



Shirley N. Weber, Ph.D. California Secretary of State Elections Division

1500 11th Street, 5th Floor | Sacramento, CA 95814 | 916.657.2166 | elections@sos.ca.gov

October 10, 2025

County Clerk/Registrar of Voters (CC/ROV) Memorandum #25136

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jana M. Lean
Chief, Elections Division

/s/ Tamara D. Johnson
Chief Financial Officer, Fiscal Affairs Division

RE: Statewide Special Election: November 4, 2025, Final Cost Reporting

As you are aware, Senate Bill (SB) 280 (Chapter 97, Statutes of 2025), called a special election to be held throughout the state on November 4, 2025. Pursuant to Section 4 of SB 280, the State Controller's Office transmitted direct payment to county elections officials in the amount of \$251,356,359 allocated in fiscal year 2025-26, to conduct the November 4, 2025, Statewide Special Election.

The Secretary of State is required to, no later than April 1, 2026, report on the final costs of the statewide special election to the Department of Finance and the Joint Legislative Budget Committee. The report shall include the following: (1) The total cost of the statewide special election by county; (2) The costs broken out by category for each county; and (3) Any funds remaining, by county, that can be used to offset state costs for the next election conducted by the county.

Accordingly, for the conduct of the November 4, 2025, Statewide Special Election, please submit on or before February 20, 2026:

- A cover letter signed by the county Registrar of Voters, on your county letterhead, summarizing your total special election costs (see attached template).
***A hard copy is not necessary. You may scan and send the cover letter.*
- Your county's final special election cost report, broken down by category, on the supplied excel spreadsheet. See attachment for instructions to complete your excel spreadsheet.
 - **Counties will be emailed their individual excel spreadsheet which includes their previous estimates by October 17, 2025.**
*****Only use this excel spreadsheet to report your county's final special election costs. Please do not alter the excel spreadsheet.***

- The Excel spreadsheet has formulas that subtract the actual costs from the allocated amount. The formulas will capture the total expenditures and any funds remaining.

If you cannot submit all the above information on or before February 20, 2026, please contact me to discuss an alternative deadline jlean@sos.ca.gov.

Please submit all documents and any questions to:
2025specialelectioncountycosts@sos.ca.gov.

Thank you for your attention to this matter.

Attachments:

- Statewide Special Election Cover Letter Template
- Instructions to Update Excel Spreadsheet

Statewide Special Election Cost Cover Letter Template

[County Letterhead]
Date

Office of the Secretary of State
Attention: Special Election Cost Reporting
1500 11th Street, 5th Floor Elections Division
Sacramento, California 95814

Re: November 4, 2025, Statewide Special Election

The County of [County Name] received \$[enter amount received] from the California State Controller's Office for the conduct of the November 4, 2025, Statewide Special Election. The County of [County Name] had \$[enter actual costs] in actual special election costs in the following categories:

Ballot Costs:	\$ _____
Equipment & Logistics:	\$ _____
Staffing:	\$ _____
Total Actual Special Election Costs:	\$ _____
Total Funds Remaining:	\$ _____

Please see the attached Final Statewide Special Election Cost Report Form.

Sincerely,

Signature - Registrar of Voters
County of [County Name]

Instructions to Complete Final Cost Reporting Spreadsheet

- The Excel spreadsheet does not allow for edits to the formatting or the detail related to the funding provided.
- In Column G, enter final costs in alignment with the category/detail as provided in the estimate.
- Should costs be realized differently than estimated, enter those costs under the “Other” line item for the related category, and in the “Comment” column (Column J), add a description of the cost.
- The Excel spreadsheet contains formulas that will provide the summation of expenditures, funds remaining, or the amount to which the funding was insufficient.