

**Election
Reimbursement
Information Packet**

State Comptroller's Office

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Elections Officials

- The State can only reimburse counties for inspectors and clerks that work at a voting precinct or count absentee ballots. The State cannot reimburse counties for election night help. Election night help would be those county commission or Probate Judge staff that stay late on election night.
- Please provide a list of all poll workers to our office. This list should include their name, check number, amount they were paid, an indication of who is a clerk and who is an inspector, and an indication of any individual who worked part time.
- Total number of Inspectors and Clerks and amounts paid.

An example is:

<u>Inspector</u>	<u>Clerk</u>
2@\$125 = \$250.00	25@\$100 = \$2,500.00
<u>1@\$100 = \$100.00</u>	3@\$75 = \$ 225.00
\$350.00	<u>1@\$25 = \$ 25.00</u>
	\$2,750.00

- Base pay for an inspector is \$100 and base pay for a clerk is \$75. They are both paid an additional \$25 for attending election school. If a clerk worked part time, they are paid half of their base pay and the full amount for school pay.

<u>Part Time Clerk</u>
Base Pay (\$75/2) = \$37.50
<u>School Pay = \$25.00</u>
= \$62.50

- We will reimburse school pay even if the person does not work an election.
- We will also reimburse for working an election but not attending school. Please identify those individuals that did not receive school pay.
- We do NOT reimburse mileage for inspectors and clerks.
- We do not require a submission of cancelled checks for payments to inspectors and clerks.

Absentee Election Manager

- The AEM is paid the same amount as an inspector, which is \$125 per day. The AEM is required to fill out and submit an attendance form to our office. Along with this form the AEM must submit a cancelled check, check stub, or if paid by direct deposit, a copy of the payroll register. We do not pay FICA expenses.
- Absentee Election Manager may claim a maximum of 45 days plus the day of election for a total of 46 days. They may count holidays and weekends as days worked if they certify they worked those days. Days worked after an election are not reimbursable. Days worked prior to the beginning of the 45-day period are not reimbursable.
- Primaries are 46 days and run-offs are 42 days, generally. If an election was held in the same county less than 45 days before the current election, then they may only claim the number of days since the last election.
- We do not reimburse pay for assistants or staff members that help the AEM. Please see the AG's opinion 2008-053.

Preparing Voter List

- Probate Judge may claim \$.05 per name for the voters' lists that are prepared and given to the Absentee Election Manager and election officials.
- We will reimburse for two separate lists, but if one is a duplicate of the other then we can only reimburse for one list.
- The Probate Judge must provide a letter stating the number of voters on the list, total amount of payment sought, and who received the lists (i.e. AEM or inspector).
- Please provide a copy of the cancelled check paid to the Probate Judge.

Ballots & Supplies

- Please provide invoices from Election Systems and Software for the following reimbursable expenses:
 - o ballot expense
 - o machine rental
 - o provisional supplies
 - o table kits
 - o freight
 - o automark coding
- In addition, please provide an invoice with the paid stamp or a cancelled check.
- We do not reimburse poll worker school, site support, logic and accuracy testing, software or firmware maintenance or licenses.
- Please provide a ballot or ballot copy that indicates what type of election whether federal, state, or local.

Advertising

- Reimbursement for ads required by the Alabama Code to be published in a local newspaper.
- Please provide a copy of the invoice, copy of the ad, and a copy of the cancelled check.
- These types of ads include:
 - Poll Worker list
 - Notice of Election
 - List of qualified electors (Voters List)
 - Supplemental Voters List
 - Change in polling place
 - Notice of testing voting equipment
 - Absentee Voting deadlines
 - Registration and Voting Aids for the Handicapped and Elderly

Miscellaneous Expenses

- The following supplies are reimbursable supplies:
 - Pens
 - Pencils
 - Batteries
 - Ink for printers
 - Ink for voting machines
 - Paper
 - Plastic storage bins
 - Voting ballot boxes
 - Rubber bands
 - Staples
 - Tape
 - Labels – used for sending out absentee ballots
- Please provide invoices, cancelled checks, and check stubs if the amount of the check is different from the amount on the submitted invoices. Do not submit invoices that are not reimbursable election expenses.
- Non-Reimbursable Expenses
 - Newsletters
 - Postage to mail newsletters
 - Security seals
 - Printing of voter information cards/precinct changes
 - Voting machine custodian
 - Maintenance of voting machines
 - Food
 - Drinks
 - Headphones
 - Election day support
 - Voting machine testing
 - Software maintenance agreements
 - Cardboard dividers
 - Logic and accuracy testing
 - Post office box rentals (unless it is being used for the purge after the Presidential Election)
 - Laminating supplies
 - Labels
 - Stapler
 - Binders
 - Shredding services
 - Power bills
 - Telephone bills (land or cell)
 - Calculators

