

DIRECTIVE 2008-119

December 16, 2008

To: ALL COUNTY BOARDS OF ELECTIONS

Re: 2008 Annual Report – Expenses of the Board

2008 Annual Report
(R.C. 3501.11(N))

Each board of elections is required to make an annual report to the Secretary of State indicating the expenditures made in administering elections, appropriations received, number of registered voters, number of elections held, and the types of voting systems in use in your county. The reports from each of the county boards of elections are used to prepare the Secretary of State's annual report to the Governor, mandated by R. C. 3501.05(O).

Included with this directive are the forms to be used by boards of elections to report expenses, appropriations received, number of registered voters, number of elections held and the types of voting systems. All expenses incurred during calendar year 2008 must be included in the report, even if all bills for such expenses have not yet been paid.

It is important that the forms be completed accurately. **Please review and verify all numbers ensuring the totals balance properly.** The forms have been compiled in a Microsoft Excel format so that you may download, complete and e-mail the forms to our office.

Please return the forms to the Elections Division, Attn: Denise Sherrod, **no later than February 27, 2009**, by one of the following methods:

- E-mail: dsherrod@sos.state.oh.us;
- Fax: 614-752-4360; or
- U. S. Mail: Secretary of State's Office, Attn: Denise Sherrod, P.O. Box 2828, Columbus, 43216.

If you have any questions concerning the annual report, please contact one of the elections administrators at (614) 466-2585.

Sincerely,

Jennifer Brunner

Attachment