



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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July 2, 2013

County Clerk/Registrar of Voters (CC/ROV) Memorandum #13051

TO: All County Clerks/Registrars of Voters

FROM: /s/Deirdre Avent
Elections Analyst

RE: Voter Registration: Postage Reimbursement and Replenishment
Claims (FY 2012/2013– 4th Qtr)

The attached “Voter Registration: Postage Reimbursement and Replenishment Claims” package includes guidelines, a quarterly postage claims deadline schedule, a postage reimbursement claim for mailings sent to voters, a postage replenishment claim for mailings received from voters through the business reply mail account, and a monthly activity report, so that we may also track costs by month.

AB 1464 (Statutes of 2012, Ch. 21) continued several elections-related mandate suspensions for the 2012-13 fiscal year. One of the suspended mandates is Elections Code section 2105 which requires county elections officials to design and conduct outreach efforts to identify unregistered, eligible citizens and register them to vote. Therefore, the Secretary of State will not be reimbursing counties for the mailing of blank voter registration cards mailed for outreach activities under Section 2164(a)(4) during the current fiscal year (July 1, 2012-June 30, 2013).

In order to timely process postage reimbursement and replenishment claims for voter registration activities performed during the 4th quarter of fiscal year 2012/2013, please complete the enclosed quarterly postage reporting forms and return them to me by **August 2, 2013.**

The attached electronic fillable forms can be submitted for preliminary review by email or fax; however, we cannot process these postage claim forms until an original, with signature, is received by our office.

If you have any questions, please do not hesitate to contact me at (916) 657-2166.

Attachments

**FOURTH QUARTER
VOTER REGISTRATION POSTAGE REIMBURSEMENT CLAIM FORM**

FISCAL YEAR _____

4th Quarter (April 1- June 30)

Elections Code section 2164 requires the Secretary of State to reimburse counties postage costs for mailing voter registration and voter notification cards as referenced below.

County: _____
 Prepared By: _____
 Telephone No.: _____
 Email: _____

Complete and sign form even if county is not requesting reimbursement of their postage costs.

VOTER REGISTRATION CARDS (VRCs)

	Quantity		Postage Rate/ Actual Cost	TOTALS
Mailed per Voters Request:	_____	X	\$ _____	\$ _____
(EC § 2158(c))	_____	X	\$ _____	\$ _____
				Sub-Total \$ _____
*Mailed per Outreach Activity:	_____	X	\$ _____	\$ _____
(EC § 2105)	_____	X	\$ _____	\$ _____
				Sub-Total \$ _____
Mailed per Incomplete VRC:	_____	X	\$ _____	\$ _____
(EC § 2153)	_____	X	\$ _____	\$ _____
				Sub-Total \$ _____
				TOTAL 1: \$ _____

*AB 1464 has suspended the reimbursement for postage related to outreach activities. There will be no reimbursement for any postage paid on registration cards for outreach activities for the 2012-13 fiscal year.

VOTER NOTIFICATION CARDS (VNCs)

Mailed to New Registrants:	_____	X	\$ _____	\$ _____
(EC § 2153)	_____	X	\$ _____	\$ _____
				Sub-Total \$ _____
USPS Address Correction:	_____	X	\$ _____	\$ _____
(EC § 2153(c))	_____	X	\$ _____	\$ _____
				Sub-Total \$ _____
				TOTAL 2: \$ _____
				GRAND TOTAL (1 & 2): \$ _____

I certify that this record is accurate to the best of my knowledge and that documentation is on file in my office to substantiate these figures. Please make check payable to this County and direct it to:

County Name _____
 Business Address _____

 City, State, Zip Code _____

County Elections Official _____
 Date _____

**FOURTH QUARTER
VOTER REGISTRATION POSTAGE REPLENISHMENT CLAIM FORM**

FISCAL YEAR _____

4th Quarter (April 1 – June 30)

Authority for replenishment of postal account funds
for voter registration cards mailed by voter to county
elections office:
Election Code §§ 2157(a)(8), 2164(a)(2)

BUSINESS REPLY MAIL (BRM)
PERMIT # 85814

County: _____

Prepared By: _____

Telephone No: _____

Email: _____

Not necessary to replenish account at this time. (Complete and sign form even if county is not requesting replenishment.)

Prior Quarterly Ending Balance..... \$ _____

Prior Deposits Received from Secretary of State.....\$ _____

TOTAL \$ _____

Number of Affidavits Received through BRMA X _____

Postage Rate..... _____

New Quarterly Balance in Account.....\$ _____

Please Replenish Account with a Check in the Amount of.....\$ _____

Please Make Check Payable to:

Mailing Address:

The number of items reported above represents the actual number of affidavits received through the business reply mail account by this office.

The total cost reported above represents the amount reportedly charged to the account by your Postmaster. Please provide the last business reply mail trust account invoice received by your office. I certify that this record is accurate to the best of my knowledge and that documentation is on file in my office to substantiate these figures.

County Elections Official

Date

**FOURTH QUARTER
VOTER REGISTRATION POSTAGE CLAIM - MONTHLY ACTIVITY REPORT**

FISCAL YEAR _____

4th Quarter (April 1-June 30)

The Monthly Activity Report Quarter Totals must balance with the totals itemized on the Postage Reimbursement Claim and the Postage Replenishment Claim forms.

County: _____

Prepared By: _____

Telephone No: _____

Email: _____

Form must be completed even if county is not requesting reimbursement or replenishment.

REIMBURSEMENT CLAIM

Voter Registration Activity	APRIL	MAY	JUNE	QUARTER TOTAL
Number Mailed Per Voter Request (EC § 2158 (c))				
*Number Mailed per Outreach Activity (EC § 2105)				
Number Mailed per Incomplete VRC (EC § 2153)				
Voter Notification Activity	APRIL	MAY	JUNE	QUARTER TOTAL
Number Mailed to New Registrants (EC §§ 2153 & 2164(a)(1))				
Number of USPS Address Corrections (EC § 2153 (c))				

***AB 1464 has suspended the reimbursement for postage related to outreach activities. There will be no reimbursement for any postage paid on registration cards for outreach activities for the 2012-13 fiscal year.**

REPLENISHMENT CLAIM

Voter Registration Activity	APRIL	MAY	JUNE	QUARTER TOTAL
Number of Affidavits Received through the Business Reply Mail Permit #85814 (EC §§ 2157(a)(8) & 2164(a)(2))				

Please make sure the number of items reported matches the numbers reported on the reimbursement and/or replenishment claims for the quarter.