

# Department of Elections

## Legal Requirement

- Virginia Code § 24.2-108 and § 24.2-111 mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the Appropriations Act
- Reimbursement level varies based on actual appropriations

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## Methodology

- ELECT sends each locality an authorized salary letter every July. The authorized salary is based on population. The population is updated based on the most recent population estimates from the University of Virginia's Weldon Cooper Center for Public Service, Demographics & Workforce
- The percentage for reimbursement is calculated later in the fiscal year when preparing the application for reimbursement based on the actual appropriated amount

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## FY2014 Aid to Localities Summary

- The Appropriations Act provided funding for reimbursement at the rate of 70.96% for general registrar salaries and 82.13% for electoral board salaries of the amounts authorized
- ELECT provided \$5,501,792.80 in total reimbursement for general registrar and electoral board salaries in FY2014
- FY14 reimbursement for General Registrar salaries (Program 78001) was \$4,641,675.72
- FY14 reimbursement for Electoral Board salaries (Program 78002) was \$860,117.08

# Department of Elections Reimbursement Application

Commonwealth Of Virginia State Board of Elections  
2014 APPLICATION FOR REIMBURSEMENT FROM STATE TREASURY  
for General Registrar & Electoral Board Compensation

County or City Name:	Employer ID Number (EIN):
Mailing Address:	
City:	Zip Code:

Scan and email completed application to:  
[Fiscal@sbe.virginia.gov](mailto:Fiscal@sbe.virginia.gov)

You may also mail completed application to:  
Virginia State Board of Elections  
Washington Bldg.  
1100 Bank Street, 1<sup>st</sup> Floor  
Richmond, VA 23219

PART I. COMPENSATION PAID TO THE GENERAL REGISTRAR			
(1)	(2)	(3)	SBE Official Use Only
List name of persons who served as general registrar	Periods Paid	Salaries Paid	
1.			
2.			
3.			
4. Full-time salary authorized by SBE Board Action to Part-time Registrar			
5. Supplement amount paid by Locality, if applicable. (this is the amount of base salary paid above the state authorized salary)			
6. TOTAL SALARIES PAID TO THE GENERAL REGISTRAR FOR THE PERIOD (Enter the sum of amounts in column (line 1,2,3))			
7. Less: -29.04 % local share (Reduction due to budget reductions in this activity.) Multiply amount above by 29.04%		( )	
8. Net General Registrar Compensation Reimbursement Requested			

PART II. COMPENSATION PAID TO ELECTORAL BOARD			
(4)	(5)	(6)	SBE Official Use Only
List names of persons who served as electoral board members during reimbursement period	Periods Paid	Salaries Paid	
10.			
11.			
12.			
13.			
14.			
15.			
16. TOTAL SALARIES PAID TO ELECTORAL BOARD MEMBERS FOR THE PERIOD (Enter the sum of amounts in column 6)			
17. Less: - 17.87 % local share (reduction due to budget reductions in this activity.) Multiply amount above by 17.87 %		( )	
18. Net Electoral Board Compensation Reimbursement Requested			

PART III. Total Amount Requested for Reimbursement (Add Lines 8 and 18)		
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PART IV. Fiscal Officer Certification			
I certify that the amounts requested for reimbursement on this application represent actual expenses incurred and paid to the General Registrar and the local Electoral Board members. I also certify that these payments were made in accordance with the directives and policies set forth by the State Board of Elections and in accordance with §§ 24.2-308 and 24.2-311 of the Code of Virginia.			
PRINT NAME OF FISCAL OFFICER	TYPED OR PRINTED NAME	WORK TITLE	
MAILING ADDRESS (if different from above)	CITY	ZIP	TELEPHONE NUMBER (include area code)
DATE SUBMITTED		THE STATE BOARD OF ELECTIONS USE:	
		FIPS CODE: _____ Approved by: _____	

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## Changes in Reimbursement Rate

- Since 2008, the reimbursement rate has fallen below 100% of the mandated salaries. This has required localities to provide additional funds to meet the minimum salary requirements or shift spending from other election related activities to fund the shortfall.

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## Changes in Reimbursement Rate

Application Year	Local Share of General Registrar Salaries	Local Share of Electoral Board Salaries
2008	0%	0%
2009	5%	5%
2010	15.4%	15.4%
2011	24.6%	24.6%
2012	29.3%	15.5%
2013	30.0%	18.9%
2014	29.0%	17.9%