APPORTIONMENT OF MUNICIPAL GENERAL ELECTION COSTS

State Form 51845 (R / 7-14)
Indiana Election Commission (IC 3-5-3-7 and IC 3-5-3-10)

(CEB-35)

INSTRUCTIONS: (1) Complete a separate copy of this form for each city or town in which a municipal election was conducted on November 3, 2015 by the county election board (except those which had signed an agreement with the county to pay a fixed amount for the county to conduct the election). (2) Determine the total number of votes cast in the election in all cities and towns (except those which signed an agreement with the county). (3) Determine votes cast in each city or town as a percentage of the total municipal election votes cast. *Example: The Town of Smallville had 100 votes cast in the election; a total of 1000 votes were cast in all cities and towns. Therefore, Smallville had 10% of the votes cast in the November 2015 election.* (4) Determine the "Direct Expenses" to be charged to the city or town. "Direct Expenses" are those which were incurred for a specific city or town's election. *Example: The county paid $3,000 to a printer for municipal election ballots for the City of Hoosierville. This is a "Direct Expense" that should be billed to Hoosierville.* (5) Determine the "Other Expenses" to be charged to the city or town. "Other Expenses" are the expenses incurred beginning **May 6, 2015 and ending November 4, 2015** for items that were not incurred just for a specific city or town. *Example: The county pays $2,000 in compensation to absentee voter board members, who serve voters of every city and town.* The county must cover 25% of these "Other Expenses" and apportion the remaining 75% of the "Other Expenses" among the cities and towns, based on the percentage of the city or town's votes cast in the municipal election. (6) **Forward the completed form to the county auditor and request that the auditor complete the certification below and forward the form to the appropriate city or town.** (7) The county auditor must certify the amount of the expenses due to the city or town clerk or clerk-treasurer no later than **December 3, 2015.** The city council or town council must appropriate funds to reimburse the county for the city's or town's chargeable expenses no later than December 31, 2015.

1. **DIRECT EXPENSE CHARGEABLE TO CITY OR TOWN OF** Mt. Pilot :

Precinct Board:		
Per Diem - Inspectors	$600	1
- Judges	400	2
- Poll Clerk and Assistant Clerks	400	3
- Sheriffs		4
Meals	800	5
Rental of Polling Places	1,200	6
Other Precinct Board Expenses		7
Ballots (Sample, Official, and Absentee)	600	8
Precinct Box Supplies	400	9
Advertising	50	10
Breakage and Loss of Equipment (not reimbursed)		11
Postage - Absentee Ballots	200	12
Other See attached	1,500	13
	$6,150	14
	Subsection 1 Total	

2. **OTHER EXPENSES ALLOCATED TO CITIES AND TOWNS IN PROPORTION TO TOTAL VOTES CAST AT NOVEMBER 2015 MUNICIPAL ELECTION:**

Items Chargeable Only to Cities and Towns, during the period set forth in (5) in the Instructions, **but not identifiable to a specific city or town**
Chargeable 25% to County and 75% to cities and towns.
Enter TOTAL of both county and municipal share of these expenses on lines 15 through 28:

Compensation - Absentee Voter Boards	$1,200	15
- County Election Board	6,000	16
- County Election Board Assistants		17
Hauling and Handling Equipment	550	18
Mechanics for voting systems	450	19
County Voter Registration Office - Preparing voter lists	700	20
Supplies, voter lists (paper, photocopies, etc.)	300	21
Rental of extra office equipment		22
Voting equipment (privacy booths, for example)	5,000	23
Clerical Personnel		24
Supplies - such as Voter registration applications and transfers	500	25
Equipment repair		26
Other		27
	14,700	28
	Subsection 2 Total	

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Deduct County Share (1/4 x Line 28) from subsection 2 subtotal	3,675	29
Remainder- Subsection 2 total (Subtract line 29 from line 28)	11,025	30
Total Votes cast in all cities and towns in 2015 municipal election (except towns with a fixed cost agreement)	10,000	31
Total Votes cast in this city or town in the 2015 municipal election	8,000	32
Ratio to be apportioned (Unit / Total) for City or Town	.80 (80%)	33
Amount Apportioned to City or Town (Line 30 x 33)	$8,820	34
TOTAL AMOUNT DUE FROM APPLICABLE CITY OR TOWN (Add lines 14 + 34)	$14,970	35

Itemized pursuant to IC 3-5-3-10, and forwarded to the County Auditor:

THIS THE _____ DAY OF _____, 2015

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Circuit Court Clerk and Secretary, County Election Board

CERTIFICATION OF COUNTY AUDITOR

I hereby certify that the above were allowed expenses in accordance with IC 3-5-3-7 and that this certification has been forwarded to the appropriate city or town clerk or clerk-treasurer for the required city or town appropriation

THIS THE _____ DAY OF _____, 2015

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County Auditor