



APPORTIONMENT OF MUNICIPAL PRIMARY COSTS IN COUNTIES USING PRECINCTS

(CEB-34)

State Form 54704 (R3 / 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 primary was conducted on May 2, 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 primary). (2) Determine the total number of votes cast in the municipal primary 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 primary 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 primary. (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 primary 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 **February 1, 2023 and ending May 3, 2023** 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 primary. See above example after (3). (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 **June 1, 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. **DIRECT EXPENSE CHARGEABLE TO CITY OR TOWN OF _____ :**

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
Other _____	_____	13
	Subsection 1 Total	14

2. **OTHER EXPENSES ALLOCATED TO CITIES AND TOWNS IN PROPORTION TO TOTAL VOTES CAST AT MAY 2023 MUNICIPAL PRIMARY**

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. ELECTION

Enter TOTAL of both county and municipal share of these expenses on lines 15 through 28:

Compensation - Absentee Voter Boards	_____	15
- County Election Board	_____	16
- County Election Board Assistants	_____	17
Hauling and Handling Equipment	_____	18
Mechanics for Voting Systems	_____	19
County Voter Registration Office - Preparing Voter Lists	_____	20
Supplies, Voter Lists (paper, photocopies, etc.)	_____	21
Rental of Extra Office Equipment	_____	22
Voting Equipment (privacy booths, for example)	_____	23
Clerical Personnel	_____	24
Supplies - such as Voter registration applications and transfers	_____	25
Equipment Repair	_____	26
Other _____	_____	27
	Subsection 2 Total	28

Deduct County Share (1/4 x Line 28) from subsection 2 subtotal	_____	29
Remainder - Subsection 2 total (Subtract line 29 from line 28)	_____	30
Total Votes cast in all cities and towns in 2023 municipal primary election (except towns with a fixed cost agreement)	_____	31
Total Votes cast in this city or town in the 2023 municipal primary election	_____	32
Ratio to be apportioned (Line 32 / Line 31) for City or Town	_____	33
Amount Apportioned to City or Town (Line 30 x 33)	_____	34
TOTAL AMOUNT DUE FROM APPLICABLE CITY OR TOWN (Add lines 14 + 34)	\$ _____	35

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