

2017 Annual Expense Report

Instructions:

1. Detail the expense related to the board as requested below. In sections B-H, only include the expenditures which were taken directly from monies appropriated to the board in its budget.
2. Use the tool tip for assistance in what should be included in the totals. For questions on where an expense should be categorized, please contact Pat Wolfe, Elections Administrator for assistance.
3. Use the "Other Expense" category to itemize any "other" expense that is 10% or more of the entire other category. *Do not include expenses associated with personnel, voting systems, or voter registration systems.*
4. Use "Section I: Paid with other county funds" to detail expenses that directly support the board of elections from other county funds and not from the board's budget appropriation.
5. Submit the annual expense report by selecting the Submit button on the bottom of the form.

County Board of Elections

Section A: Board of Elections and Election Information

Basic County Information

Provide the number of the following:

Registered voters as of November 7, 2017 General Election	
Electors who voted in the November 7, 2017 General Election	
Precincts as of the November 7, 2017 General Election	
Polling Locations as of the November 7, 2017 General Election	

Primary Election Information

Provide the number of the following:

Candidates who filed VALID declarations of candidacy petitions for any PRIMARY elections held in 2017	
Write-in candidates for any PRIMARY elections held in 2017 - valid declarations of intent only	
Automatic (free) recounts that were conducted for any PRIMARY elections held in 2017	
Requested (paid-for) recounts that were conducted for any PRIMARY elections held in 2017	

General Election Information

Provide the number of the following:

Candidates who filed VALID candidacy petitions for the GENERAL election held in 2017	
Write-in candidates for the GENERAL election held in 2017 - valid declarations of intent only	
Automatic (free) recounts that were conducted for the GENERAL election held in 2017	
Requested (paid-for) recounts that were conducted for the GENERAL election held in 2017	

Other Information

Provide the number of the following:

Election contests in 2017 (the post-election, judicial procedure described in R.C. 3515.08 not candidate contests)	
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Filing Fees - Income

Provide the amounts for the following:

Filing fees received for any PRIMARY elections held in 2017	
Filing fees received for the GENERAL election held in 2017	
Filing Fees - GRAND TOTAL	

Section B: Election-Related Expenses

Precinct Election Official Rate of Pay

Provide the rate of pay for the following:

Precinct election official to attend training	
Precinct election official on Election Day	
Voting location manager to attend training	
Voting location manager on Election Day (excluding misc. pay)	
Rover/technician to attend training	
Rover/technician on Election Day (excluding misc. pay)	

Precinct Election Official - Training and Wages Expense

Detail the expense for the following:

Precinct Election Official (including VLMs), Rover, and Technician training - Primary Election(s)	
Precinct Election Official (including VLMs), Rover, and Technician training - General Election	
Precinct Election Official (including VLMs), Rover, and Technician training - Special Election(s)	
B1a: Precinct Election Official - Training - SUBTOTAL	

Do not include wages or reimbursement for mileage or phone usage in the section below.

Precinct Election Official (including VLMs) Wages - Primary Election(s)	
Precinct Election Official (including VLMs) Wages - General Election	
Precinct Election Official (including VLMs) Wages - Special Election(s)	
B1b: Precinct Election Official - Wages - SUBTOTAL	

Do not include wages or reimbursement for mileage or phone usage in the section below.

Rover and Technician Wages - Primary Election(s)	
Rover and Technician Wages - General Election	
Rover and Technician Wages - Special Election(s)	
B1c: Rover and Technician - Wages - SUBTOTAL	

B1: Precinct Election Official - Training and Wages (total of B1a-B1c) - GRAND TOTAL	
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Ballot Printing Expenses

Detail the expense for the following:

Absentee ballot printing - cost per ballot sheet - Primary Election(s)	
Election Day ballot printing - cost per ballot sheet - Primary Election(s)	
Absentee ballot printing total expense- Primary Election(s)	
Election Day ballot printing total expense - Primary Election(s)	
B2a: Ballot Printing - Primary Election(s) - SUBTOTAL	

Absentee ballot printing - cost per ballot sheet - General Election	
Election Day ballot printing - cost per ballot sheet - General Election	
Absentee ballot printing total expense - General Election	
Election Day ballot printing total expense - General Election	
B2b: Ballot Printing - General Election - SUBTOTAL	

Absentee ballot printing - cost per ballot sheet - Special Election(s)	
Election Day ballot printing - cost per ballot sheet - Special Election(s)	
Absentee ballot printing total expense - Special Election(s)	
Election Day ballot printing total expense - Special Election(s)	
B2c: Ballot Printing - Special Election(s) - SUBTOTAL	

