

Checklist: Cost of Elections

Labor: Items to be included in cost of an election

Permanent Employees

Direct Labor (including premium pay)

Cost of Benefits (if paid)

Insurance

Health

Dental

Vision

Life

Disability

Worker's Compensation

Long-Term Care

Deferred compensation

Cafeteria benefits

Clothing allowance

Retirement contributions

Social Security contributions

Mileage for use of personal car

Indirect labor costs

Overhead labor costs

Temporary or part-time employees and field technicians

Agency fees (if one is used to recruit and pay temporary staff)

Direct labor

Cost of benefits (if any)

Temporary or part-time employees and field technicians (con't)

Indirect labor

Overhead labor costs

Labor costs should include these activities (if performed by county employees- either permanent or temporary)

Voter education and outreach

Automated phone system

System mapping/design (press 1 = [script or link])

Script writing/recording

Verification

Preparation of detailed Election Calendar of Events

Sample, official and provisional ballots

Ballot, sample ballot and provisional ballot layout and design

Ballot ordering

Preparation of competitive bid

Analysis of bids

Contract preparation and review

Bid award processes

Data entry activities

Sample ballot mailing

Coordination with USPS

Contract with mail vendor(s)

Proofing

Quality control activities

Ballot package label verification

Invoice review and payment

Polling places (including early voting locations)

Precincting

Polling place surveys

Polling places (including early voting locations) continued

- Securing polling places
- Contract preparation
- Arrangements for insurance
- Arranging for building access
- Ordering equipment and polling place supplies
- Preparation of RFP
- Contracting
- Assigning voting equipment
- Coordinating, scheduling, delivery and pick-up of voting equipment and supplies including official ballots
- Processing payment for use of polling sites, delivery services and supplies
- Preparation of public notice

Poll workers (including early voting locations)

- Poll worker recruitment (including student poll workers)
- Assignment of poll workers
- Preparation of public notice
- Development of poll worker training
- Poll worker training
- Poll worker payroll processing
- Poll worker evaluations

Absentee voters

- Outreach activities
- Absentee (vote by mail) application processing
- Designing and printing forms
- Ballot on demand activities
- Quality control activities
- Data entry of all required information

Absentee voters (continued)

- Coordination with USPS
- Meetings with postal authorities
- Deposits of funds to postal accounts
- Tracing ballots
- Arrangements with mail processing services
- Processing vote by mail ballots

Preparation of street indexes

Preparation of voter rosters

Ballot Counting

- Logic and other testing
- Arrangements for additional help
- Arranging for vendor support
- Facility arrangements
- Purchase of necessary supplies
- Web development for election returns
- Automatic, manual, or other recounts
- Audits
- Canvass

Candidates

- Preparation of candidate guide and forms
- Processing candidates
- Preparation of legal notices

Media

- Preparation of press releases
- Handling of media inquiries
- Preparation of legal notices

Other stake holders	
<input type="checkbox"/>	Meetings and coordination
Department of Justice	
<input type="checkbox"/>	Meetings and coordination
Printing and Supplies	
Ballot/Sample Ballot/Provisional Ballot Costs	
<input type="checkbox"/>	Ballot (including provisional) layout costs (if done by non-employees)
<input type="checkbox"/>	Ballot (including provisional) printing (unless done in-house)
<input type="checkbox"/>	Ballot/sample ballot and other shipping costs
<input type="checkbox"/>	Absentee Ballots printing costs
<input type="checkbox"/>	Absentee Ballot postage
<input type="checkbox"/>	Absentee Ballot envelopes
<input type="checkbox"/>	Printing of Absentee voting instructions and other printed materials
Poll worker costs	
Recruiting	
<input type="checkbox"/>	Costs of recruiters (if contracted out in whole or in part)
<input type="checkbox"/>	Postage to mail recruiting information to potential poll workers
<input type="checkbox"/>	Postage to communicate with poll workers
Training (if done by non-employees)	
<input type="checkbox"/>	Manual development
<input type="checkbox"/>	Manual printing
<input type="checkbox"/>	Power point (or other) audio-visual development
<input type="checkbox"/>	Rent of training facilities
<input type="checkbox"/>	Rent/purchase of audio-visual equipment
<input type="checkbox"/>	Trainers
<input type="checkbox"/>	Printing of hand-outs
Poll worker compensation	
<input type="checkbox"/>	Hourly or daily amount
<input type="checkbox"/>	Extra compensation for lead or in-charge responsibilities
<input type="checkbox"/>	Compensation for attending training