- Portable toilets
- Tents
- Extension cords
- Rental of polling places
- Rental of tables and chairs
- Election certificates
- Personalized absentee ballots and supplies
- Signage
- Polling official handbooks
- Gas
- U-Haul Rentals

Postage Expenses

- We will reimburse postage costs associated with the following:
 - Mailing out absentee ballots. (We do not pay for postage on returned ballots)
 - Mailing out poll worker assignments and training notifications. (We do not pay for postage on response cards)
 - Mailing out poll worker checks.
 - Returning unused absentee ballots to the Secretary of State's Office.
- Postage used to mail out voter information cards or precinct changes is not reimbursable.
- Please provide copies of receipts from the post office, metered mail reports, or a signed letter stating amount of postage used and the purpose of the postage.

Alabama Code Sections

Election Officials

• 17-8-1(b)-Appointment of Poll Workers

The precinct election officials shall have the following duties:

- (1) The inspector shall be in charge of the voting place and shall serve as returning officer for the voting place.
- (2) The registration list clerk shall check the name of voters against the list of registered voters and mark off the names of those who vote in order to prevent double voting. If any person whose name does not appear on the list of registered voters is permitted to vote by means of a certificate as provided in Section 17-10-3, or by means of a provisional ballot as provided in Sections 17-10-1 and 17-10-2, the registration list clerk shall legibly print the name and address on the list of registered voters, mark through the name to indicate that the person has voted, and record by the name whether the person voted by certificate, with source and date, or by provisional ballot.
- (3) The poll list clerk shall ensure that each voter signs the poll list as provided in Sections 17-9-15 and 17-13-7. A clerk shall print the voter's name on the poll list or a duplicate list so that the signature can be identified. The poll list clerk shall give a ballot to the voter with the stub attached to the ballot pad. Ballots shall be given out in sequence beginning with the lowest numbered ballot.
- (4) The ballot clerk, upon the request of a voter, shall assist the voter as necessary to deposit the ballot in the precinct ballot counter.

• 17-8-12(b)- Compensation of Election Workers

In addition to the compensation provided in subsection (a), each clerk shall be entitled to supplemental compensation paid by the state to ensure that the total compensation paid to each shall be in an amount of at least seventy-five dollars (\$75) per day, and each inspector shall be entitled to supplemental compensation paid by the state in an amount that ensures that the total compensation of an inspector is at least one hundred dollars (\$100) per day. Upon completion of a local election school or being certified as a qualified poll worker by the probate judge, or both, each clerk and inspector shall be entitled to receive an additional twenty-five dollars (\$25) per day in compensation from the state. The increase provided for in this subsection shall not increase or decrease any salary supplement paid under a local law which is in effect on October 1, 2005. The provisions of this subsection shall only apply to those statewide elections for which county expenses are reimbursed by the state as defined in Chapter 16. The provisions of this subsection shall not apply to special county or other elections held at any time other than at the time of holding statewide elections.

Note: No mileage is paid to inspectors. This was removed from the Code in 1993.

• **17-11-11(a) - Officials for counting Absentee Ballots**

For every primary, general, special, or municipal election, there shall be appointed one inspector and at least three clerks, named and notified as are other election officials under the general laws of the state, who shall meet, at the regular time of closing of the election on that day, in the court house, or municipal building for municipal elections, as designated by the absentee election manager for the purpose of counting and returning the ballots cast by absentee voters. The returns from the absentee precinct shall be made as required by law for all other boxes. It shall be unlawful for any election official or other person to publish or make known to anyone the results of the count of absentee votes before the polls close.

Absentee Election Manager

• **17-11-2-Absentee Election Manager**

In each county there shall be an "absentee election manager," who shall fulfill the duties assigned by this chapter. The circuit clerk of the county shall, at his or her option, be the absentee election manager. If the circuit clerk of the county declines the duties of absentee election manager, the appointing board shall thereupon appoint an absentee election manager, who shall be a person qualified by training and experience, who is a qualified elector of the county and who is not a candidate in the election to perform the duties assigned by this chapter. The county commission shall designate the place or office where such duties shall be performed. Such place or office shall be open on the days and during the hours as that of the circuit clerk prior to each election. Any person so appointed shall have all the powers, duties, and responsibilities of the circuit clerk for the purposes of this chapter, including the power to administer oaths. Such powers, duties, and responsibilities shall terminate when the election results are certified. The absentee election manager or circuit clerk shall be entitled to the same compensation for the performance of his or her duties as is provided in Section 17-11-14.

