



SPECIAL ELECTION REIMBURSEMENT REQUEST FOR EXPENDITURES

DE Reference Guide 0005(Updated 03/2023)

These guidelines are for reference only. They are not to be construed as legal advice or representation. For any particular set of facts or circumstances, refer to the applicable state, federal law, and case law, and/or consult a private attorney before drawing any legal conclusions or relying upon this information.

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Authority for Reimbursement

Section [100.102, Florida Statutes](#), requires the State to reimburse a county for actual costs incurred to conduct a special primary and/or special (general) election as ordered pursuant to section [100.101, Florida Statutes](#).

Reimbursement Process

In order to be reimbursed:

- Reimbursement must be based on the actual expenses.
- Supervisor must file actual expenses (basis for reimbursement) with the county AND a copy with the Department of State.
- The Department of State must verify the expenses before payment can be authorized by the Department of Financial Services (DFS).

Reimbursement will be based upon a “first in, first out” completed submission basis.

Timeline

Table 1: Timeline	
Event	Response
Governor’s Office issues Executive Order for Special Elections	Department of State (DOS) reaches out to respective counties affected by order Supervisor of Elections (SOE) submits estimated cost of conducting the special election to Department of State
Elections Preparations	SOE keeps detailed records of all expenses (see details on subsequent pages)
Special Primary and Special Election Days	SOE conducts the election(s)
SOE compiles request and files hard-copy of actual expenses upon which reimbursement will be based with county and mail hard-copy to DOS	DOS will review within 90 days of a completed submission. Factors that may delay or extend process: <ul style="list-style-type: none"> • Incomplete submission or lack of or insufficient documentation or incomplete • Disorganized request that makes it difficult to review and/or verify expenses • Insufficient legislative appropriations in FY to pay for the request. Reimbursement will roll over to next fiscal cycle in which there is appropriation
DOS may ask for additional documents	If requested, provide additional documentation
Final determination of verified expenses	If funds are available, payment is authorized through Department of Financial Services (DFS). If not, payment is rolled into next legislative appropriation.

Submission Packet and Verification Process

The Department of State is required to use the DFS Reference Guide for State Expenditures at https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2. The guide details the document requirements needed to verify and authorize payment. Be sure to submit the request **in full** AFTER the conclusion of both the special primary and special (general) election.

Do not submit a partial request after just the special primary election (unless no general election will be held). See Table 2: Special Election Reimbursement Checklist

Table 2: Special Election Reimbursement Checklist

<input type="checkbox"/>	Cover letter provided indicating that the expenses have been filed with the county governing body.
<input type="checkbox"/>	Include Federal Employer Identification Number (FEID)
<input type="checkbox"/>	Submit two paper hard copies of your reimbursement request by US mail, express carrier, or hand delivery: 1 copy for DOS records and 1 copy for DFS records
<input type="checkbox"/>	<p>Provide expenditure details</p> <ul style="list-style-type: none"> • Reimbursement will be made based on paid invoices/receipts • Include all expenses that were required solely for the special primary election and if applicable special (general) election. Refer to Tables 3 and 4 for reimbursable and non-reimbursable expenses. • Submit an itemized invoice for each expenditure category (see page 3), as well as a master invoice. • 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. However, you will be reimbursed for the per copy charges as long as you have tracked the number of copies made which specifically relate to the special election. • 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 separate the cost per reams out of the total cost per box, and describe how these supplies were needed for the special election. Then you will be reimbursed the correct amount you used.
<input type="checkbox"/>	Every expenditure has documentation of purchase and proof of payment
<input type="checkbox"/>	Master invoice with expenses broken down by expenditure category
<input type="checkbox"/>	Separate itemized invoice for each Expenditure Category
<input type="checkbox"/>	Expenditure Category Invoice: Temporary Personnel
<input type="checkbox"/>	Expenditure Category Invoice: Overtime for fulltime employees
<input type="checkbox"/>	Expenditure Category Invoice: Poll Workers
<input type="checkbox"/>	Expenditure Category Invoice: Polling site rentals
<input type="checkbox"/>	Expenditure Category Invoice: Public notices
<input type="checkbox"/>	Expenditure Category Invoice: Telephone Costs
<input type="checkbox"/>	Expenditure Category Invoice: Permits
<input type="checkbox"/>	Expenditure Category Invoice: Travel
<input type="checkbox"/>	Expenditure Category Invoice: Office Supplies
<input type="checkbox"/>	Expenditure Category Invoice: Mail-outs
<input type="checkbox"/>	Expenditure Category Invoice: Ballots