B2: Ballot Printing - All Elections (total of B2a-B2c) - GRAND TOTAL	
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Absentee Ballots - Direct-Mail Expense

Does the county utilize a vendor to mail absentee ballots directly from a supervised location other than the board's office (i.e., using a mail-house or print vendor)?	
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Postage - Absentee Ballots

Detail the postage expense only for the following:

Absentee ballot postage - Primary Election(s)	
Absentee ballot postage - General Election	
Absentee ballot postage - Special Election(s)	
B4: Postage - Absentee Ballots -GRAND TOTAL	

Postage - Special Election-Related Mailings

Detail the postage expense only for the following (*do not include costs associated with the NVRA Confirmation Mailing - include items such as PEO notices to serve, absentee applications, acknowledgement notices, etc).*):

Special mailings postage - Primary Election(s)	
Special mailings postage - General Election	
Special mailings postage - Special Election(s)	
B5: Postage - Special Election-Related Mailings - GRAND TOTAL	

Advertising Expenses

Detail the expense for the following:

Advertising - Primary Election(s)	
Advertising - General Election	
Advertising - Special Election(s)	
B6: Advertising - GRAND TOTAL	
Advertising expenses charged back to a subdivision	

Other Election Expenses

Detail the expense for the following:

Poll books, signature books, and other precinct supplies (i.e. seals, locks, bags, containers, etc. - Do not include costs associated with electronic poll books)	
Election-related documents and forms [i.e., absentee and provisional envelopes, acknowledgment and confirmation notices (excluding postage), training manuals, petitions, etc.]	
Election-related travel reimbursement for staff, members of the board, rover/technicians, voting location managers, and precinct election officials	
Equipment delivery and transportation rental charges necessary for carrying out election-related duties	
Equipment used for an election leased or rented (include tablet devices utilized for voter and street lookup)	
Polling location rental and custodial fees	
Insurance associated with Election Day	
Election Day security personnel	
Election Day phone costs - rovers/technicians, voting location managers, and precinct election officials	
Other precinct election official training costs	
Election-related software applications and hardware cost (associated with election night reporting, ballot tracking software, mobile applications, etc.)	
B7: Other Election Expenses - GRAND TOTAL	

Section B: Election-Related Expenses (Total of B1-B7)- GRAND TOTAL	
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Section C: Voting System and Voter Registration Systems Information and Expenses

Voting System Information

Primary voting system for Election Day	
Original manufacturer	
Maintenance/support provider	
ADA System for Election Day	
When was the current voting system first used in your county? (enter as MM/DD/YYYY)	
Does your county rent or lease any equipment?	

Direct Recording Equipment (DRE) devices owned by the county	
Precinct Count Optical Scan (PCOS) devices owned by the county	
High-speed scanners owned by the county	
AutoMARKs owned by the county	
Other ADA-accessible voting machine units owned by the county	

Voting System Expenses

Detail the expense for following:

Maintenance contract fees	
Vendor programming support and training fees <i>(including translation and audio ballot services)</i>	
Software license fees	
Hardware purchases	
Software purchases	
Repair costs - <i>labor</i>	
Repair costs - <i>parts</i>	
Equipment storage	
Voting equipment purchases	
Voting equipment leases or rental charges	
Technology consumables	
Poll booth, privacy booth, or other equipment purchases	
ADA-accessible equipment purchases	
C1: Voting System Expenses - SUBTOTAL	

Please use the area below to describe any voting system repairs or upgrades

Voter Registration System Expenses

Detail the expense for the following:

Vendor	
Maintenance contract fees	
Vendor programming support and training fees	
Software license fees <i>(including GIS/Mapping fees)</i>	
Hardware purchases	
Software purchases	
Repair costs <i>(parts and service)</i>	
Storage for backup media and other storage related to the Voter Registration System	
Voter registration system equipment purchases	
Technology consumables	
C2: Voter Registration System Expenses - SUBTOTAL	

Please use the area below to describe any voter registration system repairs or upgrades

Section C: Voting System and Voter Registration System Expense <i>(total of C1-C2)</i> - GRAND TOTAL	
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Ballot on Demand (BOD) System Information

Does the county own or lease a BOD system?	
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Electronic Pollbook (EPB) Information

Does the county own or lease electronic pollbooks?	
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Section F: Personnel, Office and Administrative Expenses

Number of Personnel

Provide the number of the following:

