



# *Program Sustainability*

- Sheriffs and Chiefs should receive monthly financial reports so they can monitor their victim assistance fund on an ongoing basis.
- All relevant parties should be well informed of the victim advocate's job duties and a job description is required to be updated as needed based upon their duties.
- For accountability purposes, monthly, quarterly, and year-end direct victim service reports should be provided by the Victim Advocate to all relevant parties.
- All relevant parties should be aware of the Approved Guide for sustainability purposes. (*Approved Guide can be found on the DCVC website below under the Auditing tab*)
- Excerpts from Proviso 93.27 - A county or municipality may retain carry forward funds that were collected pursuant to Sections 14-1-206 (B) and (D), 14-1-207 (B) and (D), 14-1-208 (B) and (D), and 14-1-211 (B) of the 1976 Code, but no more than \$25,000 or ten percent of funds collected in the prior fiscal year, whichever is higher. If a county or municipality does not spend at least ninety percent of the funds collected pursuant to Sections 14-1-206 (B) and (D), 14-1-207 (B) and (D), 14-1-208 (B) and (D), and 14-1-211 (B) on Article 16, Chapter 3, Title 16 first priority and/or second priority programs during the fiscal year that the funds are received then the county or municipality shall remit any unspent funds that are greater than the allowed carried forward funds, regardless of the year collected, to the State Victim Assistance Program (SVAP) within 120 days after the end of the fiscal year. All funds must be accounted for in the annual audit for each county or municipality.

**For additional information regarding the SAVP program, please contact Billy House at (803) 734-0785 or [bhouse@scag.gov](mailto:bhouse@scag.gov) .**

- Victim Advocates and their Chiefs or Sheriffs are encouraged to assess their Victim Assistance Program on an on-going basis for future sustainability and enhancement opportunities. (*Working Together Is Essential For Sustainability!*)
- Other Relevant Parties including Finance, Clerks, Judges, and Administration are encouraged to collaborate and work with the victim assistance program to ensure compliance.
- Should your agency choose to make a donation, please be mindful of the following:
  1. **Ensure the agency requesting the donation is providing direct services to crime victims.**
  2. **Whether providing and or receiving donations, ALL guidelines and procedures MUST be followed. (*Donation Form is located on the DCVC website below under the Auditing tab*)**

**WORKING TOGETHER IS VITAL**  
**DCVC AUDITING TEAM**  
**Business Line: 803.734.1900**