



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jennifer M. Nash, Treasurer**  
**Date: March 7, 2018**  
**Re: RESOLUTION AUTHORIZING THE CREATION OF THE**  
**“VICTIM SERVICES UNIT” FUND**

The Livingston County Sheriff has announced the formation of the Livingston County Victim Services Unit (VSU). The Unit will be comprised of specially trained volunteers that will assist first responders by providing short term crisis intervention to individuals, families, victims, etc., thereby allowing authorities to do their jobs without leaving those in crisis/trauma feeling alone.

The VSU will be funded by 1) state Crime Victim Rights grant dollars passed through the Michigan Sheriff's Association and 2) local community donations. Since these funds are restricted for VSU purposes only, accounting guidelines require the funds be recorded within a special revenue fund.

This resolution establishes a new special revenue fund titled “Victim Services Unit”. The fund shall be used to record the revenues and expenses for the operations of the Victim Services Unit, and shall follow the county's Accounts Payable policy and procedures.

The resolution requests the establishment of the fund effective 12/31/2017 in order for the Treasurer to properly record \$400 of grant revenue and \$1000 of donations received in 2017 for this specific purpose.

Thank you for your consideration and I am happy to answer any further questions you may have.