Full-time employee <i>(do not include the Director or Deputy Director)</i>	
Permanent part-time employee <i>(employee who works less than 30 hours a week on a regular basis)</i>	
Temporary or seasonal employee <i>(employee who works sporadically and not on a regular basis)</i>	

F1: Personnel Expenses

Detail the following:

Members of the board - salary total	
Director - salary <i>(include regular and overtime compensation, if applicable)</i>	
Deputy Director - salary <i>(include regular and overtime compensation, if applicable)</i>	
Full-time employee regular wages <i>(do not include the Director or Deputy Director)</i>	
Full-time employee overtime wages <i>(do not include the Director or Deputy Director)</i>	
Permanent part-time employee wages	
Temporary or seasonal employee wages	
Employee buy out <i>(all reasons)</i>	
F1: Personnel Expenses - SUBTOTAL	

F2: Payroll Expenses

Detail the expense for the following:

Payroll taxes	
Insurance including life, health, dental, and vision insurance	
OPERS	
Workers Compensation	
Medicare	
Unemployment insurance	
Other payroll expenses	
F2: Payroll Expenses - SUBTOTAL	

F3: Office Expenses

Detail the expense for the following:

Office space lease and rental	
Utilities <i>(include only water, sewer, gas, and electrical utilities)</i>	
Office furniture, furnishings, and equipment	
Office equipment rent	

Insurance	
Office supplies	
Office equipment repair - parts and labor	
Board office telephone service	
Cellular telephone and mobile wireless service	
Internet service	
Web hosting and website development and maintenance	
Records management and storage <i>(not associated with voter registration)</i>	
Office security and safety <i>(i.e., monitoring, installation, upgrades, fire safety, service calls, etc.)</i>	
Vehicle purchase , repair, and maintenance	
Board meetings or actions <i>(i.e., legal fees, transcription services, etc.)</i>	
Reimbursement for travel-related expenses <i>(food, lodging, gas/mileage, etc.)</i>	
Membership, conference, meeting, and training fees	
Subscriptions <i>(i.e., newspaper, directories, etc.)</i>	
Consulting and other professional firms	
Associated costs of employment <i>(i.e., temp agency costs, drug tests, advertising, etc.)</i>	
Office janitorial or custodial charges and fees	
Office maintenance and construction charges	
Marketing, voter outreach, election-related information communication and advertising	
Post office box rental	
Miscellaneous business expenses <i>(including software)</i>	
Please list the expenses included in the miscellaneous business expenses category above <i>(if any)</i> :	
F3: Office Expenses - SUBTOTAL	

Section F: Personnel, Payroll, Office and Administrative Expenses (total of F1-F3) - GRAND TOTAL	
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Section G. Other Mailing and Postage Expenses

G1: NVRA Mailing Postage	
Detail the expense for the following:	
NVRA mailing postage - outbound delivery to voter	
NVRA mailing postage - return postage to board of elections	
G1: NVRA Mailing Postage - SUBTOTAL	

G2: Miscellaneous Business Mailing Postage	
Detail the expense for the following:	
Miscellaneous business mailing postage <i>(including shipping costs i.e., petitions, postage machine account deposits, etc.)</i>	
G2: Miscellaneous Business Mailing Postage - SUBTOTAL	

G3: Permit Fees

Detail the expense for the following:

Business Reply Mail (BRM or QBRM) permit fee	
Bulk Mail permit fee	
Account deposits remaining (for withdrawal upon receipt of returned mail)	
G3: Permit Fees - SUBTOTAL	

Section G: Other Mailing and Postage Expenses (Total of G1-G3) - GRAND TOTAL	
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Section H. Other Expenses

Instructions: Itemize any "other" expense that is 10% or more of the entire other category.
Do not include expenses associated with personnel, voting systems, or voter registration systems.

Other		
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Section H: Other Expenses - GRAND TOTAL	
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Section B through H: All Expenses - GRAND TOTAL	
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Section I. Expenses - Paid with other county funds

I1: Expenses paid with other county funds

Detail the expense for the following :

Postage	
Office lease and rental	
Utilities (include only water, sewer, gas, and electrical utilities)	
Storage and warehouse lease and rental	
Office maintenance or construction	
Insurance	
Board office telephone	
Internet service	
I1: Expenses paid with other county funds - SUBTOTAL	

I2: Other County Expenses

Instructions: Itemize any "other" expense that is not taken directly from the board's budget but is paid from other county revenue sources.

Other		
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I2: Other County Expenses - SUBTOTAL	
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Section I: Expenses - PAID with other county funds (Total of I1-I2)
- GRAND TOTAL