

**GUIDELINES FOR REIMBURSEMENT
OF
STATE-FUNDED EXPENSES
FOR
MAY PREFERENTIAL PRIMARY ELECTIONS**
(Effective November 7, 1995; Revised November 15, 2007)



STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 401N
Little Rock, Arkansas 72201
(501) 682-1834
(800) 411-6996
www.arkansas.gov/sbec

ACTUAL EXPENSES SUMMARY
(For May Preferential Primary Elections Only)

County: _____

Election: _____

Name & Number of County Contact for Questions: _____

TOTAL NUMBER OF REGISTERED VOTERS _____
TOTAL NUMBER OF PRECINCTS _____
TOTAL NUMBER OF POLLING SITES (do not include absentee and early voting) _____
TOTAL NUMBER OF POLL WORKERS (do not include absentee and early voting) _____

- 1. POLL WORKERS PAY
 - a) Polling Sites on Election Day (Attachment "A")..... _____
 - b) Off-Site Early Voting Polling Sites (Attachment "B")..... _____
 - c) Training (Attachments "A" & "B" & "C")..... _____
- 2. PART-TIME HELP PAY
 - a) Election Materials Delivery (Attachments "A" & "C")..... _____
 - b) County Clerk Extra Deputy (Attachment "C")..... _____
 - c) Absentee Ballot Processing (Attachment "C")..... _____
 - d) Central Vote Tabulation (Attachment "C")..... _____
- 3. MILEAGE EXPENSES (Attachments "A" & "B" & "C")
- 4. ELECTION COMMISSIONERS PAY (Attachment "D").....
- 5. SUPPLY COSTS
 - a) County Clerk Expenses (Attachment "E1")..... _____
 - b) County Election Commission Expenses (Attachment "E2")..... _____
- 6. PROGRAMMING COSTS (Attachment "F")
- 7. BALLOT PRINTING COSTS (Attachment "G").....
- 8. LEGAL ADVERTISING COSTS (Attachment "H").....
- 9. FACILITY FEES (Attachment "I").....
- GRAND TOTAL**.....

I verify that these actual expenses truthfully reflect expenses as approved by the county board of election commissioners for the above referenced election and that all figures are accurate and appropriate to the best of my knowledge.

Print & Sign Name: _____
County Election Commission Chair

Print & Sign Name: _____
County Election Commissioner

Print & Sign Name: _____
County Election Commissioner

ALL THREE ELECTION COMMISSIONERS MUST SIGN

RETURN BY _____ *(due date)* **TO:**
STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 401N
Little Rock, AR 72201
(501) 682-1834 OR (800) 411-6996

**POLL WORKERS PAY
INSTRUCTIONS
FOR
ATTACHMENT “A”
(For May Preferential Primary Elections Only)
(Page 1 of 4)**

Pages 2 through 4 of Attachment “A” contain tables for gathering information on poll worker pay, training pay, and mileage reimbursement. The tables are separated into sections that are referenced in the instructions below. As you review the instructions, please refer to the tables.

INSTRUCTIONS:

Provide the name of each poll worker under the name of the polling site at which they worked on election day.

In Section 1, record each poll worker’s pay, \$90 for a full day or \$45 for a split-shift, and record the \$25 additional training pay, where applicable. The \$90 is based on approximately 14 hours at the new state minimum wage of \$6.25 per hour.

In Section 2, record the hours (or fraction of an hour) and calculate the additional wages earned by poll workers (ONLY) who transported ballots, materials, and returns to and from the poll on election day.

If poll workers count ballots at the poll on election day immediately upon closing the poll, you may also claim any poll worker hours in excess of a 14 hour day (time worked past 8:30 p.m.).

In Section 3, record the number of miles traveled and calculate the mileage expense of poll workers (ONLY) who transported ballots, materials, and returns to and from the poll on election day.

Carry the “TOTALS” at the bottom of Attachment “A” forward, as indicated, to the appropriate line on the “ACTUAL EXPENSES SUMMARY” sheet.

RETURN ATTACHMENT “A” ALONG WITH THE SUMMARY SHEET

**FOR ADDITIONAL INFORMATION SEE
THE STATE BOARD OF ELECTION COMMISSIONERS’
RULES FOR REIMBURSEMENT OF EXPENSES FOR STATE-FUNDED
ELECTIONS**