Contact Information

Direct documentation and questions about reimbursement to:

- Director’s Office, Division of Elections – c/o Fiscal Unit
- Maria.Matthews@dos.myflorida.com or Amber.Marconnet@dos.myflorida.com
- Documentation should be uploaded through the FTP site on the SOE Portal or alternatively be mailed to Director’s Office, Division of Elections, 500 S. Bronough St., Rm. 316, Tallahassee, FL 32399-0250

Reimbursable and Non-Reimbursable Expenses

The State will only reimburse costs solely caused by or for conducting the special election. Refer to Tables 3 and 4 below.

Table 3: Reimbursable Expenses	
Costs to County	Documentation Required
Temporary personnel	Copies of payroll registers. Must include gross salary, fringe benefits (if any), deductions (if any), hours worked times rate of pay, and net pay.
Overtime for full time employees	Copies of payroll registers. Must include gross salary, fringe benefits (if any), deductions (if any), hours worked times rate of pay, and net pay.
Poll workers	Hours worked, rate of pay & net pay per poll worker; If poll workers are not paid hourly, then information on type of position worked and rate of pay must be included.
Polling site rentals	Invoices and proof of payment
Public notices	Newspaper clipping/newspaper invoice and proof of payment
Telephone costs	Bills with special assessments and proof of payment
Special permits	Vehicle rental, street closing permits, etc. and proof of payment
Travel	Invoice and proof of payment. Note: the state will reimburse travel costs based on DFS per-mile calculations
Office Supplies	Invoices, proof of payment, and justification
Mail-outs	Number of units mailed, sample item mailed, mailing cost per item, and proof of payment (printout from postage meter)
Printing ballots	Invoices and proof of payment
Adopt-A-Precinct	A breakdown of use of funds. Including copies of payroll registers hours worked times rate of pay, and net pay. In some case’s gross salary, fringe benefits (if any), deductions (if any), may be requested.

Table 4: Non-Reimbursable Expenses

Costs to County	Reason
Food or Bottled Water	Item not required for conduct of election
"I Voted" Stickers	Item not required for conduct of election
Expenses related to assembling reimbursement request	Item not required for conduct of election
Regular salary pay for employees	Expense not incurred solely due to special election
Election supplies that are reusable for future elections	Expense not incurred solely due to special election
Voting Machines	Expense not incurred solely due to special election

Examples of Invoice Summaries

Example 1



Joe Scott, Supervisor of Elections
115 S. Andrews Ave, Rm. 102
Fort Lauderdale, FL 33301
(954) 357-VOTE • www.browardvotes.gov

To: Maria Matthews
Division of Elections, Director

Nicholas Grabowski
Division of Elections, Government Operations Consultant III

From: Manisha Ball
Broward County Supervisor of Elections, Finance Director
FEID# 59-2215470

Date: August 2, 2022

Subject: Special Election Reimbursement for U.S. House of Representatives for District 20

Pursuant to Executive Order No 21-103, a Special Primary and Special Election were conducted for U.S. House of Representatives for District 20 on November 2, 2021, and January 11, 2022, respectively. Whenever any special election or special primary election is held as required in s. 100.101, Florida Statute, the state is required to reimburse the county for expenses incurred.

Please find enclosed, supporting documents for actual expenses incurred to conduct the Special Primary and Special Election, for which our office is requesting reimbursement totaling \$2,761,524.20. These documents have been provided to the County's Office of Management and Budget. Enclosed are the following supporting documents uploaded through the FTP site on the SOE Portal:

- Master expense worksheet, itemizing each invoice, by expense category.
- Individual itemized invoice/payment packets, by expense category. Each packet contains a copy of a(n):
 - Check
 - Invoice or statement (or related document)
 - Bank statement displaying cashed check.
 - Other supporting document as deemed necessary

The election cost allocations itemized on the master worksheet are those costs attributable to the special elections and may represent 100% of the invoice amount or a percentage thereof. Invoice amounts were split between various special elections and/or general operations, when applicable. For the January expenses, some were allocated 50/50 between the January Special Election (for U.S. House of Representatives for District 20), and the January Primary Election (for State Senate District 33, Senate Representative District 88, and State Representative District 94, which will be reported separately).

