



Jon Husted
Ohio Secretary of State

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DIRECTIVE 2014-38

December 23, 2014

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

Re: 2014 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 6, 2015, will be used to prepare the Secretary of State's annual report to the Governor.¹

INSTRUCTIONS

Each board of elections must use the spreadsheet included with this Directive to report expenses, number of elections, number of employees, and types of voting systems. All expenses incurred during calendar year 2014 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 Excel spreadsheet back to our office. Do not change, add, or delete any columns, headings, or formulas.

Boards of elections must return the completed form to Denise Sherrod at dsherrod@ohiosecretaryofstate.gov no later than March 6, 2015.

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

Sincerely,


Jon Husted

¹ R.C. 3501.05(O).