

DIRECTIVE 2025-01

January 7, 2025

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

Re: United States Election Assistance Commission ("EAC") Election Administration and Voting Survey ("EAVS"): 2024 Annual Expense Report

SUMMARY

The United States Election Assistance Commission ("EAC") requests that election officials complete the 2024 Election Administration and Voting Survey ("EAVS"). Boards of elections must complete the survey by **January 27, 2025**. In addition, county boards of elections must complete the 2024 Annual Expense Report by **March 5, 2025**. This is necessary for the Ohio Secretary of State's office to prepare its annual report to Governor DeWine.

Boards must begin compiling the information for the EAVS and Annual Expense Report well in advance of the deadlines above.

INSTRUCTIONS

EAVS

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 EAVS in early 2025.

The person(s) gathering the information at each board of elections must 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 an online submission provided by the EAC. Please see the attached documentation for instructions on accessing and completing the survey. The survey must be completed and submitted by **January 27, 2025**.

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 5, 2025**. The Secretary of State's office is required by law to make an annual report Governor DeWine 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 Governor DeWine.

Each board of elections must use the 2024 Annual Expense Report 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 2024, 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 grant funds disbursed to the board of elections, including grant dollars associated with the DATA Act reimbursement (Directive 2024-18), June Special Election reimbursement (if applicable), and November Readiness or PEO Training (Directives 2024-09 and 2024-10). 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 expense report 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 5, 2025** by following the instructions for submitting the 2024 Annual Expense Report accompanying this Directive.

If you have any questions regarding the data requested for the EAC Survey or the Annual Expense Report, please contact the Secretary of State's Elections Division at 614.466.2585.

Yours in service,



Frank LaRose
Ohio Secretary of State