



**To:** All GACP Active and Professional Members  
**From:** Frank Vincent Rotondo, GACP Executive Director  
**Re:** State Asset Forfeiture Forms (mandated if assets are acquired or used)  
**Date:** December 13, 2016

State Asset Forfeitures and the reporting of the forfeitures has been a major topic on concern in Georgia for years. The result of recently passed legislation mandates the proper reporting of forfeitures to the state. That same legislation authorized the Prosecuting Attorneys Council (PAC) to develop suitable forms for agencies to report their forfeiture earning and their expenditures. These forms must be completed yearly.

Below is the substance of an email I received from the Executive Director of PAC regarding State Asset reporting for the calendar year 2016.

I encourage you to adhere to the letter and the spirit of this law by completing your form within the specified time. Your failure to do so could cause punitive action being taken against your governing authority.

*The Asset Forfeiture Report forms for the 2016 calendar year are now available on the PAC website ([www.pacga.org](http://www.pacga.org)).*

*This year, you will notice that to report, you must download the applicable spreadsheet and fill in the statutorily-required information. The use of a spreadsheet was made after consultation with law enforcement. It is designed to make it easier for reporting agencies and offices to input information from their respective bookkeeping ledgers into the reporting spreadsheet. Once the spreadsheet is completed, you must convert it to .pdf form, attach the .pdf to the Title page and submit it.*

*Detailed instructions are available [here](#) to assist in completing the reporting requirements. If you have any additional questions, please call Gary Bergman in my office (770-282-6300) or email him at [gbergman@pacga.org](mailto:gbergman@pacga.org).*