**JON HUSTED** | Ohio Secretary of State

# 2016 Annual Expense Report

**Instructions:**

1. Detail the expense related to the board as requested below. Only include the expenditures which were taken directly from monies appropriated to the board in its budget.
2. Use the tool tip for assistance in what should be included in the totals. For questions on where an expense should be categorized, please contact Pat Wolfe, Elections Administrator, for assistance.
3. Use the "Other Expense" category to itemize any "other" expense that is 10% or more of the entire other category. *Do not include expenses associated with personnel, voting systems, or voter registration systems.*
4. Submit the annual expense report by selecting the Submit button on the bottom of the form.

| **County Board of Elections** | |
|---|---|

## Section A: Board of Elections and Election Information

### Basic County Information

**Provide the number of the following:**

| | |
|---|---|
| Precincts as of the November 8, 2016 General Election | |
| Registered voters as of November 8, 2016 General Election | |
| Electors who voted in the November 8, 2016 General Election | |

### Primary Election Information

**Provide the number of the following:**

| | |
|---|---|
| Candidates who filed VALID declarations of candidacy petitions for any PRIMARY elections held in 2016 | |
| Write-in candidates for any PRIMARY elections held in 2016 - valid declarations of intent only | |
| Automatic (free) recounts that were conducted for any PRIMARY elections held in 2016 | |
| Requested (paid-for) recounts that were conducted for any PRIMARY elections held in 2016 | |

### General Election Information

**Provide the number of the following:**

| | |
|---|---|
| Candidates who filed VALID candidacy petitions for the GENERAL election held in 2016 | |
| Write-in candidates for the GENERAL election held in 2016 - valid declarations of intent only | |
| Automatic (free) recounts that were conducted for the GENERAL election held in 2016 | |
| Requested (paid-for) recounts that were conducted for the GENERAL election held in 2016 | |

### Other Information

**Provide the number of the following:**

| | |
|---|---|
| Election contests in 2016 *(the post-election, judicial procedure described in R.C. 3515.08)* | |

### Filing Fees - Income

**Provide the amounts for the following:**

| | |
|---|---|
| Filing fees received for any PRIMARY elections held in 2016 | |
| Filing fees received for the GENERAL election held in 2016 | |
| **Filing Fees - GRAND TOTAL** | |

Support Information: ()

## Section B: Election-Related Expenses

### Precinct Election Official Rate of Pay

**Provide the rate of pay for the following:**

| | |
|---|---|
| Precinct election official to attend training | |
| Precinct election official on Election Day | |
| Voting location manager to attend training | |
| Voting location manager on Election Day *(excluding misc. pay)* | |
| Rover/technician to attend training | |
| Rover/technician on Election Day *(excluding misc. pay)* | |

### Precinct Election Official - Training and Wages Expense

**Detail the expense for the following:**

| | |
|---|---|
| Precinct Election Official *(including VLMs)*, Rover, and Technician training - Primary Election(s) | |
| Precinct Election Official *(including VLMs)*, Rover, and Technician training - General Election | |
| Precinct Election Official *(including VLMs)*, Rover, and Technician training - Special Election(s) | |
| **Precinct Election Official - Training - SUBTOTAL** | |

| | |
|---|---|
| **Do not include wages or reimbursement for mileage or phone usage in the section below.** | |
| Precinct Election Official *(including VLMs)* Wages - Primary Election(s) | |
| Precinct Election Official *(including VLMs)* Wages - General Election | |
| Precinct Election Official *(including VLMs)* Wages - Special Election(s) | |
| **Precinct Election Official - Wages - SUBTOTAL** | |

| | |
|---|---|
| **Do not include wages or reimbursement for mileage or phone usage in the section below.** | |
| Rover and Technician Wages - Primary Election(s) | |
| Rover and Technician Wages - General Election | |
| Rover and Technician Wages - Special Election(s) | |
| **Rover and Technician - Wages - SUBTOTAL** | |

| | |
|---|---|
| **Precinct Election Official - Training and Wages - GRAND TOTAL** | |

### Ballot Printing Expenses

**Detail the expense for the following:**

| | |
|---|---|
| Absentee ballot printing - cost per ballot - Primary Election(s) | |
| Election Day ballot printing - cost per ballot - Primary Election(s) | |
| Absentee ballot printing total expense- Primary Election(s) | |
| Election Day ballot printing total expense - Primary Election(s) | |
| **Ballot Printing - Primary Election(s) - SUBTOTAL** | |

| | |
|---|---|
| Absentee ballot printing - cost per ballot - General Election | |
| Election Day ballot printing - cost per ballot - General Election | |
| Absentee ballot printing total expense - General Election | |
| Election Day ballot printing total expense - General Election | |
| **Ballot Printing - General Election - SUBTOTAL** | |

