

**December DCVC Auditing EBlast!**  
**Victim Assistance Fines, Fees and Assessment Fund**  
**Donation Checklist**

December 2019

**Hello!**

**The holidays are here! Almost a new day and a new year! As a county or municipality, you may be interested in donating a portion of your Victim Assistance Fines, Fees and Assessment Funds! If so, please note the information below regarding donations.**

Ensure you receive a detailed request letter outlining the use of requested funds

The agency requesting the donation is required to meet all reporting requirements which includes but is not limited to providing monthly, quarterly and year-end reports and listing number and types of victims assisted and services provided

Ensure your agency responds with written notification to the agency making the request for the donation and indicate the amount to be donated if any

Ensure the donation form is complete and has been dated and signed by all parties

**Please note the following:**

1. Each request for funds is considered a **one-time donation** and is **not guaranteed**
2. Each request for funds are to be submitted yearly