

BOARD OF SUPERVISORS

COUNTY OF MADISON

PROPOSED SUPPLEMENTAL APPROPRIATION

DATE: 9/22/2020

FY2021

Type of Supplement

	Interdepartmental transfer (same fund)
	Interfund transfer
X	Revenue/Expense offset
	Use of contingency
	Other use of fund balance not in original budget

PURPOSE:

To appropriate additional funds from VA Dept of Elections for postage associated with pre-paid absentee ballot return envelopes

GL Account Reference	Account type	Fund Name	Department	Object Code/Source	Debit	Credit
10-230600	Rev	General	N/A	Share Exp- Registrar		660.00
10-01-13-13200-5210	EXP	General	Registrar	Postage	660.00	
					<u>660.00</u>	<u>660.00</u>

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.



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DEPARTMENT *of* ELECTIONS

OFFICIAL GUIDANCE

DATE: September 4, 2020

RE: Reimbursement for pre-paid absentee ballot return envelopes

The General Assembly has taken recent legislative action requiring the following:

“The general registrar shall include with the absentee ballot prescribed in § 24.2-706 of the Code of Virginia, an envelope, properly addressed and postage prepaid, for the return of the ballot to the general registrar by mail for the general election and special elections held on November 3, 2020.”

The General Assembly has also appropriated up to \$2,000,000 to reimburse the localities for the cost of this prepaid postage. The reimbursement will begin after the November 3 election. Please keep detailed records of your absentee return envelope postage costs. Additional instructions on how to apply for this reimbursement will be forthcoming after the election.

This requirement can be met utilizing business reply permits, metered mail or postage stamps. The following page includes features and limiting factors of each option.



QBRM/Vote By Mail Overview



Pricing Options for Returned Ballots

Prepaid Return Options	Anticipated Annual Return Volume	Annual Fees	Per Piece Cost (Based on 1 oz)
Business Reply Mail (BRM)	<934 pieces	\$240	\$1.40
BRM High Volume	>934 pieces	\$240 + \$725	\$0.643
Qualified Business Reply Mail (QBRM)	>616 pieces	\$725	\$0.606
QBRM High Volume	>167,276 pieces	\$725 + \$2,460 quarterly	\$0.549
Stamps	N/A	N/A	\$0.55
Metered Reply Mail	N/A	N/A	\$0.50



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Prepaid Reply Mail Option	Features	Limiting Factors
Business Reply Mail	<ul style="list-style-type: none">• There are multiple types of BRM accounts. This information is a consolidation of the main features of these different BRM accounts.• Pay only for responses received• Mailpiece design analysis available• One ZIP+4 Code designation for all mail types• Lower postage than stamp price	<ul style="list-style-type: none">• Requires specific BRM envelope formatting• Annual permit fee + per piece rate• May require additional fees based on type of BRM permit
Stamps	<ul style="list-style-type: none">• States with limited reply needs can prepay return postage on single pieces• No per-piece fee• No account or permit necessary	<ul style="list-style-type: none">• Pay for return postage whether or not piece is returned• Manual processing at USPS facilities• May require coordination with Stamp Fulfillment Services
Metered Reply Mail	<ul style="list-style-type: none">• States with limited reply needs can prepay return postage on single pieces• No per-piece fee• May be used on labels or printed envelopes• Lower postage than stamp price	<ul style="list-style-type: none">• Pay for return postage whether or not piece is returned• Permit required• Requires special printing machinery• Usually available through a third party contractor

From: Hill, Kevin <kevin.hill@elections.virginia.gov>
Sent: Friday, September 11, 2020 10:49 AM
To: Mary Jane Costello <mjcostello@madisonco.virginia.gov>
Cc: Madison Registrar <registrar@madisonco.virginia.gov>
Subject: Re: Question on State Reimbursement to Local Registrars for

The funding for the reimbursement will be state funds

Kevin A. Hill/Business Manager

Virginia Department of Elections

Kevin.Hill@elections.virginia.gov

Washington Building | 1100 Bank Street, Richmond, VA 23219

(804)864-8950

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On Fri, Sep 11, 2020 at 10:21 AM Mary Jane Costello <mjcostello@madisonco.virginia.gov> wrote:

Kevin:

Our local registrar has informed us of the need to acquire a large number of stamps in order to meet Department of Elections requirements regarding absentee ballots.

My current understanding is that the State intends to reimburse local registrars for this expenditure, and that this reimbursement is not part of the CARES funding previously allocated to same.

Because this amount is not currently in our budget, I will need to process a supplemental appropriation in order to get this into our FY21 budget.

In order to do that, I need to understand what the funding source is for this. Will this be an additional CARES allocation (if so, I need a CFDA #), or will this simply be an additional reimbursement using State funds?

Thank you,

Mary Jane Costello

From: Madison Registrar
Sent: Friday, September 11, 2020 12:12 PM
To: Mary Jane Costello
Subject: RE: Question on State Reimbursement to Local Registrars for

It was \$660 for 1200 stamps. I have given Bruce a copy of the receipt and coded it for now to come out of my postage budget unless you say otherwise.

My new email address is registrar@madisonco.virginia.gov

Lauren Eanes
Director of Elections & General Registrar
County of Madison
302 Thrift Road - P.O. Box 267
Madison, VA 22727
540-948-6533



From: Mary Jane Costello <mjcostello@madisonco.virginia.gov>
Sent: Friday, September 11, 2020 11:23 AM
To: Madison Registrar <registrar@madisonco.virginia.gov>
Subject: FW: Question on State Reimbursement to Local Registrars for

Lauren:

After you buy the stamps, please send me an email indicating the exact amount of the expenditure.

Thank you,

Mary Jane Costello
Director of Finance/Assistant County Administrator
Madison County, Virginia
Phone: 540-948-5938
Fax: 540-948-3843