



## September DCVC Auditing Eblast!

### Victim Assistance Fines, Fees and Assessment Fund

Autumn has arrived! Take time out to see nature's beauty in the leaves! Please note, we are continuing to telework; however, we are here to provide you with assistance as needed. You may continue to email us or leave a voicemail message and we will return your call within 24 hours. Noted below, please see auditing technical assistance documents that may be useful in monitoring and managing your Victim Assistance Fines, Fees, and Assessment Funds.

#### **Auditing Technical Assistance At-A-Glance Documents**

- **Time and Activity (T&A) Sheet (DCVC Sample Provided)**
- **Victim Advocate Time and Activity (T&A) Percentage Calculator**
- **Projected Budget (DCVC Sample Provided)**
- **Victim Assistance Staff Hired Report (DCVC Sample Provided)**
- **Victim Assistance Expenditure Report**
- **Victim Assistance Services Contract (DCVC Sample Provided)**
- **Crime Victim Assistance Statistical Report (DCVC Sample Provided)**
- **Donation Form (DCVC Form Provided)**
- **Victim Advocate Procedural Manual (DCVC Sample Provided)**
- **Uniform Supplemental Schedule (DCVC Uniform Supplemental Schedule Provided)**
- **Non-Profit Allowable Lease Form (DCVC Form Provided)**

**Note:** Please forward this email to anyone you believe should be a recipient of this EBLAST or send us the email of someone who should receive the EBLAST. Also, if you **do not** wish to receive the EBLAST, you may email [mlee-thompson@scag.gov](mailto:mlee-thompson@scag.gov) to be removed.

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For additional information, go to <http://www.sova.sc.gov/audit.html>  
(click on the auditing tab)