Thank you in advance for your time and attention to this matter. In the event you have any questions, please do not hesitate to contact me at 954-712-1957 or mball@browardvotes.gov.

Si desea una traducción de este documento sírvase solicitarlo por correo electrónico a: elections@browardvotes.gov.
Oficina: 954-357-VOTE • Fax: 954-357-7070 • Si w ta renmen dokiman sa an Kreyòl, souple fè demann lan pa imèl nan elections@browardvotes.gov Ofis 954-357-VOTE • Faks 954-357-7070

Broward County Supervisor of Elections
 Special Election Reimbursement Request for Expenditures
 State Senate District 33, Senate Representative District 88, and State Representative District 94
 January 2022 Primary & March 2022 General Elections

NOTE: The election cost allocations below are those costs attributable to the special elections, and may represent 100% of the invoice amount or a percentage thereof. Invoice amounts were split between various special elections and/or general operations, when applicable. For the January expenses, some were allocated 10/50 between the January General Election (for U.S. House of Representatives District 20, which will be reported separately), and the January Primary Election (for State Senate District 33, Senate Representative District 88, and State Representative District 94). For the March expenses, some were allocated at 80% to the March General Election (for the State Senate District 33, Senate Representative District 88, and State Representative District 94), with the remainder 20% allocated to municipalities that also had an election in March.

Document Name	Vendor	Expenditure Category	Description	Invoice			Check			Election Cost Allocation	
				Date	Number	Amount	#	Date	Amount	Jan. Primary	Mar. General
P - Mail-Out 1	Pitney Bowes	Mail-Outs	PR Reserve Account 958 - Outgoing Vote-by-Mail	N/A	N/A	N/A	62545	12/1/2021	150,000.00	80,000.00	
P - Mail-Out 2	Commercial Printers	Mail-Outs	Election Mailings	3/15/2022	574062	51,658.54	63093	4/14/2022	245,619.38	25,804.27	
P - Mail-Out 3	USPS	Mail-Outs	644 Permit - Incoming Vote-by-Mail	N/A	N/A	N/A	62368	9/29/2021	50,000.00	19,705.02	
P - Mail-Out 4	USPS	Mail-Outs	620 Permit - Outgoing Mail	N/A	N/A	N/A	62571	12/13/2021	150,000.00	76,219.52	
P - Mail-Out 5	Commercial Printers	Mail-Outs	VBM Materials	12/17/2021	573948	29,904.00	62766	1/25/2022	266,961.90	9,658.00	
G - Mail-Out 1	Postmaster	Mail-outs	Meter Refill - Outgoing Vote By Mail	N/A	N/A	N/A	62851	3/2/2022	92,000.00		172,922.86
G - Mail-Out 2	Reserve Account	Mail-outs	Reserve Account Postage Refill	N/A	N/A	N/A	62756	12/1/2022	150,000.00		144,000.00
G - Mail-Out 3	Postmaster	Mail-outs	Meter Refill - Incoming Vote By Mail	N/A	N/A	N/A	62849	2/25/2022	75,000.00		37,863.57
G - Mail-Out 4	Reserve Account	Mail-outs	Reserve Account Postage Refill	N/A	N/A	N/A	62885	3/14/2022	25,000.00		10,000.00
P - OS 1	A STAR FOR I, INC	Office Supplies	Graphic Design	12/8/2021	00002	5,000.00	62599	12/16/2021	5,000.00	2,500.00	
P - OS 2	The Wiggins Agency	Office Supplies	Marketing Promotions	11/24/2021	27	25,000.00	62598	12/14/2021	25,000.00	12,500.00	
P - OS 3	Hulu, LLC	Office Supplies	Marketing Promotions	10/28/2021	N/A	32,992.97	62597	12/14/2021	32,992.97	16,496.49	
P - OS 4	The Wiggins Agency	Office Supplies	Marketing Promotions	1/5/2022	37	13,600.00	62789	1/28/2022	13,600.00	6,800.00	
P - OS 5	E Graphics, Inc.	Office Supplies	Early voting signs & decals	12/28/2021	9366	4,268.92	62802	2/1/2022	4,736.92	2,134.46	
P - OS 6	Amazon	Office Supplies	ID Badge Holders	11/23/2021	1Y7Q-RPQP-CGLF	1,734.26	62757	1/25/2022	1,678.24	173.43	

