

## PRE-REQUESTED AUDIT DOCUMENTS:

These are documents that your office may be asked to produce if you have been notified of an audit by our agency.

**Please note this is not an all-inclusive list.**

- Copy of Agency's Financial Statements
- Copy of Agency's Expenditure Reports
- Copies of 5 DCVC budget submissions
- Victim Staff Hired Report
- Victim Advocate Job Description
- Proof of VSP Certification for all Advocates
- Proof of training/conference attendance
- Copy of Victim Assistance Policies
- Copy of Victim Assistance Manual
- Copy of prior audits
- List of all local governing entities/non-profit organizations receiving VAFFA funds
- SLED Investigation Information (if applicable)

Return all documents at least five business days prior to the auditor's on-site visit.

**Note: DCVC reserves the right to request any additional information deemed necessary to complete a Programmatic Review**



*Contact Us*

### DCVC AUDITING

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Columbia, SC 29201  
Telephone 803.734.1900  
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[www.sova.sc.gov](http://www.sova.sc.gov)  
(Click on auditing tab)

## Office of the Attorney General Department of Crime Victim Compensation (DCVC)



### Programmatic Review and Financial Audit Team

Act 141  
Victim Assistance Fines,  
Fees, and Assessment Fund  
(VAFFA Fund)

## The Victim Service Coordinating Council has Approved Guidelines for Expenditures of Monies Collected for Crime Victim Service in Municipalities and Counties

For a complete list of approved expenditures of crime victims' funds retained by county and municipal governments pursuant to sections 14-1-206, 14-1-207, 14-1-208, and 14-1-211 exclusively for providing victim services, go to [www.sova.sc.gov](http://www.sova.sc.gov) - (click on auditing tab)

Listed below are some of the approved expenditures for the fund:

- Victim Advocates' (VA) salaries (must provide direct services to crime victims)
- VA Vehicle Purchase (with stipulations)
- VA Computer and Software Purchases
- Automated victim information/notification
- Victim Service Provider approved training
- Printing of VA Brochures
- VA office supplies
- VA camera
- Bullet Resistant Vests for Sworn and Civilian Law Enforcement VA
- Match for a VA Grant

This is not an all-inclusive list and is updated periodically. Therefore, to ensure that you have the most current list, please go to [www.sova.sc.gov](http://www.sova.sc.gov) - (click on auditing tab).

**Note: Additional stipulations will apply for Dual Role Victim Advocates**



### AUDITING LEGISLATION

**Act 96 (Part IV)**

### AUDITING PROVISOS

**Proviso 59.15**  
**Amended Proviso 59.15**  
**Proviso 98.9**

**For additional information related to Legislation or Proviso, go to [www.sova.sc.gov](http://www.sova.sc.gov) - (click on auditing tab)**

### TECHNICAL ASSISTANCE DOCUMENTS

The following DCVC Technical Assistance Documents have been prepared to assist and aid you in oversight of the Victim Assistance Fines, Fees, and Assessment Fund. For additional information regarding these documents, please go to [www.sova.sc.gov](http://www.sova.sc.gov) - (click on auditing tab).

- **Sample and Blank:** Victim Advocate Percentage Calculator
- **Sample:** Budget
- Act 141 Victim Witness Staff Report
- Victim Advocate Time and Activity Report
- Act 141 Victim Assistance Expense Report
- Donation Form
- **Sample:** Non-Profit Allowable Rent Form
- **Sample:** Contract



### AUDITING RELATED RESOURCE LINKS

Listed below are related links that may be useful for counties and municipalities to aid in the accountability of the Victim Assistance Fines, Fees, and Assessment Fund.



**South Carolina State Treasurer**  
<https://www.treasurer.sc.gov> -

(click on what we do, Government and Court Fines and Fees tabs)

**South Carolina Office of The State Auditor**  
<https://osa.sc.gov>

**Municipal Association of South Carolina**  
<https://www.masc.sc>

**South Carolina Municipal Finance Officers, Clerks and Treasurers' Association**  
<https://www.masc.sc>

**South Carolina Association of Counties**  
<https://www.sccounties.org>