| | |
|---|---|
| Absentee ballot printing - cost per ballot - Special Election(s) | |
| Election Day ballot printing - cost per ballot - Special Election(s) | |
| Absentee ballot printing total expense - Special Election(s) | |
| Election Day ballot printing total expense - Special Election(s) | |
| **Ballot Printing - Special Election(s) - SUBTOTAL** | |

| | |
|---|---|
| **Ballot Printing - All Elections - GRAND TOTAL** | |

## Election-Related Mailings

**Detail the expense for the following:**

| | |
|---|---|
| Utilizing a vendor to mail absentee ballots - ***vendor printing and service charges only*** | |
| Stock required for mailing absentee ballots - ***vendor material charges only*** | |
| **Election-Related Mailings - SUBTOTAL** | |

## Postage - Absentee Ballots

**Detail the postage expense only for the following:**

| | |
|---|---|
| Absentee ballot postage - Primary Election(s) | |
| Absentee ballot postage - General Election | |
| Absentee ballot postage - Special Election(s) | |
| **Postage - Absentee Ballots -SUBTOTAL** | |

## Postage - Special Election-Related Mailings

**Detail the postage expense only for the following** (***do not include costs*** associated with the NVRA Confirmation Mailing - include items such as PEO notices to serve, absentee applications, acknowledgement notices, etc)**:**

| | |
|---|---|
| Special mailings postage - Primary Election(s) | |
| Special mailings postage - General Election | |
| Special mailings postage - Special Election(s) | |
| **Postage - Special Election-Related Mailings - SUBTOTAL** | |

## Advertising Expenses

**Detail the expense for the following:**

| | |
|---|---|
| Advertising - Primary Election(s) | |
| Advertising - General Election | |
| Advertising - Special Election(s) | |
| **Advertising - SUBTOTAL** | |
| **Advertising expenses charged back to a subdivision** | |

## Other Election Expenses

**Detail the expense for the following:**

| | |
|---|---|
| Poll books, signature books, and other precinct supplies *(i.e. seals, locks, bags, containers, etc.)* | |
| Election-related documents and forms *[i.e., absentee and provisional envelopes, acknowledgment and confirmation notices (excluding postage), training manuals, petitions, etc.]* | |
| Election-related travel reimbursement for staff, members of the board, rover/technicians, voting location managers, and precinct election officials | |
| Equipment delivery and transportation rental charges necessary for carrying out election-related duties | |
| Equipment used for an election leased or rented *(include tablet devices utilized for voter and street lookup)* | |
| Polling location rental and custodial fees | |
| Insurance associated with Election Day | |
| Election Day security personnel | |
| Election Day phone costs - rovers/technicians, voting location managers, and precinct election officials | |
| Other precinct election official training costs | |
| **Other Election Expenses - SUBTOTAL** | |

| | |
|---|---|
| **Section B: Election-Related Expenses - GRAND TOTAL** | |

## Section C: Voting System and Voter Registration Systems Information and Expenses

### Voting System Information

| | |
|---|---|
| Primary voting system for Election Day | |
| Original manufacturer | |
| Maintenance/support provider | |
| ADA System for Election Day | |
| When was the current voting system first used in your county? *(enter as MM/DD/YYYY)* | |
| Does your county rent or lease any equipment? | |
| Direct Recording Equipment (DRE) devices owned by the county | |
| Precinct Count Optical Scan (PCOS) devices owned by the county | |
| High-speed scanners owned by the county | |
| AutoMARKs owned by the county | |

### Voting System Expenses

**Detail the expense for following:**

| | |
|---|---|
| Maintenance contract fees | |
| Vendor programming support and training fees *(including translation and audio ballot services)* | |
| Software license fees | |

| | |
|---|---|
| Hardware purchases | |
| Software purchases | |
| Repair costs - *labor* | |
| Repair costs - *parts* | |
| Equipment storage | |
| Voting equipment purchases | |
| Voting equipment leases or rental charges | |
| Technology consumables | |
| Poll booth, privacy booth, or other equipment purchases | |
| ADA-accessible equipment purchases | |
| **Voting System Expenses - SUBTOTAL** | |

**Please use the area below to describe any voting system repairs or upgrades**

## Voter Registration System Expenses

**Detail the expense for the following:**

| | |
|---|---|
| Maintenance contract fees | |
| Vendor programming support and training fees | |
| Software license fees | |
| Hardware purchases | |
| Software purchases | |
| Repair costs *(parts and service)* | |
| Storage for backup media and other storage related to the Voter Registration System | |
| Voter registration system equipment purchases | |
| Technology consumables | |
| **Voter Registration System Expenses - SUBTOTAL** | |

**Please use the area below to describe any voter registration system repairs or upgrades**

| | |
|---|---|
| **Voting System and Voter Registration System Expense - GRAND TOTAL** | |

