



Jon Husted
Ohio Secretary of State

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DIRECTIVE 2012-57

December 5, 2012

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

Re: 2012 Annual Report of Expenses of the Board

SUMMARY

Each board of elections must make an annual report to the Secretary of State indicating the expenditures made in administering elections and supplemental information. The reports from each of the county boards of elections, due by January 18, 2013, are used to prepare the Secretary of State's annual report to the Governor, mandated by R.C. 3501.05(O).

INSTRUCTIONS

Included with this Directive is a spreadsheet to be used by boards of elections to report expenses, number of elections, number of employees, and types of voting systems. All expenses incurred during calendar year 2012 must be included in the report, even if the bills for such expenses have not yet been paid.

It is important that the form be completed accurately. You must review and verify all numbers to ensure the numbers are correct and the totals balance properly. The form is in a Microsoft Excel format. Please download, complete, and email the completed forms to **Denise Sherrod at dsherrod@ohiosecretaryofstate.gov no later than January 18, 2013.**

If you have any questions concerning this Directive, please contact Pat Wolfe or Matt Masterson at (614) 466-2585.

Sincerely,


Jon Husted

Voting Systems												
DOLLAR AMOUNT											Description of voting system repairs (type):	
Maintenance contract fees	Vendor programming support and training fees	Software license fees	Hardware purchases	Software purchases	Repair costs (labor)	Repair costs (parts)	Equipment storage	Election equipment purchases	Technology consumables (removeable media, etc.)	Poll booth or other poll equipment purchases	Disability compliance purchases	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Voter Registration System												
DOLLAR AMOUNT											Description of VR system repairs (type):	
Maintenance contract fees	Vendor programming support and training fees	Software license fees	Hardware purchases	Software purchases	Repair costs (labor)		Storage for backup media and other storage related to VRS	VRS equipment purchases	Technology consumables (removeable media for backups, etc.)	Virtual server fees		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		

Description:			
election day (DRE or PCOS)	ES&S or Diebold	(Hart, ES&S or Dominion)	(DRE or AutoMark)

DATE:	YES/NO	DOLLAR AMOUNT:
When was the current voting system first used in your county?	Did you lease or rent any voting equipment?	If you leased or rented voting equipment, what was the cost?
		\$0.00