



DIRECTIVE 2020-25

December 18, 2020

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

Re: United States Election Assistance Commission ("EAC") Election Administration and Voting Survey; 2020 Annual Expense Report

SUMMARY

The United States Election Assistance Commission ("EAC") requests that election officials complete the 2020 Election Administration and Voting Survey. Boards of elections must complete that survey by **January 15, 2021**. In addition, county boards of elections must complete the 2020 Annual Expense Report by **March 1, 2021**. This is necessary for the Secretary of State's Office to prepare its annual report to the Governor.

Boards must begin compiling the information for the EAC Survey and Annual Expense Report well in advance of the deadlines above. Federal and state funding for Ohio's elections could be jeopardized if county boards of elections fail to submit the information requested.

INSTRUCTIONS

A. EAC SURVEY

The EAC is charged with collecting specific data regarding federal elections from each state as mandated by the *Help America Vote Act of 2002* ("HAVA"). As part of the HAVA requirements, the Secretary of State's Office must collect data from each county board of elections, compile the information received, and submit responses for the 2020 Election Administration and Voting Survey report to the EAC in early 2021.

It is imperative that the person(s) gathering the information at each board of elections carefully review each question before entering data and pay attention to the type of data requested and the time period for which that data is requested.

This survey will be performed through Elect Collect to ensure accurate data reporting. The survey will gather information that is required for only certain sections of the EAC Survey, as boards provided the other required information through the official canvass process. The survey must be completed and submitted by **January 15, 2021**.

B. ANNUAL EXPENSE REPORT

Pursuant to the requirements of [R.C. 3501.11\(N\)](#), each board of elections must make an annual report to the Secretary of State's Office that includes expenditures made in administering elections and other supplemental information. The reports from each of the county boards of elections is due by **March 1, 2021**. The Secretary of State's Office is required by law to make an

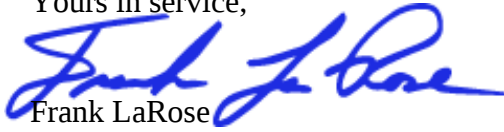
annual report to the Governor containing the results of elections, the cost of elections in the various counties, a tabulation of the votes in the several political subdivisions, and other information and recommendations relative to elections. The Secretary of State's Office uses the reports from the boards of elections to prepare the annual report to the Governor.

Each board of elections must use the prescribed form accompanying this Directive to report expenses, the number of elections, number of employees, and types of voting systems. The board must include all expenses incurred during calendar year 2020 and expended from the board's appropriations, even if the bills for such expenses have not yet been paid. However, when preparing the report, do not include expenses that were funded through CARES or HAVA (associated with [Security Directive 2019-08](#), [Directive 2020-11](#), and [Directive 2020-12](#)) or any other grant funds disbursed to the board of elections. In addition, a section has been added for the board to record items paid with other county funds and not from the board's budget appropriation.

It is important that each board complete the form accurately. Each board must review and verify all numbers to ensure the numbers are correct and the totals balance properly. The completed form must be submitted to us no later than **March 1, 2020** by selecting the submit button on the bottom of the form.

If you have any questions regarding the data requested for the EAC Survey or the Annual Expense Report, please contact our Elections Data Administrator, Austin Armstrong, at (614) 387-1439.

Yours in service,


Frank LaRose
Ohio Secretary of State