

## **Victim Assistance Fines, Fees and Assessment Fund Donation Form**

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Donating Agency: \_\_\_\_\_

Donating Agency Address: \_\_\_\_\_

Donating Agency Contact: \_\_\_\_\_

Donating Agency Contact Email: \_\_\_\_\_

Donating Agency Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Amount Donated:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_ **Fiscal Year:** \_\_\_\_\_

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Agency Requesting Donation: \_\_\_\_\_

Agency Requesting Donation Address: \_\_\_\_\_

Agency Requesting Donation Contact: \_\_\_\_\_

Agency Requesting Donation Contact Email: \_\_\_\_\_

Agency Requesting Donation Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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### **All Steps Below Are Required:**

#### **Checklist for Donating Agency:** (Contact SOVA Auditing Section with questions at 803-734-1900)

\_\_\_\_\_ Ensure you receive a request letter from the agency making the donation request identifying how these funds will be used in providing direct victim services to crime victims? ***All requests must be submitted yearly and considered a one-time donation and is not a guarantee of funds.***

\_\_\_\_\_ Ensure your agency responds with written notification to the request letter indicating the amount that will be donated for only direct victim services to the requesting agency?

\_\_\_\_\_ Ensure your agency's 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](http://www.sova.sc.gov) under the auditing tab attached to the sample contract. **These reports may be requested for review by the auditing staff during the budget phase or during an audit if warranted.**

\_\_\_\_\_ Ensure your agency informs the requesting agency or organization receiving the funds that they 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? The budget/expenditure report is a requirement per Proviso 89.61.

\_\_\_\_\_ **This is separate from any contract negotiations between counties/municipalities. However, all contracts should include amounts to be transferred to county/municipality providing services and reports above are required by the contractual county/municipality.**

Signature for Donating Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Signature for Requesting Agency: \_\_\_\_\_ Date: \_\_\_\_\_