



SHIRLEY N. WEBER, Ph.D. | SECRETARY OF STATE | STATE
OF CALIFORNIA ELECTIONS DIVISION

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November 10, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21186

TO: All County Clerks/Registrars of Voters

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

RE: California Gubernatorial Recall Election: Final Cost Reporting

On July 1, 2021, the Department of Finance notified the Governor, the Secretary of State, and the Chairpersons of the Joint Legislative Budget Committee of estimated costs of the gubernatorial recall election, based on the estimated costs provided by state and county elections officials. The State Controller's Office pursuant to Control Section 16.00, of the 2021 Budget Act, remitted direct payment to county elections officials for a total of \$243,583,308 allocated in fiscal year 2021-22 for the September 14, 2021, California Gubernatorial Recall election.

The Secretary of State is required to, no later than February 1, 2022, report on the final costs of the gubernatorial recall election to the Department of Finance and the Joint Legislative Budget Committee. The report shall include the following: (1) The total cost of the gubernatorial recall 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.

If your county did not receive sufficient funds to cover the costs of the recall election, it is the intent of the Legislature to consider making adjustments to the appropriation made to counties based upon the Secretary of State's February 1, 2022, report of final costs.

Accordingly, for the conduct of the September 14, 2021, California Gubernatorial Recall election, please submit on or before December 10, 2021:

- A cover letter signed by the county Registrar of Voters, on your county letterhead, summarizing your total recall election costs (see attached template).
 - A hardcopy is not necessary. You may scan and send the cover letter.

- Your county's final recall cost report, broken down by category, on the attached excel spreadsheet.
 - The excel spreadsheet has formulas that subtract the actual costs from the allocated amount. It also automatically adds categories for your convenience.
 - Please ensure that the amounts that are entered are correct and align with your documentation.
- Documentation clearly establishing your actual recall costs that you are reporting (invoices, purchase orders, etc.).
 - Hardcopies are not necessary. You may scan and send documentation along with the cover letter and excel spreadsheet. Please make sure that the documentation is clearly labeled.
 - Please make sure that your documentation matches what you are reporting as actual costs.
 - If you had actual costs associated with staffing, please provide clear documentation of those costs. Exports of staffing costs will be accepted; however, please have the specific lines for the recall election highlighted and ensure that the total correctly reflects your reported costs. Screenshots of staffing costs from a county timekeeping database will also be accepted; however, please ensure that the screenshot contains sufficient information to establish that the staffing costs were recall related – a summary of staffing costs with information attesting that the staffing costs were all recall related may be requested.

If you cannot submit all the above on or before December 10, 2021, please contact us to discuss the schedule for submitting.

Please submit the above documents to ElectionCosts@sos.ca.gov.

If you have any questions, please feel free to contact me at jlean@sos.ca.gov.

Thank you.

Attachments: Recall Cost Cover Letter Template
 [Final Recall Cost Report Form \(XLSX\)](#)

Recall Cost Cover Letter Template

[County Letterhead]

Date

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

Re: September 14, 2021, California Gubernatorial Recall Costs

The County of [County Name] received \$[enter amount received] from the California State Controller's Office for the conduct of the September 14, 2021, California Gubernatorial Recall election. The County of [County Name] had \$[enter actual costs] in actual recall costs in the following categories:

Ballot Costs:	\$ _____
Equipment & Logistics:	\$ _____
Staffing:	\$ _____
Outreach & Communication:	\$ _____
COVID-19 Related Expenses:	\$ _____
Total Actual Recall Costs:	\$ _____
Total Funds Remaining:	\$ _____
Additional Funds Needed (if any):	\$ _____

Please see the attached Final Recall Cost Report Form and the associated supporting documents.

Sincerely,

Signature - Registrar of Voters

County of [County Name]