

FIELD	DETAILED INSTRUCTIONS
Election	Select the election for this cost reporting period.
County	Select your county.
Municipality	Select your Municipality (Municipal Clerks ONLY).
Clerk & Poll Worker Training	<p><b>Cost of Producing materials for Poll Workers and Chief Inspectors, and for Clerk and staff training.</b> Please include all costs incurred for the production of training materials on the current GAB-190 filing. For example, training costs paid sometime in early 2012 which may benefit the entire election year should only be reported on the current GAB-190 report; <b>do not prorate them throughout the year.</b> Subsequent GAB-190 reports would not show any training costs; you would indicate zero ("0"), unless some new costs were incurred later in the year. In addition, include fees paid by your municipality to poll workers, chief inspectors, the clerk and staff for attending training sessions, including mileage reimbursement and hourly wages since your last GAB-190 filing. <b>Please only include costs incurred since your last GAB-190 submission.</b> Wage and travel costs paid for working on Election Day are covered in a separate section below. If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.</p>
Ballots	<p><b>Cost of printing and delivering ballots.</b> Please include all costs paid by your municipality for the printing and delivering of ballots, and the costs of absentee ballot preparation, processing and postage for this election. <b>Please only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.</p>
Memory Devices for Electronic Voting Equipment	<p><b>Cost of procuring memory devices.</b> Please include all costs paid by your municipality for obtaining memory devices for electronic voting equipment. <b>Please only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.</p>
Programming of Electronic Voting Equipment	<p><b>Cost of programming electronic voting equipment.</b> Please include all costs paid by your municipality for programming electronic voting equipment. <b>Please only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.</p>
Ballot Bags	<p><b>Cost of ballot bags and security seals.</b> Please include all costs paid by your municipality for filing for ballot bags and security seals. <b>Please only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.</p>
Wages for Local Election Officials	<p><b>Cost of wages for Election officials (poll workers/chief inspectors) on Election Day.</b> Please include the cost of wages for poll workers and Chief Inspectors on Election Day only. In addition, include the cost of wages for the Board of Canvassers in this section. <b>Please only include costs incurred since your last GAB-190 submission.</b> <u>Please do not include the cost of wages for training in this section.</u> Please do not include any expenses for which your municipality does not pay.</p>

Staff	<b>Cost of clerk and clerk staff members' time before, during and after the election.</b> Note that Poll Workers and Chief Inspectors are <u>NOT</u> included as staff. Please include the cost of the clerk's time and clerk's staff members' time before, during and after the election since the last election, <b>and since the prior GAB-190 was submitted.</b> If you do not keep a record or log of hours spent working on elections, use your best approximation. For each staff person who worked on elections, please only count time spent prior to election day, on election day, and 30 days following election day. For each hourly worker, multiply the number of hours worked on elections by their hourly wage rate. If salaried, multiply the percent of time worked on elections by their salary for the time period covered. For example, if a person being paid a monthly salary of \$1,000 works 20% of their time on elections that month, the cost to report for this particular month would be \$200 ( $\$1,000 \times 0.20 = \$200$ ). Please do not include any expenses for which your municipality does not pay.
Polling Place Rental	<b>Cost of polling place rental for this election only.</b> This only applies if the municipality is billed for using the facility as a polling place. <b>Please only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, please provide the cost received in the bid or estimate from the owner of the facility. Please do not include any expenses that were reimbursed.
Notices	<b>Cost of printing and distributing Type A,B, C, D, and E Notices, and other posters required by law to be posted in the polling place on Election Day.</b> Please only include costs incurred for this election, and <b>only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.
Polling Place Documents	<b>Cost of printing polling place documents.</b> Please include all costs paid by your municipality for printing and distributing poll lists, Ineligible Voter Lists and other documents required by Statute to be posted in the polling place. Please only include costs for this election. <b>Please only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay.
Miscellaneous	<b>Cost of miscellaneous expenses.</b> Please include all costs paid by your municipality for any requirements, tasks, supplies or services that were not specifically delineated or enumerated in the categories above. Please include uncompensated hours (using the same cost calculation method listed under Staff, applied to those extra hours worked but not paid), delivery or maintenance of voting equipment and costs billed to school districts/boards. Uncompensated hours refer to time spent related to elections by those who would normally receive an hourly wage, but are not compensated for these extra hours. <b>Please only include costs incurred since your last GAB-190 submission.</b> If you are waiting for a bill or invoice, use the best available information before the 30-day deadline, such as a bid or a quote from a vendor, or consult with your County Clerk. Please do not include any expenses for which your municipality does not pay, nor any overhead costs such as heating the hall, janitorial cleaning or electricity. Please do not include any costs that were reimbursed. Please provide as detailed of an explanation as possible for the miscellaneous costs (if applicable).
First Name	Please enter the first name of the person who is submitting this form.
Last Name	Please enter the last name of the person who is submitting this form.
Email	Please enter the email address of the person who is submitting this form.
Phone Number	Please enter the phone number of the person who is submitting this form.