



**DEBRA BOWEN | SECRETARY OF STATE**  
**STATE OF CALIFORNIA | ELECTIONS**

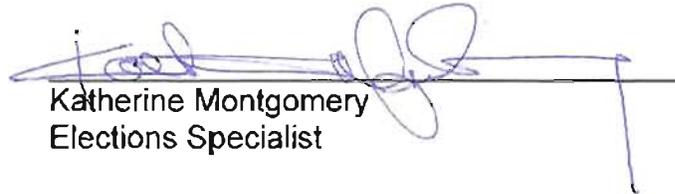
1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

November 28, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12317

TO: All County Clerks/Registrars of Voters

FROM:

A handwritten signature in blue ink, appearing to read 'Katherine Montgomery', written over a horizontal line.

Katherine Montgomery  
Elections Specialist

RE: General Election: State Ballot Pamphlet Mailing Reimbursement  
Claims

In order to receive reimbursement for costs related to the mailing of the state ballot pamphlet for the November 6, 2012, General Election, please complete the enclosed forms and return them to me by **Monday, December 17, 2012**. An original signature is required; please return the forms via **mail only**.

A few reminders before completing your claim:

- 1) The State only pays the state ballot pamphlet portion of costs incurred for labor, postage, combination mailings, etc.
- 2) If you used a mailing house to mail, print, or address your labels for state ballot pamphlets, you must include the invoices with your claim form.
- 3) The signature of the county clerk/registrar of voters is needed on the Cost Summary Sheet.
- 4) We will adjust the indirect labor/overhead rate only if a county can provide sufficient documentation to substantiate a rate higher than the 10% currently allowed.

Please do not hesitate to contact me at (916) 657-2423 if you need clarification or assistance in completing your claim.

November 6, 2012  
General Election

State Ballot Pamphlet Mailing Reimbursement

COST REPORT GUIDELINES

COST CATEGORIES

I. POSTAGE

A. Supplemental Mailing.

This refers to all state ballot pamphlets mailed by counties to voters registered between the 59th and 29th day before the election pursuant to Elections Code Section 9094. If you included county election materials with this mailing, report the cost under category I. Postage, D. Combined Mailing.

D. Combined Mailing.

Some counties enclose state ballot pamphlets in envelopes with county sample ballots, absentee ballots, and other election materials. If your county combined the state ballot pamphlet with other materials, indicate the number of state ballot pamphlets mailed with county sample ballots and/or absentee ballots, or other materials and indicate the total weight of each package. If the state ballot pamphlet caused the weight of the total package to fall into a new postal rate category, the State will pay for the additional postage cost only.

II. MATERIAL AND PRINTING

This applies to the costs of the labels, the printing of labels, or the processing cost to address the labels.

A. Mailing of State Ballot Pamphlets Only (no other materials included).

Counties may be reimbursed for 100% of their labeling costs for supplemental and direct mailings.

C. Combined Mailing (State ballot pamphlets with Sample Ballots, Absentees, etc.).

Only *additional* costs caused by state ballot pamphlets included in the mailing will be reimbursed. For instance, if you were required to use a larger envelope to accommodate the state ballot pamphlet with the mailing of your materials, the state will reimburse the cost difference between the envelope you normally use and the envelope you were required to use to accommodate the state ballot pamphlet. Please provide any documentation you may have available to substantiate the costs.

**III. DIRECT LABOR (Include staff benefits)**

A. Mailing of State Ballot Pamphlets Only (no other materials included).

Direct labor costs reported are 100% reimbursable for mailing of state ballot pamphlets only.

B. Combined Mailing (State ballot pamphlets with Sample Ballots, Absentees, etc.).

Where counties mailed state ballot pamphlets with other election materials, reimbursement will be based on the pro-rated costs calculated according to the number of items mailed. Example: If a county incurs a direct labor cost of \$100.00 to mail packets containing four items each, and the ballot pamphlet is two of the four items, the state would pay half (50%) of the direct labor cost, which would be \$50.00. If the ballot pamphlet is only one of the four items, the state would pay a quarter (25%) of the direct labor cost, which would be \$25.00.

**IV. INDIRECT LABOR/OVERHEAD**

Indirect labor/overhead is reimbursable up to 10% of your direct labor costs without documentation. If claiming higher than 10%, detailed substantiation must be included with this claim. The state will consider approving higher rates based only on convincing documentation.

**V. BILLING FROM MAILING FIRMS**

If you contracted with a private vendor to print, mail, or address your labels for mailing state ballot pamphlets, show the amount you were billed in this category. **Please submit a copy of the vendor's invoice with your cost report.** Without the invoice, we cannot reimburse this cost.

**VI. OTHER COSTS**

Attach explanations and identify each cost as being connected with the mailing of state ballot pamphlets. Example: One "other cost" might be freight paid for additional state ballot pamphlets ordered.

TO: Secretary of State  
Attn.: Katherine Montgomery  
1500 11<sup>th</sup> Street, 5<sup>th</sup> Fl.  
Sacramento, CA 95814

From: \_\_\_\_\_

County Of: \_\_\_\_\_

November 6, 2012  
General Election

**State Ballot Pamphlet Mailing Reimbursement**

**COST SUMMARY SHEET**

I. Postage	\$ _____
II. Material and Printing	\$ _____
III. Direct Labor	\$ _____
IV. Indirect Labor/Overhead	\$ _____
V. Billing From Mailing Firms	\$ _____
VI. Other Costs	\$ _____
 TOTAL COSTS	 \$ _____

I hereby certify that the information submitted above and in the accompanying pages is accurate or, where exact information is not available, represents my best and most reasonable estimate. All costs are reimbursable in conformance with Elections Code Sections 9094 and 9095. I realize all cost figures and data within this report are subject to audit and investigation.

