

Special Election Reimbursement

1



ALEXANDER MOSCA

**MARIA MATTHEWS,
DIRECTOR, DIVISION OF
ELECTIONS**

LAST UPDATED 6/6/2013

Table of Contents

2

1. Statute
2. Items That Are Covered
3. Items that Are Not Covered
4. Reimbursement Process
5. Documentation

Part One: The Statute

3

LAYING DOWN THE LAW

Statute 1

4

- **100.102 Cost of special elections and special primary elections to be incurred by the state.-**
 - A county is always entitled to **recover actual expenses** incurred for any special election held as required by s. 100.101, F.S.
 - SOE must **file the actual expense report with the county** governing body.
 - SOE also **submits the reimbursement request** to the Department of State
 - The Department of State authorizes payment for **verified expenses.**

Guidelines for Verification

5

- **Specific guidelines for what will be paid or not are provided to each supervisor of elections in this document.**
- Process has been updated as of 6/6/2013
- Failure to follow guidelines can significantly delay reimbursement process.

Part Two: Items That Are Covered

6

WHAT WE WILL PAY FOR

Covered Items 1

7

- **Payroll**
 - Overtime for full time elections staff
 - ✦ Only if overtime due to special election
 - Temporary workers
 - ✦ Only for work directly related to special election
 - Pay for poll workers
- **Office supplies that were used up during the election**
 - Paper
 - Envelopes
 - Pens

Covered Items 2

8

- Expenses related to polling sites:
 - Facility rental fees (invoice copy needed for each location)
- Utilities specifically related to special election
 - Telephone charges
- Expenses related to voter education specifically for the special election
 - Notices in newspapers
 - Mailing sample ballots (both postage and materials)

Part Three: Items That Are Not Covered

9

WHAT WE WON'T PAY FOR

Not Covered Items 1

10

- **Items that are not required to conduct an election**
 - Food for poll workers
 - Bottled water
 - “I Voted” stickers
- **Items that are reusable for future elections**
 - Voting Machines
 - Battery Testers
 - Printers and Scanners

Not Covered Items 2

11

- Items that are part of regular operations not affected by special election
 - Regular salary pay for employees
 - Expenses related to voter registration
- Expenses related to assembling and mailing the reimbursement request
- Expenses related to assembling and mailing checks to vendors

Part Four: Reimbursement Process

12

**HOW LONG DOES IT TAKE TO
GET MY MONEY?**

Reimbursement Timeline

13

Event

- Special election announced
- Election preparations
- Special election day
- After election (1st come, 1st serve reimbursement process)
- DOE and budget office's review of report **within 90 days (new timeline)**
- Final determination of verified expenses
- Payment

Response

- Submit estimate of expenses to DOE
- Keep detailed records of all expenses
- You know what to do
- Submit report as filed with county to DOE
- Respond to DOE's requests to clarify or provide additional documentation
- DOE will authorize payment thru DFS
- Payment in year of request or rolled over for future legislative appropriation

Reimbursement Process 1

14

- Submit two paper hard copies of your reimbursement request by US mail to DOE
 - Required by budget office and CFO
 - Include cover letter that shows report was also submitted to county governing body
 - Provide your Federal Employer Identification Number (FEID)
 - ✦ *As of March 4, 2012, DFS prohibits any agency from ordering goods and services or making payments to any vendor that does not have a verified substitute form W-9 on file. Process initiated through <https://flvendor.myfloridacfo.com>. Proof of W-9 required. completed information is needed as proof. DFS process with IRS takes about a week to complete.*

Reimbursement Process 2

15

- Provide verifiable paid invoices/receipts and detailed documentation
- Identify only those portions of an invoice/receipt that directly relate to the state election when submitted for reimbursement on a consolidated invoice.
 - For example, the state will not reimburse your entire monthly copier costs. We will reimburse the per copy charges as long as you have tracked the number of copies made which specifically relate to the special election.
- Please write the breakdown of what was used on the actual invoice copy.
 - Example: $6 \times \$3.59 = \21.54

Reimbursement Process 3

16

- Provide justification for office supplies purchased for the special election.
 - For example, if you bought one box of paper but only used two reams of paper from the box for the special election please separate the cost per reams out of the total cost per box. This way you are reimbursed the correct amount for your usage in the special election.
 - Providing a receipt for supplies purchased with amount used notated lets us determine the reimbursement amount of supplies used.

Reimbursement Process 4

17

- **Poll workers documentation**
 - Poll worker register or spreadsheet with the following information:
 - Poll worker's name
 - Date of training
 - Type of training
 - Rate of pay (i.e. hourly or flat rate)
 - Number of hours in training
 - Total amount paid
 - Check image
 - Any charges other than hours worked must be explained and detailed (Example: Drop Zone, Early Voting, Misc)

Reimbursement Process 5

18

- **Invoices documentation**
 - Billing or itemized receipts in support of the expenditures for the services or products
 - Write check number on invoice and include copy of check
- **Polling sites/rental payment requests documentation**
 - Billing or itemized receipts/invoice
 - Write check number on invoice and include copy of check
 - Polling site rental agreement
- **Cell Phones**
 - Any payments for cell phone use must provide detailed cell phone bill for each employee's cell phone.
 - No flat fee for cell phone use will be reimbursed.

Reimbursement Process 6

19

- **Printing costs documentation**
 - Billing or itemized receipts/invoice
 - Write check number on invoice and include copy of check
 - Copy of printed items
- **Voter Education advertisements documentation**
 - Billing or itemized receipts/invoice
 - Write check number on invoice and include copy of check
 - Copy of ads or newspaper clippings
- **Copying Expenses**
 - For all copying on in-house copiers, please provide a copy of lease agreement or monthly invoice showing your cost per copy.
 - Write on invoice copy the # of copies made x cost per copy.

Reimbursement Process

20

THE END!
QUESTIONS?