• **17-11-14- Compensation of Absentee Election Manager**

The county commission shall determine the amount of compensation to be paid to the absentee election manager or other absentee election manager for the performance of his or her duties with respect to the absentee ballots during the 45-day period prior to and on the day of the election for which his or her services are required, but such compensation shall be at least fifty dollars (\$50) per day or the same pay as an inspector as authorized under Section 17-8-12. In all counties in which the compensation of absentee election managers is prescribed by local law or general law of local application at an amount in excess of the amount prescribed, the compensation of the absentee election manager shall not be increased or decreased. The amount shall be the total compensation allowed the absentee election manager for duties relating to absentee ballots in all elections held on the same day and shall be paid from the county treasury. Any reimbursement shall be as provided in Chapter 16.

• **Attorney General's Opinion 2008-053***

*Please see attachment for full opinion.

Judge of Probate's Voter Lists

• 17-3-60 - Clerical Assistance for Judge of Probate

The judge of probate may employ such assistants and clerical help as may be necessary to complete and properly prepare reports from the state voter registration list of the list of qualified electors which the judge of probate is required to furnish a certified copy to the election inspectors. The judge of probate shall receive or such assistants shall be paid out of the county treasury by warrants, drawn by the county commission on certificate of the judge of probate, accompanied by the certificates of the person being paid, showing the amount due under the provisions of this chapter, but the entire amount spent for the preparation of such lists shall not exceed a sum equal to the amount obtained by multiplying the number of names on the list by five cents (\$.05) for the preparation of such list. The judge of probate in all counties having a population of not less than 100,000 nor more than 350,000, according to the last or any subsequent federal census, shall employ a clerk to assist the board of registrars of the county. The duties of the clerk shall be to submit to the board of registrars revised election lists of the county by placing all persons in their proper ward or precincts and eliminating therefrom all deceased, nonresident, and fictitious persons named upon the voting roll and those convicted of crime. The clerk shall further attend to all clerical work of the board of registrars. The clerk shall be paid a compensation out of the county treasury, of not more than two hundred fifty dollars (\$250) per month, to be fixed by the judge of probate.

The board of registrars shall be furnished with office space by the county governing body. The chair of the board of registrars is hereby authorized to purchase all necessary office equipment and hire all necessary part time or full time clerical help to perform its prescribed duties.

Note: We will pay for 2 lists. One to the AEM and one to the election officials.

• 17-11-5(b) -Maintenance of the Voter List -This is the list given to the AEM.

The official list of qualified voters shall be furnished to the absentee election manager by the judge of probate using a printout from the state voter registration list of registered voters for that county containing voter registration information useful in the identification of absentee voters. The information provided in this report shall be established by rules adopted by the Secretary of State with the advice of the Alabama Circuit Court Clerks Association or its members and shall indicate whether the individual is obligated to produce identification in accordance with Sections 17-9-30 and 17-10-1. The Secretary of State may further provide by administrative rule for electronic access to this list for optional use by the absentee election manager. This list shall be made available beginning at least 55 days before the election. In municipal elections, the official list of qualified voters shall be furnished to the absentee election manager at least 35 days before the election. Any supplemental list of qualified electors shall also be provided to the absentee election manager as soon as the list becomes available. The absentee election manager shall underscore on the list the name of each voter who has applied for an absentee ballot and shall write immediately beside his or her name the word "absentee." The Secretary of State by rule may provide for electronic access to the absentee election manager's county list of registered voters and for the method of identifying applicants for absentee ballots in conjunction with the state voter registration list.

• **17-4-2-State Voter Registration Lists-This is the list given to the inspectors of each precinct.**

The board of registrars, when registration is closed before a primary, general, or special election, shall certify to the Secretary of State any additions, deletions, corrections, or changes to the state voter registration list. Except as provided in Section 17-4-2.1, after registration has closed and within the 10-day period before an election, the judge of probate and municipal election officials shall prepare and print a report from the state voter registration list of the correct alphabetical lists of the qualified electors registered by precincts, districts, or subdivisions of a precinct where the precinct has been divided or subdivided, if not within a city or incorporated town, and by wards and other subdivisions, if within a city or incorporated town, and no others. An electronic archive in the database for the state voter registration list shall be recorded simultaneously with the printing of each county's list of qualified voters. Each printed list of qualified voters shall contain a printed certification generated by the state voter registration system establishing that the contents of the list are true and correct as of the specified time and date when it was printed. The judge of probate shall deliver or cause to be delivered to the inspectors in each precinct, each district, each ward, or each other subdivision one copy of the list of qualified electors printed for such box or voting place immediately preceding every general, primary, or special election, and the delivered list shall contain only the names of persons qualified to vote at such box or voting place; except, that for purposes of information only, there may be delivered to the inspectors lists prepared for other boxes or voting places. The list published in the newspaper before each primary election shall not be used as the poll list.

