

2024-2025 ELECTION REIMBURSEMENT OVERVIEW AND CHANGES

By: Walter Dulaney

Agenda

- ▶ Summary of Act 2024-92 Changes
- ▶ Federal, State and Local Election Reimbursements
 - ▶ Clerks and Inspectors
 - ▶ Absentee Election Managers (AEM)
 - ▶ List of Qualified Electors
 - ▶ Ballot Expenses
 - ▶ Advertising
 - ▶ Postage

Summary of ACT 2024-92 Changes

- ▶ Training and travel expenses for absentee election manager (AEM)
- ▶ Expenses related to voting machines
- ▶ Poll book expenses
- ▶ Election deadline
- ▶ All changes related to ACT 2024-92 are underlined

Federal, State, or Local Election Reimbursement

- ▶ Reimbursement is based on what type of election is present on the ballots
- ▶ **Federal and State only** - Reimbursed at a rate of 100%
- ▶ **Federal, State, and Local** - Most items reimbursed at a rate of 50%
- ▶ **Local only** - Not reimbursable

Clerks and Inspectors

- ▶ Clerks - \$125 + \$25(School)
- ▶ Inspectors - \$150 + \$25(School)
- ▶ Half time workers are paid at ½ rate
- ▶ School is paid in **FULL**, regardless if that individual worked or if half time
- ▶ Required Documentation:
 - ▶ **List of Poll Workers** - Names, check number, amount paid, classification of individual as clerk or inspector, full or part time, and indication on if they attended school.

Absentee Election Manager (AEM)

- ▶ Base pay is same as the full amount of the inspector pay - \$175 per day worked.
- ▶ Max of 46 days can be claimed for reimbursement
- ▶ Can work up to 55 days prior to election day, on election day, and 7 days after election day

Absentee Election Manager (AEM) (cont.)

- ▶ Necessary training expenses are reimbursable
- ▶ Mileage and reasonable travel expenses are reimbursed for the AEM
- ▶ Expense associated with AEM assistants **are not** reimbursable
- ▶ Required Documentation:
 - ▶ Copy of **Cancelled Check** or **Payroll Register** or **Proof of Payment**
 - ▶ **Attendance Form** with Original Signature of the AEM

List of Qualified Electors

- ▶ 2 lists can be prepared
 - ▶ One for the AEM
 - ▶ One for the election officials
- ▶ The Judge of Probate may claim \$0.05 per name on the list (x2 if two lists are prepared)
- ▶ We **DO NOT** reimburse for duplicates of the same list

List of Qualified Electors (cont.)

- ▶ Required Documentation:
 - ▶ Copy of **Cancelled Check** or **Proof of Payment** to the Judge of Probate
 - ▶ **Letter** from the probate judge stating number of voters on each list, total amount claimed for reimbursement, and who received the lists.

Ballot Expenses

- ▶ Ballot Expense
- ▶ Machine Rental (Including Tax)
- ▶ Provisional Supplies
- ▶ Table Kits
- ▶ Freight / Shipping
- ▶ Automark (AM) coding

Ballot Expenses (cont.)

- ▶ Transportation of voting machines
- ▶ Essential support equipment
- ▶ Software updates
- ▶ Maintenance of voting machines
- ▶ Storage of voting machines in non-governmental facilities
- ▶ Rental payments to facilities used as polling places

Ballot Expenses (cont.)

- ▶ Required Documentation:
 - ▶ Copy of Election System & Software (ES&S) Invoice
 - ▶ Copy of Cancelled Check or ES&S invoice stamped with date paid
 - ▶ Proof of payment for expenses paid
 - ▶ Copy of the Official Ballot

Advertising

- ▶ Ads should be published in a newspaper of general circulation in the county (Code of AL, Titles 17, 21)
 - ▶ So long as the ad is distributed within the county, the newspaper does not have to be the county newspaper.
- ▶ Reimbursable Ads:
 - ▶ Poll Worker List
 - ▶ Notice of Elections
 - ▶ List of Qualified Voters
 - ▶ Supplemental Voters List

Advertising (cont.)

- ▶ Change in Polling Place
- ▶ Notice of Testing Voting Equipment
- ▶ Absentee Voting Deadlines
- ▶ Registration and Voting Aids for the Handicapped and Elderly

Advertising (cont.)

- ▶ Required Documentation:
 - ▶ Copy of Invoice or Publication Affidavit
 - ▶ Copy of the First Page of the Ad
 - ▶ Copy of Cancelled Check or Proof of Payment

Postage

- ▶ Reimbursable Postage:
 - ▶ Mailing out absentee ballots
 - ▶ Mailing out poll worker assignments and training notifications
 - ▶ Mailing out poll worker checks
 - ▶ Returning unused absentee ballots to SOS

Postage (cont.)

- ▶ Non reimbursable Postage
 - ▶ Postage on returned ballots
 - ▶ Postage on response cards
 - ▶ Voter Information cards or precinct change notifications

Postage (cont.)

- ▶ Required Documentation:
 - ▶ Receipts from the post office or **Metered Mail Report** or **Signed Letter** by the Judge of Probate, stating the amount used for postage

Miscellaneous

- ▶ Supplies and other expenses **needed / required** to hold the election
- ▶ Expensed items **cannot** be used for anything other than the election
- ▶ Reimbursable Expenses:
 - ▶ Pens
 - ▶ Pencils
 - ▶ Batteries
 - ▶ Black Ink for Printers

Miscellaneous (cont.)

- ▶ Reimbursable Expenses (cont.)
 - ▶ Plastic Storage Bins
 - ▶ Voting Ballot Boxes
 - ▶ Rubber Bands
 - ▶ Staples
 - ▶ Tape
 - ▶ Labels (absentee ballots)
 - ▶ Ink for Voting Machines
 - ▶ Regular Copy Paper

Miscellaneous (cont.)

- ▶ Required Documentation:
 - ▶ Copy of Invoice
 - ▶ Copy of Cancelled Check or Proof of Payment

Poll Books

- ▶ Can only be purchased every **four years**
- ▶ Number of poll books available for reimbursement based on number of voters at **1500 voters per poll book**
- ▶ Reimbursed at **50%** for the poll book and other necessary expenses, regardless of election type
- ▶ Reimbursable Expenses:
 - ▶ Poll Book
 - ▶ Application
 - ▶ Stand and Scanner
 - ▶ Protective Case

Poll Books (cont.)

- ▶ Reimbursable Expenses (cont.):
 - ▶ Support Equipment
 - ▶ Software Updates
 - ▶ Populating the poll books
 - ▶ Maintenance
 - ▶ Other necessary expenses to comply with rules adopted by SOS

Poll Books (cont.)

- ▶ Required Documentation:
 - ▶ Copy of Invoice
 - ▶ Copy of Cancelled Check or Proof of Payment

Other Changes / Information

- ▶ Effective October 1, 2024, and all requests for election reimbursement must be submitted within 90 days following the date of the election.
- ▶ First applicable election held on November 5, 2024.
 - ▶ Election packets must be postmarked no later than February 3, 2025

Fiscal Management Contact Information

Main Contact:

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Secondary Contact:

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Address:

Attn: Election Reimbursement

State Comptroller's Office

100 North Union Street, Suite 216

Montgomery, AL 36130

Election and BOR forms:

<https://comptroller.alabama.gov/online-forms/>