and Financial Statement Audit Reports for any HIV Prevention Program or RWHAP Part B Program related concerns.
- Reviewed the most recent HIV Prevention Program and RWHAP Part B site visit reports from the Program staff.
- Reviewed the Grant Agreement, Budgets, and Program Specific Assurances and Requirements.
- Reviewed policies to ensure they meet applicable requirements and guidelines.
- Reviewed the most recently completed Subrecipient Questionnaire.
- Reconciled the HIV Prevention Program and RWHAP Part B Financial Status Reports (FSRs) and MDHHS payment schedules to the accounting records.
- Tested a selection of payroll and non-payroll expenditures for program compliance; and adherence to policies, Federal and program guidelines and approval procedures.
- Reviewed building space/lease costs for proper reporting and compliance with Federal requirements.
- Reviewed RWHAP Part B billings, and collection of fees, and collection of donations.

Our audit did not include a review of program content or quality of services provided.

GLOSSARY OF ABBREVIATIONS AND TERMS

AIDS	Acquired Immunodeficiency Syndrome
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
FSR	Financial Status Report
HIV	Human Immunodeficiency Virus
MDHHS	Michigan Department of Health and Human Services
RWHAP	Ryan White HIV/AIDS Program
CARES	Community AIDS Resource and Education Services of Southwest Michigan