


5% County Report – Quick Sheet

1 Select the county and judicial circuit for which they are reporting.

Appling	▲	Alapaha	▲
Atkinson	☰	Alcovy	☰
Bacon	▼	Appalachian	▼
Baker	▼	Atlanta	▼

2 Submit the date when you are submitting this report.

Select the date this report is being submitted.



Select the time frame this report covers.

January 1 through June 30

July 1 through December 31

3 Answer the following:

1. Which county agency is responsible for distributing Local Victim Assistance (5% Funding) to local victim assistance agencies?
2. How frequently does your county government agency receive Local Victim Assistance Fines (5% Funds) from the courts?

4 General information about the person completing this report (such as Name, Position, Employing Agency, Email, and Phone Number).

5 Complete the following:

1. Enter the total amount of 5% Funds collected during this reporting period.
2. Enter the total amount of 5% Funds retained for administrative purposes or future disbursement during this reporting period.
3. Enter the total amount of 5% Funds disbursed to local victim assistance agencies during this reporting period.

6 The next series of questions is a 2-question repeating loop that will help CJCC determine the percentage of victims served and services provided according to 5% Funding received.

You are first asked: **“How many agencies received 5% Funding to your county?”**

This question will control the number of loops you receive. For example, if you enter "1," the loop will only occur once; if you enter "2," the loop will repeat twice, and so on.

NOTE: Each loop represents the different agencies that received 5% Funding in your county.

7 The 2-question loop asks the following:

1. Enter the name of an agency/program to which your county distributed 5% Funding.
2. Enter the total amount of 5% Funding disbursed* to this agency. **DO NOT include any other funding received from this county.*

If you entered “0” for Step 6, then you will be asked to explain how 5% Funds were managed. (1,000 character maximum)

8 Once Step 7 is finished, your report is complete and you should receive the following statement:

Thank You! You have successfully completed the Local Victim Assistance Add-On Fines (5%Funding) Report.

Your report has been successfully submitted to CJCC. **PLEASE PRINT AND RETAIN THIS PAGE AS CONFIRMATION OF RECEIPT.**