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Document Name	Vendor	Expenditure Category	Description	Invoice			Check			Election Cost Allocation	
				Date	Number	Amount	#	Date	Amount	Jan. Primary	Mar. General
G - OS 16	Commercial Printers	Office Supplies	Voter-Check-In Cancel Forms	1/24/2022	572760	1,755.00	62815	2/19/2022	79,171.21		210.60
P - PR 1	Various	Overtime for fulltime employees	Biweekly Payroll 12/1/21	N/A	N/A	N/A	902333029928608	11/30/2021	180,788.52	9,647.11	
P - PR 2	Various	Overtime for fulltime employees	Biweekly Payroll 12/15/21	N/A	N/A	N/A	902347018143667	12/14/2021	204,345.63	5,993.18	
P - PR 3	Various	Overtime for fulltime employees	Biweekly Payroll 12/29/21	N/A	N/A	N/A	902354021791848	12/21/2021	198,113.03	8,163.24	
P - PR 4a	Various	Overtime for fulltime employees	Biweekly Payroll 1/12/22 - Fulltime Employees	N/A	N/A	N/A	90231008406930	1/11/2022	169,390.41	20,664.76	
P - PR 5b	Various	Overtime for fulltime employees	Biweekly Payroll 1/26/22	N/A	N/A	N/A	90232003687085	1/25/2022	179,490.99	24,075.38	
G - PR 1b	Various	Overtime for fulltime employees	Biweekly Payroll 2/9/22	N/A	N/A	N/A	902338023831490	2/8/2022	146,520.57		9,906.72
G - PR 2b	Various	Overtime for fulltime employees	Biweekly Payroll 2/23/22	N/A	N/A	N/A	902353033010374	2/23/2022	133,121.93		5,105.91
G - PR 3b	Various	Overtime for fulltime employees	Biweekly Payroll 3/9/22	N/A	N/A	N/A	902366025404916	3/8/2022	148,341.66		21,467.07
G - PR 4b	Various	Overtime for fulltime employees	Biweekly Payroll 3/23/22	N/A	N/A	N/A	902380020427654	3/22/2022	146,647.46		18,301.09
P - PW 1	Various	Pol Workers	Early Voting Payroll 1	N/A	N/A	N/A	903701060241762	1/6/2022	50,998.78	31,055.03	
P - PW 2	Various	Pol Workers	Pol Workers - Election Day	N/A	N/A	N/A	903701070254527	1/7/2022	299,781.79	137,894.27	
P - PW 3	Various	Pol Workers	Pol Workers - Election Day	N/A	N/A	N/A	903701070254527	1/7/2022	299,781.79	36,829.76	
P - PW 4	Various	Pol Workers	Pol Workers - Election Day	N/A	N/A	N/A	903701070327776	1/7/2022	35,612.41	20,756.14	
P - PW 5	Various	Pol Workers	Pol Workers - Election Day	N/A	N/A	N/A	903701070404310	1/7/2022	1,662.30	968.85	
P - PW 6	Various	Pol Workers	Pol Workers - Election Day	N/A	N/A	N/A	903701100326200	1/10/2022	563.35	328.34	
P - PW 7	Various	Pol Workers	Pol Workers - Election Day	N/A	N/A	N/A	903701130272002	1/13/2022	28,342.28	15,518.89	
P - PW 8	Various	Pol Workers	Early Voting Payroll 2	N/A	N/A	N/A	903701140279670	1/14/2022	64,002.96	39,532.87	
P - PW 9	Various	Pol Workers	Pol Workers - Election Day	N/A	N/A	N/A	903701200286490	1/20/2022	9,407.92	5,483.23	

