



**DIRECTIVE 2020-02**

February 14, 2020

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

Re: 2019 Annual Report of Expenses of the Board

**SUMMARY**

Pursuant to the requirements of R.C. 3501.11(N), each board of elections must make an annual report to my Office that includes expenditures made in administering elections and other supplemental information. The reports from each of the county boards of elections is due on **April 17, 2020**. I am 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. My Office uses 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 2019 and expended from the board's appropriations, even if the bills for such expenses have not yet been paid. When preparing the report, do not include expenses that were funded through HAVA II grant funds (such as the \$50,000 associated with [Security Directive 2019-08](#)) 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 **April 17, 2020**, by selecting the submit button on the bottom of the form.

If you have any questions regarding this Directive, please contact the Secretary of State's elections counsel at (614) 728-8789.

Yours in service,

A handwritten signature in blue ink that reads "Frank LaRose".

Frank LaRose  
Ohio Secretary of State