

Local Elections Billing Worksheet

A	B	C	D	E	F	G	H
District Name	Number of Offices	Number of Measures	District Registration	Aggregate Registration [(B+C) × D]	Apportioned Cost (E × Box 3)	Dedicated Expenditures	Total Chargeable Costs Invoiced to District (F + G)
TOTAL							

1		2		3
Allocated Cost (from SEL 952)		Aggregate Registration (Column E total)		Apportioned Cost Per Ballot (Box 1 / Box 2)
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Instructions for Completing Form SEL 953

- (1) Enter every district which participated in the election, such as state, county, cities, and special districts, in Column A.
- (2) Place the number of offices that appeared on the ballot for each district on that district's line in Column B.
- (3) Place the number of measures that appeared on the ballot for each district on that district's line in Column C.
- (4) Place the total voter registration in each district on that district's line in Column D.
- (5) To calculate the Aggregate Registration add the number of offices (Column B) and number of measures (Column C) together. Multiply that total by the district registration (Column D).
- (6) Total the figures in Column E and transfer the total to Box #2.
- (7) Divide the allocated cost (Box #1) by the aggregate registration (Box #2). Record the resulting apportioned cost per ballot in Box #3.
- (8) Multiply each district's aggregate registration (Column E) by the apportioned cost per ballot (Box #3) and place that value on that district's line in Column F.
- (9) Total the entries in Column F; the total should equal the allocated cost in Box #1.
- (10) If the Column F total does not equal the Box #1 total, the values within Column F shall be adjusted by adding or subtracting \$0.01s from each district's apportioned cost to achieve matching totals:
 - (a) When adding \$0.01s, always begin with the district paying the smallest share of the apportioned cost;
 - (b) When subtracting \$0.01s, always begin with the district paying the largest share of the apportioned cost.
- (11) Place all dedicated expenditure costs for each district on that district's line in Column G.
- (12) Add each district's Column F total to the district's Column G total and place the result on that district's line in Column H. This is the total chargeable cost that is to be invoiced to the district.