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Document Name	Vendor	Expenditure Category	Description	Invoice			Check		Election Cost Allocation		
				Date	Number	Amount	#	Date	Amount	Jan. Primary	Mar. General
G - Travel 2	Errol Spencer	Travel	Poll Worker Mileage Reimbursement from Election Day	N/A	N/A	N/A	63088	4/14/2022	81.50		65.20
G - Travel 2	Charise Thompson	Travel	Poll Worker Mileage Reimbursement from Election Day	N/A	N/A	N/A	63089	4/14/2022	35.00		28.00
G - Travel 2	Sharon Walker	Travel	Poll Worker Mileage Reimbursement from Election Day	N/A	N/A	N/A	63090	4/14/2022	31.50		25.20
G - Travel 3	Pamela Williams	Travel	Poll Worker Mileage Reimbursement from Election Day	N/A	N/A	N/A	62915	3/17/2022	342.00		91.00
G - Travel 4	Stanley Jenkins	Travel	Poll Worker Mileage Reimbursement from Election Day	N/A	N/A	N/A	62902	3/15/2022	234.00		234.00
G - Travel 5	Hayli Summers	Travel	Staff Mileage Reimbursement from Election	N/A	N/A	N/A	62843	2/24/2022	29.90		23.92
G - Travel 6	Gia Harrell	Travel	Staff Mileage Reimbursement from Election	N/A	N/A	N/A	62879	3/12/2022	49.90		12.21
G - Travel 7	Gia Harrell	Travel	Staff Mileage Reimbursement from Election	N/A	N/A	N/A	62879	3/12/2022	49.90		6.96
G - Travel 8	Gia Harrell	Travel	Staff Mileage Reimbursement from Election	N/A	N/A	N/A	62879	3/12/2022	49.90		10.27
G - Travel 9	Daniel Reyes	Travel	Staff Mileage Reimbursement from Election	N/A	N/A	N/A	63321	6/23/2022	35.20		28.16
G - Travel 10	Victor Ramie	Travel	Staff Mileage Reimbursement from Election	N/A	N/A	N/A	63070	4/8/2022	67.50		24.00
TOTAL PER ELECTION									1,130,695.98	1,613,980.98	
GRAND TOTAL										2,744,676.96	

Example 2



Wendy Sartory Link
Palm Beach County Supervisor of Elections

April 22, 2022

Florida Department of State
Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, FL 32399-0250

Subject: Reimbursement Request for Special Primary Election Costs,
House District 88 – FEID # 74-3196272

To Whom It May Concern:

Enclosed is our Special Primary Election Reimbursement Request for Expenditures related to the House District Special Primary Election held 01/11/2022. The enclosures include two (2) sets of our Invoices and the associated supporting documentation for the Special Primary Election, as required so as to provide a second set of each for the Department of Financial Services (DFS). We are also simultaneously filing these expenses with Palm Beach County.

If you require additional information regarding this reimbursement request, please contact me at (561) 656-0339, or by email at ajones@VotePalmBeach.gov. Thank you.

Sincerely,

Ann P. Jones
Business Affairs
Accounting Manager

cc: Wendy Sartory Link, Supervisor of Elections, Palm Beach County

240 South Military Trail, West Palm Beach, FL 33415 | Post Office Box 22309, West Palm Beach, FL 33416
Telephone: 561.656.6200 | Fax Number: 561.656.6287

Palm Beach County Supervisor of Elections
Summary of Election Expenditures - By Expenditure Category
House District 88 Special PRIMARY Election - (01/11/2022)

<u>Expenditure Category</u>	<u>Category \$ Amount</u>	<u>GL Acct \$ Amount</u>	<u>GL Acct Code</u>	<u>GL Acct Description</u>
Temporary Personnel				
Early Voting Staff (including FICA)	36,837.94	36,837.94	53402	Election Workers
	2,283.95	2,283.95	52101	FICA - Social Security
	534.15	534.15	52105	FICA - Medicare
Temporary Workers	51,915.41	51,915.41	53404	Contract Salaries
Subtotal - Personnel	<u>91,571.45</u> ✓✓	<u>91,571.45</u>		
Overtime for FT Employees				
SOE Staff OT (including FICA)	16,076.44	16,076.44	51401	SOE Staff Overtime
	996.74	996.74	52101	FICA - Social Security
	233.11	233.11	52105	FICA - Medicare
	<u>17,306.29</u> ✓✓	<u>17,306.29</u>		
Poll Workers	34,866.59 ✓✓	34,866.59	53404	Contractor Salaries
Polling Site Rentals	1,375.00 ✓✓	1,375.00	54413	Polling Location Rental
Public Notices	838.62 ✓✓	838.62	54946	Legal Advertising
Telephone Costs	27,240.60 ✓✓	27,240.60	54101	Communications
Special Permits	0.00	0.00		
Travel				
Truck rentals - Clerk Bags & e-Pollbooks			54001	Travel - Per Diem
Mileage - Trainers & Field Clerks	824.85	824.85	54007	Travel - Mileage
Subtotal - Travel	<u>824.85</u> ✓✓	<u>824.85</u>		
Office Supplies (and Services)				
Precinct equip. delivery/pick up	5,020.02	5,020.02	53401	Other Contractor Svcs
Election Systems	1,346.25	1,346.25	53401	Other Contractor Svcs
Porta Potty	3,043.50	3,043.50	53401	Other Contractor Svcs
PBSO Deputy Sheriffs	6,243.81	6,243.81	53405	Security Services
Security	3,740.62	3,740.62	53405	Security Services
Data Processing - Outside			53416	Data Processing -- Payroll
Services	1,138.75	1,138.75	54405	Rental Equipment
Supplies/Materials	3,432.65	3,432.65	55201	Materials/Supplies - Operating
Subtotal - Supplies & Services	<u>23,965.60</u> ✓✓	<u>23,965.60</u>		
Mail-Outs (Postage)	35,333.92 ✓✓	35,333.92	54205	Postage
Printing Ballots	29,004.19 ✓✓	29,004.19	54701	Printing
TOTAL	<u>262,327.11</u> ✓✓	<u>262,327.11</u>		