Poll worker compensation (continued)

- Payment for mileage (for return of ballots and supplies)
- Payment for personal use of cell phone
- Other direct costs
- Indirect costs
- Overhead costs

Polling place costs

- Precincting costs (if contracted out)
- Surveying costs (if contracted out)
- Facility rental
- Delivery and pick-up of voting equipment, table and chairs and supply kits
- Supplies (forms, signs, posters, flags, etc)
- Cleaning fees
- Insurance
- Security fees
- Polling place notices (printing costs and postage)

Legal Notices

Computer costs (except labor)

- Voting and election management systems
- Vendor provided assistance
- Equipment rental or purchase (depreciation)
- Equipment maintenance and repair
- Software (purchase or lease)
- Telephone lines
- Separate security fees
- Contract labor

Vehicle usage

- Car/truck/van rental or purchase (depreciation)

Vehicle usage (continued)	
<input type="checkbox"/>	Fuel
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Maintenance and repair
<input type="checkbox"/>	Car allowances for staff
Candidate Costs	
<input type="checkbox"/>	Printing costs
<input type="checkbox"/>	Candidate guides
<input type="checkbox"/>	Forms
<input type="checkbox"/>	Supplies
Media expenses	
<input type="checkbox"/>	Printing costs
<input type="checkbox"/>	Media Kits
<input type="checkbox"/>	Press releases
Indirect/overhead costs (in addition to the indirect and overhead costs of labor)	
Facility costs	
<input type="checkbox"/>	Rent or depreciation
<input type="checkbox"/>	Telephones (including 3-1-1 Charges)
<input type="checkbox"/>	Election Day programming of phones
<input type="checkbox"/>	Utilities
<input type="checkbox"/>	Electric
<input type="checkbox"/>	Gas
<input type="checkbox"/>	Sewer
<input type="checkbox"/>	Water
<input type="checkbox"/>	Garbage Removal
<input type="checkbox"/>	Janitorial services
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Parking charges
<input type="checkbox"/>	Alarm system fees

Facility costs (continued)	
<input type="checkbox"/>	Maintenance (repairs, painting, etc.)
<input type="checkbox"/>	Office Supplies
<input type="checkbox"/>	Postage and shipping (other than for ballots and sample ballots)
<input type="checkbox"/>	Office furniture rental or purchase (depreciation on large items)
<input type="checkbox"/>	Warehouse and storage expenses
<input type="checkbox"/>	Voting equipment depreciation
<input type="checkbox"/>	Equipment and record storage
County Overhead	
<input type="checkbox"/>	Personnel services
<input type="checkbox"/>	Accounting services (including payroll and payments to vendors)
<input type="checkbox"/>	Legal assistance
<input type="checkbox"/>	Purchasing
<input type="checkbox"/>	Record storage
<input type="checkbox"/>	Building security
<input type="checkbox"/>	Shared meeting room charges
<input type="checkbox"/>	Central services
<input type="checkbox"/>	Mail room
<input type="checkbox"/>	Copy and/or printing services
Voting system ownership (prorated by election)	
Voting system ownership	
<input type="checkbox"/>	License and support
<input type="checkbox"/>	Maintenance
<input type="checkbox"/>	Consumables
<input type="checkbox"/>	Security-storage, transport
<input type="checkbox"/>	Facility

The Election Center acknowledges and thanks the following for their assistance in preparing and reviewing this document:

Ernest Hawkins, CERA, The Election Center, Elk Grove, California
 Alice Jarboe, CERA, Assistant Registrar of Voters, Sacramento, California
 Dean Logan, CERA, County Clerk, Recorder, Los Angeles, California
 Linda Herod, CERA, State Certification Manager, Hart InterCivic, Austin, Texas
 Lindsey McWilliams, Assistant Registrar of Voters, Solano County, California

Election Center Checklist: Cost of Elections 1/2010

© Copyrighted by the Election Center

Reprint only with permission of the Election Center