

Memorandum



www.sova.sc.gov

To: Police Chiefs and Sheriffs

From: Larry Barker, Ph.D. – SOVA Director

Date: 1/29/13

Re: Donating Victim Assistance Fines, Fees and Assessment Funds

To assist agencies with accountability of the above funds, the SOVA Auditing section will be requesting that any agencies and or organizations currently receiving or that may have received any portions of these funds from your agency submit to our office a copy of their budget showing how those donated funds were spent. They may also ask your agency to submit for review the reports from these agencies and organizations receiving the funds to show number and types of victims assisted and services provided. This helps show accountability for both parties as it relates to the donation.

As we review budgets each year, we have noticed that various documentation regarding the donations from municipalities and counties are not kept on file for long term accountability purposes. Therefore, this memo is to assist you in holding those agencies and organizations accountable for the funds they receive from your agency.

If you are donating funds to any agency or organization providing direct victim services, please note the following information:

- Make sure the agency you are donating to request their donation in writing indicating how they intend to use the funds to provide direct services to crime victims. Please keep a record of this on file.
- Make sure your agency responds to their request in writing informing them of the amount that will be donated for direct victim services. Again, please keep a record of this on file.
- Make sure your response letter indicates the amount to be donated and inform the agency requesting the donation that they are required to provide monthly, quarterly and year-end reports to your agency showing the number and types of victims assisted and services provided. A sample report can be found at www.sova.sc.gov under the auditing tab attached to the sample contract. Please keep all reports on file. These reports may be requested for review by the auditing staff during the budget phase or if there is an audit scheduled for your municipality or county.
- The agency or organization receiving the funds will be required at the end of the fiscal year to provide SOVA with a budget and or report showing how the donated funds were used. They can send their budget with your agency's budget or they can send it separately. The budget is required to be submitted to SOVA each year per Proviso 89.61.

Should you have any questions, please do not hesitate to contact Ethel Douglas Ford at 803-734-1704 or ask for anyone in the auditing section.