|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Citations*** *12 months**Jan 1,20XX**thru Dec 31, 20XX* | *(Number of* *Citations for each District)* | *(Total Citations/Grand Total)* | *(% of Total \*333)* | *(Round Sample Size up to Nearest Whole Number)***Step 5:** Multiply % by Sample size **Step-4:** Calculate % of totalfor each strata |
| **District** | **Total Citations** | **% of Total** | **Sample Size** | **Round Up****Step 6:** Round Up to nearest whole number |
|  Central (1) | 397 | (397 Divided by 2500)x 100**= 15.88%** | 15.88% x 333 = **52.88** | **53** |
|  Southern (2) | 803 |  |  |  |
|  Hill Street (3) | 500 |  |  |  |
|  Northern (4) | 492 |  |  |  |
| River Estates (5) | 308 |  |  |  |
| **Grand Total** | **2500** |  |  |  |

**Step 1:** ID Population/strata
**Step 2:** Verify grand total population and break down into strata, include date criteria.

ID Strata

**Step 3:** Determine sample size based on grand total / population and put that # here, use sample size tool or table to get this #, you may use a percentage for a non-statistical #