# BUDGET PLANNING FOR REGISTRAR OF VOTERS

BY Lisbeth Becker, Treasurer, Registrar of Voters Association of CT (ROVAC)

Hello and welcome to New Registrars’ Day. I hope that the information provided below will help guide your decisions when planning your annual budget.

***WHERE TO START***

* Each City and/or Town has a budget process about which you need to become familiar.
* The budget cycle differs in each town; an important factor that drives budget planning for elections.
* Your responsibilities define your budget requirements

***THE ACTIVITIES, FUNCTIONS, AND RESPONSIBILITIES INFORM YOUR BUDGET REQUIREMENTS.***

* Determine number of elections and types of elections within the annual budget year.
	+ Type of election determines voter turnout. Number of poll workers are determined by the type; ie. municipal election vs. a presidential election; number of referendums
* Managing the voter registry.
	+ Processing voter applications
	+ Sending acceptance letters
	+ Maintaining voter changes
* Training for Registrars, deputies, moderators and poll workers
	+ Registrar Certification – 8 classes at $200 each
	+ Registrars, Deputies, and Moderators certification every 4 years @ $60/person
	+ Payment for poll worker training prior to elections.
* Conferences and ROVAC membership
	+ Pre-Covid two conferences for full attendance ran about $390/person not including travel and accommodations.
	+ Covid – two conferences are less than $100/person
	+ ROVAC membership is currently $140/year. That amount covers two Registrars and two deputies. Each assistant registrar is an additional $10. These amounts are subject to change.
* Maintaining Election Equipment
	+ Annual maintenance contract with LHS to cover standard services for tabulators
	+ Additional costs associated with tabulators and batteries
	+ Replacement of voting booths if needed
* Conducting Elections
	+ Cost to transport voting equipment to the poll locations
	+ Cost of ballots
	+ Printing costs for voter lists
	+ Cost of food on Election Day
	+ Cost of poll workers
	+ Cost of specific election supplies including seals, tape, I voted stickers, pens
* Conducting Annual Canvass
	+ Cost of postage including maintaining postage indicia for postage paid return envelopes
	+ Cost of postage
	+ Printing costs for envelopes
	+ Purchase of NCOA lists
* Miscellaneous Costs to include your general office expenses
	+ Paper
	+ Envelopes
	+ Postage
	+ Equipment replacement
	+ General office supplies including pens, tape, paperclips etc.

|  |  |  |
| --- | --- | --- |
| **Category** | **BUDGET** | **Description** |
|   |   |   |
| Wages Regular Staff |   | Hourly rate or salary; estimate hours for the year |
| Wages Poll Workers |   | poll worker payments |
| Office Expenses |   |   |
|  Paper |   |   |
|  Envelopes |   |   |
|  Postage |   |   |
|  Office Equipment Supplies |   | printer cartridges, replacement schedule |
|  Other supplies |   |   |
| Conferences |   | two per year |
| Training |   |   |
|  Registrar & Deputies |   | Registrar certification; annual requirements |
|  Moderators |   | Certification every 4 years |
| Election Equipment |   | Existing equipment; replacement schedule; add'l equipment |
| Maintenance Contracts |   | LHS tabulators |
| Election Expenses |   |   |
|  Printing ballots |   | Adkins, LHS |
|  Rentals |   |   |
|  transportation of Equipment |   |   |
|  Seals & other specialty for elections |   |   |
| Redistricting  |   |   |
|  Post cards |  |   |
|  Postage |  |   |
| Other  |   |   |
|  Pension |   | Social Security and FUTA expense plus pension if that is part of the pay package |
|   |   |   |
|   |   |   |
|   |   |   |