



Jon Husted
Ohio Secretary of State

180 East Broad Street, 16th Floor
Columbus, Ohio 43215
Tel: (877) 767-6446 Fax: (614) 644-0649
www.OhioSecretaryofState.gov

DIRECTIVE 2015-41

December 30, 2015

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

Re: 2015 Annual Report of Expenses of the Board

SUMMARY

Each board of elections must make an annual report to the Secretary of State that includes expenditures made in administering elections and other supplemental information. The reports from each of the county boards of elections, due by February 29, 2016, 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 2015 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 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 February 29, 2016.

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).