

WEST VIRGINIA SECRETARY OF STATE

VOTER REGISTRATION DATA SALES REPORT

The Uniform Administrative Requirements for Grants and Cooperative Agreement with State and Local Governments, 41 CFR §105-71.125 and the West Virginia State Code §3-2-30 require the income from the sale of voter registration data be deposited in the State Election Fund for the HAVA grant. Therefore,

For the Month of _____, in the year _____ the
Clerk of the County Commission of _____
County had gross income* in the amount of \$ _____
from the sale of voter registration data which is enclosed.

I, _____, County Clerk do certify that the
information provided is a true and correct accounting for the sale of voter
registration data as required by law.

Signature of County Clerk

Date

* Gross Income = Price of list charged to customer - cost of preparing the list.

INSTRUCTIONS FOR DOCUMENTING THE SALE OF VOTER REGISTRATION DATA

The Uniform Administrative Requirements for Grants and Cooperative Agreement with State and Local Governments, 41 CFR §105-71.125 requires complete disclosure of the finances when an audit is done. Your accounting records for audit purposes should identify the source of the revenue such as cancelled checks, paid bills, payrolls, time and attendance records, remittance records.

You may keep the cost of producing any voter registration data such as:

- Cost of paper
- Cost of CD
- Cost of time to produce list
- Cost of labels

You may NOT charge the customer extra fees for these costs.

You will deduct your total cost per request to produce the list (**this is the money you keep**) from the price of the list (**one cent per name**) and if there is an amount remaining you must remit that to the State Election Fund for the HAVA Grant.

You should work with your accounting personnel to determine the best way to track this information (electronic or hard copy) for your county. You will want to track the following:

- ☐ Date of transaction
- ☐ Name of purchaser
- ☐ Type of list requested (full/partial)
- ☐ Price of list provided
- ☐ Cost to produce list
- ☐ Amount of gross income
- ☐ Date of remittance to State Election Fund