MASTER INVOICE

Invoice Number: HD88-PRIMARY-2022-01-11

April 22, 2022

To:

Florida Department of State
Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, FL 32399-0250

**Reimbursement of Election Expenditures --
House District 88 Special PRIMARY Election
(held 01/11/2022)**

Total Invoice (detail attached)

\$ 262,327.11

FEID # 74-3196272

Please remit payable to:

PALM BEACH COUNTY SUPERVISOR OF ELECTIONS

Mail to:

Palm Beach County Supervisor of Elections
Attn: Business Affairs
240 S Military Trail
West Palm Beach, FL 33415

**Please include invoice number on check
Payment Terms: 30 days of invoice date**

Example 3



miamidade.gov

Elections
2700 NW 87th Avenue
Miami, Florida 33172
T 305-499-8683 F 305-499-8547
TTY 305-499-8480

INVOICE

SPECIAL ELECTION
STATE SENATE, DISTRICT 40
STATE REPRESENTATIVE, DISTRICT 116
September 26, 2017

State of Florida Division of Elections 500 S. Bronough Street, Suite 316 Tallahassee, FL 32399-0250 Attention: Ary Miller	Invoice N°: SS40-SR116-092617 Invoice Date: March 23, 2018	
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Personnel <i>Full Time Employees Overtime & Fringes, Poll Workers, and Temporary Help-Outside Agency</i>	\$	579,885.41
Polling Places <i>Security, Telephone Lines, and Polling Place Rentals</i>		23,141.44
Supplies and Services <i>Communication and IT Field Services, and Employment Processing</i>		27,997.98
Trucks and Vehicles <i>Truck and Car Rentals</i>		24,921.65
Printing and Advertising <i>Ballots, Temporary Polling Place Change Notices, Letters, and Newspaper Advertising</i>		142,299.72
Postage <i>Vote by Mail Ballots, Temporary Polling Place Change Notices, Letters, and Courier Services</i>		49,025.21
Ballot Creation <i>Ballot Creation and Coding, Early Voting Ballots, and Technical On Site Support</i>		12,849.20
	TOTAL	\$ 880,120.61

Please make check payable to: Miami Dade County
Federal Employer Identification Number (FEID) 59-6000573

For more information, you may contact:
Rena A. Saiter
Assistant Deputy, Finance and Administration
Miami-Dade Elections Department
2700 NW 87 Avenue
Miami, Florida 33172
Office: 305-499-8424 E-mail: ras@miamidade.gov

SPECIAL ELECTION
State Senate, District 40
State Representative, District 116
September 26, 2017

