



ALAN WILSON
ATTORNEY GENERAL

Victim Assistance Fines, Fees, and Assessment (VAFFA) Fund
Pre-Requested Audit Documents/Information

Pre-audit list of documents to submit prior to the auditor's site visit:

1. Copy of the Agency's Victim Assistance Program Overview
2. Copy of the Victim Assistance Program Website Information
3. Copies of VAFFA Expenditure Reports
4. Copy of Agency's Financial Statements
5. Copies of the last 5 DCVC budget submissions
6. List of all governing entities and non-profit organizations receiving VAFFA funds
7. Victim Staff Hired Report (Past and Current)
8. Current Victim Advocate Job Description
9. Volunteer Victim Advocate Job Description (If applicable)
10. Copy of victim assistance operational policies and procedures/Manual
11. Copy of victim assistance publications
12. List of Training/Conferences/Certifications available for victim advocate and/or volunteer advocates
13. Copies of prior state, town or county or DCVC audits
14. Are you currently being investigated or has there been any previous investigation conducted by SLED of your agency? If so, please explain.

**Please return all of the above requested documents at least five
business days prior to the auditor's on-site visit.**

**Note: DCVC reserves the right to request any additional information
as deemed necessary for completing this Audit.**