County Treasurer's  
Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
County Clerk/Registrar of Voters

\_\_\_\_\_  
Date

November 6, 2012  
General Election

**State Ballot Pamphlet Mailing Reimbursement  
COST REPORT**

County: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Number of registered voters as of E-59: \_\_\_\_\_

Number of registered voters as of E-29: \_\_\_\_\_

**I. POSTAGE**

A. Bulk Mailing (State Ballot Pamphlets only)

# Principals Mailed \_\_\_\_\_ @ \$ \_\_\_\_\_ ea. = \$ \_\_\_\_\_

B. In-State First-Class Mailing (State Ballot Pamphlets only)

# Principals Mailed \_\_\_\_\_ @ \$ \_\_\_\_\_ ea. = \$ \_\_\_\_\_

C. Out-of-State First-Class (State Ballot Pamphlets only)

# Principals Mailed \_\_\_\_\_ @ \$ \_\_\_\_\_ ea. = \$ \_\_\_\_\_

D. Combined Mailings - Additional Postage Only  
(State ballot pamphlets mailed with county election materials. State will pay for additional postage caused by extra weight of state ballot pamphlet only.)

1. Sample Ballots/ State Ballot Pamphlets

Total # Packets Mailed \_\_\_\_\_

A. Average postage cost per piece **with** state ballot pamphlet(s): \_\_\_\_\_

B. Average postage cost per piece **without** state ballot pamphlet(s): \_\_\_\_\_

C. Subtract B from A and multiply by total number of packets mailed. \$ \_\_\_\_\_

2. Absentee/Sample Ballots/ State Ballot Pamphlets, etc.

Total # Mailed \_\_\_\_\_

A. Average postage cost **with** state ballot pamphlet: \_\_\_\_\_

B. Average postage cost **without** state ballot pamphlet: \_\_\_\_\_ \$ \_\_\_\_\_

C. Subtract B from A and multiply by total number of packets mailed.

TOTAL POSTAGE PAID BY COUNTY  
(Also enter on Cost Summary Sheet) \$ \_\_\_\_\_

II. **MATERIAL AND PRINTING** (labels, envelopes, etc.)

A. # Labels printed: \_\_\_\_\_ @ \$ \_\_\_\_\_ ea. \$ \_\_\_\_\_

B. # Envelopes: \_\_\_\_\_ @ \$ \_\_\_\_\_ ea. \$ \_\_\_\_\_

C. Combined Mailing (State will only pay for added costs. See guidelines.) \$ \_\_\_\_\_

Describe added cost item \_\_\_\_\_

\_\_\_\_\_

TOTAL MATERIAL AND PRINTING COST  
(Also enter on Cost Summary Sheet) \$ \_\_\_\_\_

**III. DIRECT LABOR**

- A. Mailing of State Ballot Pamphlets Only (no other materials included)-Hours Required:

$$\frac{\text{_____}}{\text{(Mailing Hours)}} \times \frac{\text{_____}}{\text{(Rate of Pay Including Staff Benefits at _____\%)}} = \frac{\text{_____}}{\text{(Total)}}$$

\$ \_\_\_\_\_

- B. Combined Mailing (State ballot pamphlets with Sample Ballots, Absentees, etc.) The state will pay for additional labor costs caused by extra handling of state ballot pamphlets only.

1.  $\frac{\text{_____}}{\text{(Mailing Hours)}} \times \frac{\text{_____}}{\text{(Rate of Pay Including Staff Benefits at _____\%)}} = \$ \frac{\text{_____}}{\text{(Total Labor Cost)*}}$

2. Number of State Ballot Pamphlets Mailed Per Packet: \_\_\_\_\_

3. Total Number of Items Mailed Per Packet: \_\_\_\_\_

4. Divide **total labor cost\*** above by total number of items mailed per packet: \_\_\_\_\_

5. Multiply amount in Item 4. by the Number of State Ballot Pamphlets Mailed in Item 2 and enter amount to the right.

\$ \_\_\_\_\_

TOTAL DIRECT LABOR COST  
(Also enter on Cost Summary Sheet)

\$ \_\_\_\_\_

**IV. INDIRECT LABOR/OVERHEAD**

- A. Total Direct Labor Cost x 10%\*  
(Documentation required if over 10%)

\$ \_\_\_\_\_

- B. State Pamphlet Share of Combined Labor Cost x 10%\*

\$ \_\_\_\_\_

TOTAL INDIRECT LABOR/OVERHEAD  
(Also enter on Cost Summary Sheet)

\$ \_\_\_\_\_

**V. BILLING FROM MAILING FIRMS**

- A. TOTAL BILLING FROM MAILING FIRMS (Must provide copy of invoice.) (Also enter on Cost Summary Sheet)

\$ \_\_\_\_\_

**VI. OTHER COSTS (Attach explanation)**

A. Postage \$ \_\_\_\_\_

B. Material \$ \_\_\_\_\_

C. Labor \$ \_\_\_\_\_

TOTAL OTHER COSTS  
(Also enter on Cost Summary Sheet) \$ \_\_\_\_\_

**VII. TOTAL COST (Also enter on Cost Summary Sheet)** \$ \_\_\_\_\_