



DIRECTIVE 2022-01

January 5, 2022

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

Re: 2021 Annual Expense Report

SUMMARY

Pursuant to the requirements of [R.C. 3501.11\(N\)](#), each board of elections must provide an annual expense report to the Secretary of State's Office that includes expenditures made in administering elections and other supplemental information. Boards must submit these reports by **March 1, 2022** to our Office. [R.C. 3501.05\(O\)](#) requires the Secretary of State's Office to submit 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 utilizes the reports from the boards of elections to prepare the annual report to the Governor.

INSTRUCTIONS

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 2021 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 the 2020 Coronavirus Aid, Relief, and Economic Security ("CARES") Act, the Help America Vote Act ("HAVA"), or any other grant funds disbursed to the board of elections. In addition, a section was 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 to ensure the numbers are correct and the totals balance properly. The completed form must be submitted to our Office no later than **March 1, 2022** by selecting the submit button on the bottom of the form.

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

Yours in service,


Frank LaRose
Ohio Secretary of State