SUMMARY

Tab #	Description	TOTAL Cost (\$)	GOV Cost (\$)	VOTSVC Cost (\$)	FINADMIN Cost (\$)	OPERATION Cost (\$)	INFOSYS Cost (\$)	SOE Cost (\$)	TRAINING Cost (\$)
	Employee Regular Pay								
	Employee Regular Overtime Pay	30,275.87	808.20	5,898.12	-	11,826.12	9,592.21	-	2,151.22
	EMPLOYEE SALARIES SUB-TOTAL	30,275.87	808.20	5,898.12	-	11,826.12	9,592.21	-	2,151.22
	Social Security (FICA) 6.20%	1,877.10	50.11	365.68	-	733.22	594.72	-	133.38
	MICA 1.45%	439.00	11.72	85.52	-	171.48	139.09	-	31.19
	EMPLOYEE SALARIES TOTAL	32,591.97	870.03	6,349.33	-	12,730.82	10,326.01	-	2,315.79
	Poll worker - County	59,223.59	-	-	-	-	720.00	-	68,503.59
	Poll worker - Non-County	114,113.28	-	-	-	-	720.00	-	113,393.28
	POLL WORKER TOTAL	173,336.87	-	-	-	-	1,440.00	-	171,893.87
	TEMP HELP OUTSIDE AGENCY	373,956.57	-	36,592.35	-	133,108.15	100,599.15	-	103,656.92
	TOTAL PERSONNEL COST	579,885.41	870.03	42,941.68	-	145,838.97	112,365.16	-	277,869.58
	Security Services-GSA	3,271.44	-	-	-	3,271.44	-	-	-
	Other Professional Services	-	-	-	-	-	-	-	-
	Telephone Lines	6,520.00	-	-	-	6,520.00	-	-	-
	Polling Locations Rental	13,350.00	-	-	-	13,350.00	-	-	-
	Graphic Services	-	-	-	-	-	-	-	-
	TOTAL POLLING PLACES COST	23,141.44	-	-	-	23,141.44	-	-	-
	GSA Central Service Supplies	-	-	-	-	-	-	-	-
	Election General Supplies (Outside Vendor)	-	-	-	-	-	-	-	-
	Telephone Other Charges	630.00	-	-	-	630.00	-	-	-
	Wireless Air Card Service & Maintenance	17,388.01	-	-	-	17,388.01	-	-	-
	Wireless Devices Service & Maintenance	8,359.97	-	-	-	8,359.97	-	-	-
	Copier	-	-	-	-	-	-	-	-
	Courier (FEDE)	-	-	-	-	-	-	-	-
	Employment Processing	1,620.00	-	468.00	-	380.00	180.00	-	612.00
	TOTAL SUPPLIES AND SERVICES COST	27,997.98	-	468.00	-	26,737.98	180.00	-	612.00
	Vehicles Leases (Trucks Rental)	18,344.00	-	-	-	18,344.00	-	-	-
	Vehicles Rental	6,577.65	-	-	-	6,577.65	-	-	-
	Elections Fleet	-	-	-	-	-	-	-	-
	GSA Fuel	-	-	-	-	-	-	-	-
	Auto Expense Reimbursement-(Mileage & Tolls)	-	-	-	-	-	-	-	-
	TOTAL TRUCKS AND VEHICLES COST	24,921.65	-	-	-	24,921.65	-	-	-
	Ballots	101,533.50	-	-	-	-	101,533.50	-	-
	Temporary Polling Place Notices	754.81	-	-	-	754.81	-	-	-
	GSA Printing & Reproduction	1,511.41	766.00	470.41	-	-	-	-	275.00
	Outside Printing	-	-	-	-	-	-	-	-
	Advertising-Newspapers	38,500.00	38,500.00	-	-	-	-	-	-
	TOTAL PRINTING AND ADVERTISING COST	142,299.72	39,266.00	470.41	-	754.81	101,533.50	-	275.00
	Mailroom Meter Postage	2,225.02	-	1,303.64	-	-	-	-	921.38
	AB-Reliavote	46,223.59	-	-	-	-	46,223.59	-	-
	Postage for Temporary Polling Place Notices	560.88	-	-	-	560.88	-	-	-
	FEDEX	15.72	-	-	-	-	-	15.72	-
	TOTAL POSTAGE COST	49,025.21	-	1,303.64	-	560.88	46,223.59	15.72	921.38
	Ballot Creation/PM Days - (ES&S)	5,625.00	-	-	-	-	5,625.00	-	-
	Translations	-	-	-	-	-	-	-	-
	Technical Support (Runbeck)	7,224.20	-	-	-	-	7,224.20	-	-
	TOTAL BALLOT CREATION COST	12,849.20	-	-	-	-	12,849.20	-	-
	TOTAL \$	860,120.61	40,136.03	45,183.73	-	221,955.73	273,151.45	15.72	279,677.96