## Ballot on Demand (BOD) System Information

| | |
|---|---|
| Has the county purchased or leased a BODsystem? | |

## Electronic Pollbook (EPB) Information

| | |
|---|---|
| Has the county purchased or leased electronic pollbooks? | |

## Section D: Personnel, Office and Administrative Expenses

### Number of Personnel

**Provide the number of the following:**

| | |
|---|---|
| Full-time staff *(not including the Director or Deputy Director)* | |
| Part-time staff | |

## Personnel Expenses

**Detail the following:**

| | |
|---|---|
| Members of the board - salary total | |
| Director - salary *(include regular and overtime compensation, if applicable)* | |
| Deputy Director - salary *(include regular and overtime compensation, if applicable)* | |
| Full-time staff regular - salary total *(excluding Director and Deputy Director)* | |
| Full-time staff overtime - salary total *(excluding Director and Deputy Director)* | |
| Part-time and temporary staff wages | |
| Cost of employee buy out *(all reasons)* | |
| **Personnel Expenses - SUBTOTAL** | |

## Payroll Expenses

**Detail the expense for the following:**

| | |
|---|---|
| Payroll taxes | |
| Insurance including life, health, dental, and vision insurance | |
| OPERS | |
| Workers Compensation | |
| Medicare | |
| Unemployment insurance | |
| Other payroll expenses | |
| **Payroll Expenses - SUBTOTAL** | |

## Office Expenses

**Detail the expense for the following:**

| | |
|---|---|
| Office rent | |
| Utilities *(include only water, sewer, gas, and electrical utilities)* | |
| Office furniture, furnishings, and equipment | |
| Office equipment rent | |
| Office supplies | |
| Office equipment repair - parts and labor | |
| Board office telephone service | |
| Cellular telephone and mobile wireless service | |
| Internet service | |
| Web hosting and website development and maintenance | |
| Records management and storage *(not associated with voter registration)* | |
| Office security *(i.e., monitoring, installation, upgrades, service calls, etc.)* | |
| Vehicle purchase , repair, and maintenance | |
| Board meetings or actions *(i.e., legal fees, transcription services, etc.)* | |
| Reimbursement for travel-related expenses *(food, lodging, gas/mileage, etc.)* | |
| Membership, conference, meeting, and training fees | |
| Subscriptions *(i.e., newspaper, directories, etc.)* | |
| Consulting and other professional firms | |

| | |
|---|---|
| Associated costs of employment *(i.e., temp agency costs, drug tests, advertising, etc.)* | |
| Office janitorial or custodial charges and fees | |
| Marketing, voter outreach, election-related information communication and advertising | |
| Miscellaneous business expenses *(including software)* | |

**Please list the expenses included in the miscellaneous business expenses category above** *(if any)*:

| | |
|---|---|
| **Office Expenses - SUBTOTAL** | |

| | |
|---|---|
| **Section D: Personnel, Payroll, Office and Administrative Expenses- GRAND TOTAL** | |

## Section E. Other Mailing and Postage Expenses

### Mailing Expenses

**Detail the expense for the following** *(excluding vendor use for absentee ballots printing and mailing)*:

| | |
|---|---|
| Utilizing a vendor to directly mail - ***vendor printing and service charges only*** | |
| Stock required for mailing - ***vendor material charges only*** | |
| **Mailing Expense - SUBTOTAL** | |

### NVRA Mailing Postage

**Detail the expense for the following:**

| | |
|---|---|
| NVRA mailing postage - outbound delivery to voter | |
| NVRA mailing postage - return postage to board of elections | |
| **NVRA Mailing Postage - SUBTOTAL** | |

### Miscellaneous Business Mailing Postage

**Detail the expense for the following:**

| | |
|---|---|
| Miscellaneous business mailing postage *(including shipping costs i.e., petitions, etc.)* | |

### Permit Fees

**Detail the expense for the following:**

| | |
|---|---|
| Business Reply Mail (BRM or QBRM) permit fee | |
| Bulk Mail permit fee | |
| Account deposits *(for withdrawal upon receipt of returned mail)* | |
| **Permit Fees - SUBTOTAL** | |

| | |
|---|---|
| **Section E: Other Mailing and Postage Expenses- GRAND TOTAL** | |

## Section F. Other Expenses

**Instructions:** Itemize any "other" expense that is 10% or more of the entire other category.

**Do not include expenses associated with personnel, voting systems, or voter registration systems.**

| **Other** | | |
|---|---|---|

## Section F: Other Expenses - GRAND TOTAL

## GRAND TOTAL

Almost Done!

Name

Phone

*Enter (111) 222-3333 as
1112223333*

E Mail

*Enter a valid email address
e.g. name@somewhere.com*