

Directive 2016-53 Annual Report of Expenses of the Board

January 17, 2017

Frequently Asked Questions

Q: Under Primary and General Election information, should we include only candidates that filed in the county?

A: **Yes. Do not include candidates who appeared on the ballot but filed in the most-populous county.**

Q: In Section A, under Filing Fees-Income, do we include those filing fees passing through to the Ohio Elections Commission or just what is retained by the County?

A: **Include the total filing fee paid, not just the amount paid to the county treasury. The total will include the amount paid to the Ohio Elections Commission.**

Q: In Section A, under Filing Fees-Income, do we include those fees received for the March primary that were actually paid in 2015?

A: **Yes. Because this total is reported as income and not an expense, it is acceptable to include the total filing fees received for elections held in 2016 but received in 2015, unless the filing fees were already reported in the 2015 Annual Expense Report.**

Q: How do we report the difference in pay for new trainees vs. returning trainees for precinct election officials since we pay different amounts?

A: **Detail the rate of pay that is most commonly paid.**

Q: Where would the shipping costs from having the ballots printed and sent to us be entered?

A: **Include this charge in the printing expense categories – as shown:**

Absentee ballot printing total expense - Special Election(s)	<input type="text"/>
Election Day ballot printing total expense - Special Election(s)	<input type="text"/>

Q: If a board pays PEOs for completing Online PEO Training, where should this expense be reported?

A: **Under Section B: Election-Related Expenses, as shown below:**

Precinct Election Official - Training and Wages Expense	
Detail the expense for the following:	
Precinct Election Official (<i>including VLMs</i>), Rover, and Technician training - Primary Election(s)	<input type="text"/>
Precinct Election Official (<i>including VLMs</i>), Rover, and Technician training - General Election	<input type="text"/>
Precinct Election Official (<i>including VLMs</i>), Rover, and Technician training - Special Election(s)	<input type="text"/>

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Q: If Election Day Ballots and Absentee Ballots are all the same stock, which line should be used to show the total cost for the ballots printed?

A: The expenses should be reported separately. To do so, subtract the cost of the absentee ballots used from the overall cost of printing the ballots so that you are left with a total for Election Day and absentee ballot expenses.

Q: If we had ballots printed and provided to our office for distribution (not printed from a BOD printer), should this expense be included in the ballot printing setup charges under the Election-Related Mailings or in the total expenses for ballots printed?

A: Since it is a total expense for ballot printing, include it in the section as shown below. The Election-Related Mailing section on page 3 of the report should only be used for vendors directly mailing absentee ballots.

Absentee ballot printing total expense - Special Election(s)	<input type="text"/>
Election Day ballot printing total expense - Special Election(s)	<input type="text"/>

Q: Where do we put the cost of ballot set-up/art production/test decks if not under "Ballot Printing Expenses?"

A: For ballots not printed with a Ballot-on-Demand Printer, both the "Absentee ballot printing total expense" and the "Election Day ballot printing total expense" should include the shipping and setup costs. BOD setup costs will be reported in a different section.

Q: We placed a supplemental order for absentee ballots. The price per ballot was different than the initial order. What price do you want on the report?

A: Detail the cost per ballot from the initial order since it contained the most ballots.

Q: Section B, Ballot Printing Expenses: What if the county had a precinct with a one-page ballot and another precinct had a two-page ballot?

A: Detail the cost that occurs most commonly or a majority of the time. For example, if it was a one-page ballot in the majority of the precincts, detail that amount.

Q: Where would the mileage for the PEO's be entered?

A: Under Section B: Election-Related Expenses in the Other Election Expenses section as shown below:

Election-related travel reimbursement for staff, members of the board, rover/technicians, voting location managers, and precinct election officials	<input type="text"/>
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Q: We hired security personnel for our facility when we worked the extra absentee hours. Where should this expense be entered?

A: Under Section D: Office and Administrative Expenses in the Office Expenses section as shown below:

Office security (i.e., monitoring, installation, upgrades, service calls, etc.)	<input type="text"/>
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Q: Please confirm that we only include postage which is taken from the board’s budget appropriation?

A: Yes. If the payment for postage is not withdrawn from the board’s budget appropriation then it should not be reported. Only include expenses paid for from the board’s budget appropriations.

Q: Does the form submit information to a database or is it self-contained information we can do on a computer without internet?

A: You have to be on a computer connected to the internet when completing the board's annual expense report, similar to the weekly absentee surveys. Save the form attached to the email, enter the data and click the submit button at the bottom of the form. When prompted save and print the report for your records.

Tooltip Clarification

In the categories referred to below, please refer to the information provided for clarification of the information contained in the tooltip.

Tooltip Update for “Absentee ballot printing total expense” (all election categories)

Ballot Printing Expenses	
Detail the expense for the following:	
Absentee ballot printing - cost per ballot - Primary Election(s)	<input type="text"/>
Election Day ballot printing - cost per ballot - Primary Election(s)	<input type="text"/>
Absentee ballot printing total expense- Primary Election(s)	<input type="text"/>
Election Day ballot printing total expense - Primary Election(s)	<input type="text"/>
Ballot Printing - Primary Election(s) - SUBTOTAL	\$0.00

- If using a BOD printer to print ballots, **only include** the costs of printing the ballot. Do not include the vendor programming or setup costs as this information will be reported elsewhere.
- If using a mail-house to directly mail the ballots, **do not include** the postage or setup cost as this would be reported under Election-Related Mailings on page 3. **Only report the cost of printing the ballots.** Contact or consult with your vendor for a breakdown in the costs if needed.

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Tooltip Update for “Stock required for mailing absentee ballots - vendor material charges only

Election-Related Mailings	
Detail the expense for the following:	
Utilizing a vendor to mail absentee ballots - <i>vendor printing and service charges only</i>	<input type="text"/>
Stock required for mailing absentee ballots - <i>vendor material charges only</i>	<input type="text"/>
Election-Related Mailings - SUBTOTAL	\$0.00

- The tooltip instructs boards to provide the cost of ballot materials (i.e., envelopes, ballots, etc.)
- However, please **do not** provide the cost of printing the actual ballot as this will be reported separately.