|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***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 total for 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 #