# 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 |
|  |  |  |
|  |  |  |
|  |  |  |