### Checklist: Cost of Elections

#### Labor: Items to be included in cost of an election

<table>
<thead>
<tr>
<th>Permanent Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Direct Labor (including premium pay)</td>
</tr>
</tbody>
</table>

#### Cost of Benefits (if paid)

<table>
<thead>
<tr>
<th>Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Health</td>
</tr>
<tr>
<td>☐ Dental</td>
</tr>
<tr>
<td>☐ Vision</td>
</tr>
<tr>
<td>☐ Life</td>
</tr>
<tr>
<td>☐ Disability</td>
</tr>
<tr>
<td>☐ Worker’s Compensation</td>
</tr>
<tr>
<td>☐ Long-Term Care</td>
</tr>
</tbody>
</table>

| ☐ 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

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securing polling places</td>
<td></td>
</tr>
<tr>
<td>Contract preparation</td>
<td></td>
</tr>
<tr>
<td>Arrangements for insurance</td>
<td></td>
</tr>
<tr>
<td>Arranging for building access</td>
<td></td>
</tr>
<tr>
<td>Ordering equipment and polling place supplies</td>
<td></td>
</tr>
<tr>
<td>Preparation of RFP</td>
<td></td>
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<tr>
<td>Contracting</td>
<td></td>
</tr>
<tr>
<td>Assigning voting equipment</td>
<td></td>
</tr>
<tr>
<td>Coordinating, scheduling, delivery and pick-up of voting equipment and supplies including official ballots</td>
<td></td>
</tr>
<tr>
<td>Processing payment for use of polling sites, delivery services and supplies</td>
<td></td>
</tr>
<tr>
<td>Preparation of public notice</td>
<td></td>
</tr>
</tbody>
</table>

### Poll workers (including early voting locations)

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll worker recruitment (including student poll workers)</td>
<td></td>
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<tr>
<td>Assignment of poll workers</td>
<td></td>
</tr>
<tr>
<td>Preparation of public notice</td>
<td></td>
</tr>
<tr>
<td>Development of poll worker training</td>
<td></td>
</tr>
<tr>
<td>Poll worker training</td>
<td></td>
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<tr>
<td>Poll worker payroll processing</td>
<td></td>
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<tr>
<td>Poll worker evaluations</td>
<td></td>
</tr>
</tbody>
</table>

### Absentee voters

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach activities</td>
<td></td>
</tr>
<tr>
<td>Absentee (vote by mail) application processing</td>
<td></td>
</tr>
<tr>
<td>Designing and printing forms</td>
<td></td>
</tr>
<tr>
<td>Ballot on demand activities</td>
<td></td>
</tr>
<tr>
<td>Quality control activities</td>
<td></td>
</tr>
<tr>
<td>Data entry of all required information</td>
<td></td>
</tr>
</tbody>
</table>
### 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 stakeholders
- Meetings and coordination

## Department of Justice
- Meetings and coordination

## Printing and Supplies
### Ballot/Sample Ballot/Provisional Ballot Costs
- Ballot (including provisional) layout costs (if done by non-employees)
- Ballot (including provisional) printing (unless done in-house)
- Ballot/sample ballot and other shipping costs
- Absentee Ballots printing costs
- Absentee Ballot postage
- Absentee Ballot envelopes
- Printing of Absentee voting instructions and other printed materials

## Poll worker costs
### Recruiting
- Costs of recruiters (if contracted out in whole or in part)
- Postage to mail recruiting information to potential poll workers
- Postage to communicate with poll workers

### Training (if done by non-employees)
- Manual development
- Manual printing
- Power point (or other) audio-visual development
- Rent of training facilities
- Rent/purchase of audio-visual equipment
- Trainers
- Printing of hand-outs

## Poll worker compensation
- Hourly or daily amount
- Extra compensation for lead or in-charge responsibilities
- 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)

- [ ] Fuel
- [ ] Insurance
- [ ] Maintenance and repair
- [ ] Car allowances for staff

### Candidate Costs

- [ ] Printing costs
  - [ ] Candidate guides
  - [ ] Forms

- [ ] Supplies

### Media expenses

- [ ] Printing costs
  - [ ] Media Kits
  - [ ] Press releases

### Indirect/overhead costs (in addition to the indirect and overhead costs of labor)

#### Facility costs

- [ ] Rent or depreciation
- [ ] Telephones (including 3-1-1 Charges)
  - [ ] Election Day programming of phones
- [ ] Utilities
  - [ ] Electric
  - [ ] Gas
  - [ ] Sewer
  - [ ] Water
  - [ ] Garbage Removal
- [ ] Janitorial services
- [ ] Insurance
- [ ] Parking charges
- [ ] Alarm system fees
### Facility costs (continued)

- ☐ Maintenance (repairs, painting, etc.)
- ☐ Office Supplies
- ☐ Postage and shipping (other than for ballots and sample ballots)
- ☐ Office furniture rental or purchase (depreciation on large items)
- ☐ Warehouse and storage expenses
- ☐ Voting equipment depreciation
- ☐ Equipment and record storage

### County Overhead

- ☐ Personnel services
- ☐ Accounting services (including payroll and payments to vendors)
- ☐ Legal assistance
- ☐ Purchasing
- ☐ Record storage
- ☐ Building security
- ☐ Shared meeting room charges
- ☐ Central services
  - ☐ Mail room
  - ☐ Copy and/or printing services

### Voting system ownership (prorated by election)

#### Voting system ownership

- ☐ License and support
- ☐ Maintenance
- ☐ Consumables
- ☐ Security-storage, transport
- ☐ Facility

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

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