



DIRECTIVE 2018-02

January 19, 2018

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

Re: 2017 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.¹ The reports from each of the county boards of elections, due by February 23, 2018, will be used to prepare the Secretary of State's annual report to the Governor.²

INSTRUCTIONS

Each board of elections must use the form, provided via email, to report expenses, the number of elections, number of employees, and types of voting systems. All expenses incurred during calendar year 2017 and expended from the board's appropriations must be included in the report, even if the bills for such expenses have not yet been paid.

In addition, a section has been added for the board to record other items paid for by the county which were not deducted from the board's budget appropriation.

It is important that the form be completed accurately. Each board must review and verify all numbers to ensure the numbers are correct and the totals balance properly.

Once the form is completed, it must be submitted by selecting the submit button on the bottom of the form. The completed form must be submitted no later than February 23, 2018.

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

Sincerely,

A handwritten signature in black ink that reads "Jon Husted".

Jon Husted

¹ R.C. 3501.11(N).

² R.C. 3501.05(O).