

DIRECTIVE 2008-23

February 6, 2008

To: ALL COUNTY BOARDS OF ELECTIONS

Re: 2007 Annual Report – Expenses of the Board

2007 Annual Report
(R.C. 3501.11(N))

Each board of elections is required to make an annual report to the Secretary of State indicating the expenditures made in administering elections, appropriations received, number of registered voters, number of elections held and the types of voting systems in use in your county. The reports from each of the county boards of elections are used to prepare the Secretary of State's annual report to the Governor, mandated by R. C. 3501.05(O).

Included with this Directive are the forms to be used by BOEs to report expenses, appropriations received, number of registered voters, number of elections held and the types of voting systems. All expenses incurred during calendar year 2007 must be included in the report, even though all bills for such expenses have not been paid.

It is important that the forms be completed accurately. **Please review and verify all numbers ensuring the totals balance properly.** The forms have been compiled in an Excel format so that you may download the forms, complete and e-mail them back to our office.

Please return the forms to the Elections Division, Attn: Denise Sherrod, **no later than February 27, 2008**, by one of the following methods:

- E-mail: dsherrod@sos.state.oh.us;
- Fax: 614-752-4360 or
- U. S. Mail: Secretary of State's Office, Attn: Denise Sherrod, P.O. Box 2828, Columbus, 43216.

If you have any questions concerning the report of board expenditures, please contact Patricia Wolfe or Traci Washington in the Elections Division at (614) 466-2585.

Sincerely,

Jennifer Brunner

Attachment