Notwithstanding the foregoing, electronic access to the state voter registration list may be utilized in lieu of a printed list in accordance with administrative rules promulgated and implemented by the Secretary of State. The Secretary of State shall send any proposed new rule or amendment to an existing rule by certified mail to each county canvassing board at least 30 days prior to certification of the proposed rule or amendment pursuant to the Administrative Procedure Act.

Both the board of registrars and the judge of probate shall keep a current copy of the qualified elector list for the county open and subject to public inspection.

Advertising

• **17-8-2 - Notice of Appointment**

The judge of probate shall notify such inspector and clerk of their appointment by mail and publish a list of them in a newspaper of general circulation published in the county.

Note: The election officials must be notified by mail and publication in a newspaper.

• **17-8-9(a)-Instruction of Election Officials.**

Not less than five days before an election or primary election, the authority charged with holding the same shall cause to be held a school of instruction for those who will actually conduct the election or primary election at the polling places. The judge of probate shall notify such election officials of the time and place of the holding of such school of instruction, and shall also publish notice at least 48 hours before the same is to be held.

Note: We will pay for postage to mail the notification of appointment and of their training.

• **17-4-1-Lists of registered voters to be published.**

The judge of probate shall publish from the state voter registration list a correct alphabetical list of qualified electors either by county, precinct, district, or subdivision wherein each elector is registered to vote, in some newspaper with general circulation in the county, on or before the twentieth day preceding the regularly scheduled primary election. The list shall be accompanied by a printed certification generated by the state voter registration system verifying that the list contains the names of all qualified electors registered as of the specified time and date when it was printed. The list shall further state that any elector whose name was inadvertently omitted from the list shall have 10 days in which to have his or her name entered upon the list of qualified voters. If within 10 days any voter shall reasonably satisfy the board of registrars by proper proof that any name should be added to the list, the board shall add such name to the list. The supplemental list of registered voters inadvertently omitted from the original list shall be published once in a newspaper of general circulation in the county on or before the seventh day preceding the date of the primary election. The lists required to be published pursuant to this section may be published, at the discretion of the county commission, as a preprinted or inserted advertising supplement at a cost no greater than the selected newspaper's lowest applicable national insertion rates. If the list is published as a preprinted supplement in the selected newspaper, the supplement size shall conform to the size requirements set by the selected newspaper and shall be printed on standard newsprint paper. The type size shall be no smaller than nine point standard type. The list shall also be delivered to the newspaper for insertion in a manner required for other advertising supplements. The supplement may not contain any other advertising. Any newspaper accepting a preprinted insertion that is not prepared by the newspaper shall not be responsible for the content of such insertion. Nothing in this section shall prohibit a county commission from publishing the list of voters in more than one newspaper within the county at the county commission's discretion.

Note: This should only be published for regularly scheduled primaries.

• **17-9-5 Notice of Election**

The judge of probate must give notice at least 30 days before each election by publication in a newspaper of general circulation in the county, if any is published therein and, if not, by writings posted at the courthouse door and at three other public places in the county, of the time of holding and the offices to be filled by such election. Such notice shall consist only of the date of the election and the officers to be voted for or subjects to be voted on.

• **21-4-23(b) - Registration and voting aids**

The appropriate election officials of each county shall issue public notice in each voting precinct of the requirement for and the availability of these registration and voting aids, which notice shall be notification for all handicapped and elderly individuals. This notice shall be issued as early as practicable, but in any case not later than 60 days before any state election or the registration deadline for such election.

Reimbursement of Election Expenses

• 17-16-2 Reimbursing counties for election expenses – “Expenses” defined.

As used in this chapter, the term "expenses" shall include the following items and any other items approved as reimbursable expenses by the Election Expense Reimbursement Committee pursuant to Section 17-16-2.1:

- 1) The compensation and mileage provided by law for election officials.
- 2) The compensation provided by law for the clerk or other official acting as absentee election manager.
- 3) The costs of ballots, supplies, and other materials or equipment necessary for election officials to conduct elections as required by law and as certified by the judge of probate as chief election official of the county.
- 4) The costs of absentee ballots, supplies, postage, and other materials required by law to be furnished to the absentee election manager.
- 5) The cost of preparing and furnishing the lists of qualified electors to the election officials as required by law.
- 6) The cost of publishing any notice or other item related to any election and required by law, including, but not limited to, the publication of notice of any election and any voter lists.