



Jon Husted
Ohio Secretary of State

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DIRECTIVE 2014-03

January 31, 2014

To: All County Boards of Elections
Directors, Deputy Directors, and Board Members

Re: 2013 Annual Report of Expenses of the Board

SUMMARY

Each board of elections must make an annual report to the Secretary of State indicating the expenditures made in administering elections and supplemental information. The reports from each of the county boards of elections, due by March 7, 2014, are used to prepare the Secretary of State's annual report to the Governor, mandated by R.C. 3501.05(O).

INSTRUCTIONS

Included with this Directive is a spreadsheet to be used by boards of elections to report expenses, number of elections, number of employees, and types of voting systems. All expenses incurred during calendar year 2013 must be included in the report, even if the bills for such expenses have not yet been paid.

It is important that the form be completed accurately. You must review and verify all numbers to ensure the numbers are correct and the totals balance properly. The form is in a Microsoft Excel format. Please download, complete, and email the forms back to our office.

Return the completed form to Denise Sherrod at dsherrod@ohiosecretaryofstate.gov no later than March 7, 2014.

If you have any questions concerning this Directive, please contact Pat Wolfe or Laura Pietenpol at (614) 466-2585.

Sincerely,


Jon Husted

General Information													
NUMBER OF													
Candidates (not including write-in candidates) who filed VALID declarations of candidacy petitions for any PRIMARY election(s) held in 2013	Candidates (not including write-in candidates) who filed VALID declarations of candidacy petitions for the GENERAL election held in 2013	Write-in candidates for any PRIMARY election(s) held in 2013	Write-in candidates for the GENERAL election held in 2013	"Free" recounts that were conducted (RC 3515.011) for any PRIMARY election(s) held in 2013	"Free" recounts that were conducted (RC 3515.011) for the GENRAL election held in 2013	Requested/paid-for recounts that were conducted (RC 3515.011) for any PRIMARY election(s) held in 2013	Requested/paid-for recounts that were conducted (RC 3515.011) for the GENRAL election held in 2013	Election contests in 2013	DRE devices owned by the county	AutoMarks owned by the county	PCOS devices owned by the county	High-speed central tabulators owned by the county	Ballot-on-demand printers owned by the county
0	0	0	0	0	0	0	0	0	0	0	0	0	0

DOLLAR AMOUNT					
Filing fees received for any PRIMARY election(s) held in 2013	Filing fees received for the GENERAL election held in 2013	Rate of pay for a precinct election official to attend a training session	Rate of pay for a presiding judge to attend a training session	Rate of pay for a precinct election official on election day	Rate of pay for a presiding judge on election day (do not include milage or additional fees for delivery of supplies)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Costs Relating to Workforce (Personnel)					Costs Relating to Workforce (Personnel)																							
NUMBER OF					DOLLAR AMOUNT																							
															Precinct Official wages			Precinct Official Training			Election Day Rover and Tech wages							
Precincts GENERAL ELECTION 11/05/2013	Registered voters as of 11/05/2013	Electors voting in GENERAL ELECTION 11/05/13	Full-time clerks	Part-time clerks	Salaries Members of the Board	Salary Director	Salary Deputy Director	Full-time clerk regular wages	Full-time clerk overtime wages	Other full-time wages	Cost of benefits for all full-time positions	Cost of employee buy out due (all reasons)	Part-time clerk wages	Other part-time wages	Additional wages to Presiding Judge (supplies pick up & delivery)	PRIMARY ELECTION	GENERAL ELECTION	SPECIAL ELECTION	PRIMARY ELECTION	GENERAL ELECTION	SPECIAL ELECTION	PRIMARY ELECTION	GENERAL ELECTION	SPECIAL ELECTION	Total personnel service charges (total of columns F through Y)			
																GENERAL ELECTION	GENERAL ELECTION	SPECIAL ELECTION	GENERAL ELECTION	GENERAL ELECTION	SPECIAL ELECTION	GENERAL ELECTION	SPECIAL ELECTION					
0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

Costs Not Associated with Personnel, Voting Systems or Voter Registration System																										
BALLOT PRINTING			POSTAGE										ELECTION EXPENSES				Advertising			OFFICE EXPENSES						
			Absentee ballots			Special Mailings			NVRA Mailing		Misc Business Mail	Permits														
PRIMARY ELECTION	GENERAL ELECTION	SPECIAL ELECTION	PRIMARY ELECTION	GENERAL ELECTION	SPECIAL ELECTION	PRIMARY ELECTION	GENERAL ELECTION	SPECIAL ELECTION	Outbound Confirmation Cards	Return Postage	Misc Business Mail	Permits	Poll books & other precinct supplies	Equipment delivery	Poll rent	Insurance	PRIMARY ELECTION	GENERAL ELECTION	SPECIAL ELECTION	Office furniture/ equipment purchase	Office equipment rent	Office supplies	Office rent	Misc. business (including business software such as MS Office)	Telephone	Election Day Phone (PEO & Rover)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Costs Not Associated with Personnel, Voting Systems or Voter Registration System (Cont'd)	
OTHER	
Total of Other Expenses	Itemize any "other" expense that is 10% or more of the entire Other Category
\$0.00	

Voting Systems											
DOLLAR AMOUNT											Description of voting system repairs (type):
Maintenance contract fees	Vendor programming support and training fees	Software license fees	Hardware purchases	Software purchases	Repair costs (labor)	Repair costs (parts)	Equipment storage	Election equipment purchases	Technology consumables (removeable media, etc.)	Poll booth or other poll equipment purchases	Disability compliance purchases
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Voter Registration System											
DOLLAR AMOUNT											Description of VR system repairs (type):
Maintenance contract fees	Vendor programming support and training fees	Software license fees	Hardware purchases	Software purchases	Repair costs (labor)		Storage for backup media and other storage related to VRS	VRS equipment purchases	Technology consumables (removable media for backups, etc.)	Virtual server fees	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	

Description:			
Primary voting system for election day (DRE or PCOS)	Original manufacturer (Hart, ES&S or Diebold)	Maintenance/support provider (Hart, ES&S or Dominion)	ADA system for election day (DRE or AutoMark)

DATE:	YES/NO	DOLLAR AMOUNT:
When was the current voting system first used in your county?	Did you lease or rent any voting equipment?	If you leased or rented voting equipment, what was the cost?
		\$0.00