

## HOW TO PREPARE A RECOUNT ESTIMATE

The listing of billable items can be expanded upon by the election official. The following "Worksheet" illustrates how such a listing can be used to develop an estimate of what a recount will cost. This information is usually requested before a formal request for a recount has been received. It can also be the basis for determining the amount of deposit to be made before each day's activity begins. As you will see, the first day costs are much higher than succeeding days due to the amount of time necessary to plan and prepare for the recount. However, these costs must be compensated before the process begins since it is possible that the process would be called off before the second day. When preparing this estimate, certain costs will not be known (such as the amount of work involved in researching/reviewing relevant materials or the volume of copying to be requested). As these items are decided, they can be billed to the requestor before the actual work begins.

The estimate actually provided to the public can be a summary of this worksheet and include totals only for labor costs, materials, and services, or you may choose to give a grand total without breakdowns. Some counties upon determining all of their potential costs, devise a cost estimate per number of boards. There are many methods available. Contact other election officials for details. When providing estimates it is advisable to include a disclaimer such as:

Notice: This is an estimate for basic manual/machine recount services only. Any requests for additional services will be evaluated by the election official and, if approved, will be billed to the requestor prior to providing such services.

1991 CAESO guidelines

**ITEM 4**

**BILLABLE ITEMS FOR RECOUNT**

**I. LABOR**

**ELECTION OFFICIAL AND/OR ELECTION STAFF:**

- Organizing/Planning/Meetings
- Preparing notifications/publications
- Meeting with interested parties.
- Setting policy for media/examining materials/discussions
- Seeking/investigating/evaluating legal issues and advice
- Identifying/gathering/reviewing/preparing materials
- Conducting review/research of relevant materials with observers
- Setting up facility and tear-down after completion of recount
  - getting tables/chairs
  - taping floor
  - etc.

- Recruiting/training recount boards
- Preparing information packages for interested parties
- Supervising recount boards during recount
- Overall recount management/crowd management
- Resolving challenges
- Documentation/correspondence
- Accounting/calculating cost of recount
- Securing election material

**If conducting machine recount:**

- Conducting Logic and Accuracy tests
- Computer/cardreader operators
- Computer system management

**COUNTY COUNSEL - FOR CHALLENGES/ADVICE**

**COUNTY OVERHEAD ON SALARIES**

**RECOUNT BOARD SALARIES (Paid same as precinct workers/no overhead)**

**SECURITY PERSONNEL (Other than county staff/no overhead)**

**II. FACILITIES RENTAL (If election office cannot accommodate the activity)**  
**TRUCKING/TRANSPORTATION (If ballots are stored "off site")**

**III. MATERIALS PURCHASED/CONSUMED**

**IV. OFFICE SERVICES PROVIDED**

- COMPUTER TIME
- TELEGRAM/FAX CHARGES/TELEPHONES/PUBLICATION
- COPY CHARGES
- POSTAGE



	BEFORE TO & INCLUDING DAY 1	DAY 2	DAY 3
II. FACILITIES RENTAL (if election office cannot accommodate)			
TRUCKING/TRANSPORTATION (if ballots are stored "off site")			
SUB-TOTAL			
III. MATERIALS PURCHASED/CONSUMED			
SUB-TOTAL			
IV. OFFICE SERVICES PROVIDED			
COMPUTER TIME			
TELEGRAM/FAX CHARGES/TELEPHONES/PUBLICATIONS			
COPY CHARGES			
POSTAGE			
SUB-TOTAL			
TOTALS PER DAY			

TOTAL RECOUNT COST \$ \_\_\_\_\_