



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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October 7, 2013

County Clerk/Registrar of Voters (CC/ROV) Memorandum #13087

TO: All County Clerks/Registrars of Voters

FROM: /s/Deirdre Avent
Elections Analyst

RE: Voter Registration: Postage Reimbursement and Replenishment
Claims (FY 2013/2014– 1st 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 110 (Statutes of 2013, Ch. 20) continued several elections-related mandate suspensions for the 2013-14 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, 2013-June 30, 2014).

As a reminder, any additional voter registration card related postage costs (such as when a card is received unsealed) will continue to be reimbursed or covered through the replenishment of your postage account.

In order to timely process postage reimbursement and replenishment claims for voter registration activities performed during the 1st quarter of fiscal year 2013/2014, please complete the enclosed quarterly postage reporting forms and return them to me by **November 7, 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

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

FISCAL YEAR _____

1st Quarter (July 1- September 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 110 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 2013-14 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

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

FISCAL YEAR _____

1st Quarter (July 1 – September 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

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

FISCAL YEAR _____

1st Quarter (July 1-September 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	JULY	AUGUST	SEPTEMBER	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	JULY	AUGUST	SEPTEMBER	QUARTER TOTAL
Number Mailed to New Registrants (EC §§ 2153 & 2164(a)(1))				
Number of USPS Address Corrections (EC § 2153 (c))				

***AB 110 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 2013-14 fiscal year.**

REPLENISHMENT CLAIM

Voter Registration Activity	JULY	AUGUST	SEPTEMBER	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.