



APPORTIONMENT OF MUNICIPAL GENERAL ELECTION COSTS IN COUNTIES USING VOTE CENTERS

(CEB-39)

State Form 56607 (R2 / 10-22)
Indiana Election Division (IC 3-5-3-7; IC 3-5-3-8; IC 3-5-3-9; IC 3-5-3-10)

INSTRUCTIONS: (1) Complete a separate copy of this form for each city or town in which a municipal general election was conducted on November 7, 2023 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 municipal general election). (2) Determine the total number of votes cast in the municipal 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 primary; a total of 1000 votes were cast in all cities and towns. Therefore, Smallville had 10% of the votes cast in the November, 2019 election. (4) Determine the "Election Expenses" to be charged to the city or town. "Election Expenses" are the expenses incurred beginning **May 3, 2023 and ending November 8, 2023** for administering the municipal election in the county. The cities and towns must cover all of these "Election Expenses" based on the percentage of the city or town's votes cast in the municipal general election. See above example after (3). (5) **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.** (6) The county auditor must certify the amount of the expenses due to the city or town clerk or clerk-treasurer no later than **December 7, 2023**. The city council or town council must appropriate funds to reimburse the county for the city's or the town's chargeable expenses no later than December 31, 2023.

1. **ELECTION EXPENSES ALLOCATED TO CITY OR TOWN OF _____
IN PROPORTION TO TOTAL VOTES CAST AT NOVEMBER 2023 MUNICIPAL ELECTION:**

Enter TOTAL expenses on lines 1 through 25:

Precinct Board:

Per Diem - Inspectors	\$ _____	1
- Judges	_____	2
- Poll Clerk and Assistant Clerks	_____	3
- Sheriffs	_____	4
Meals	_____	5
Rental of Polling Places	_____	6
Other Precinct Board Expenses	_____	7
Ballots (Sample, Official, and Absentee)	_____	8
Precinct Box Supplies	_____	9
Advertising	_____	10
Breakage and Loss of Equipment (not reimbursed)	_____	11
Postage - Absentee Ballots	_____	12
Compensation - Absentee Voter Boards	_____	13
- County Election Board	_____	14
- County Election Board Assistants	_____	15
Hauling and Handling Equipment	_____	16
Mechanics for Voting Systems	_____	17
County Voter Registration Office - Preparing Voter Lists	_____	18
Supplies, Voter Lists (paper, photocopies, etc.)	_____	19
Rental of Extra Office Equipment	_____	20
Voting Equipment (privacy booths, for example)	_____	21
Clerical Personnel	_____	22
Supplies - such as Voter registration applications and transfers	_____	23
Equipment Repair	_____	24
Other _____	_____	25
	Subtotal (Lines 1 through 25)	26

Total Votes cast in all cities and towns in 2023 municipal election (except towns with a fixed cost agreement)	_____	27
Total Votes cast in this city or town in the 2023 municipal election	_____	28
Ratio to be apportioned (Line 28 / Line 27) for City or Town	_____	29
TOTAL AMOUNT DUE FROM APPLICABLE CITY OR TOWN (Multiply Line 29 by Line 26)	\$ _____	30

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

Auditor: **THIS, THE _____ DAY OF _____, 2023.**

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 _____, 2023.

County Auditor