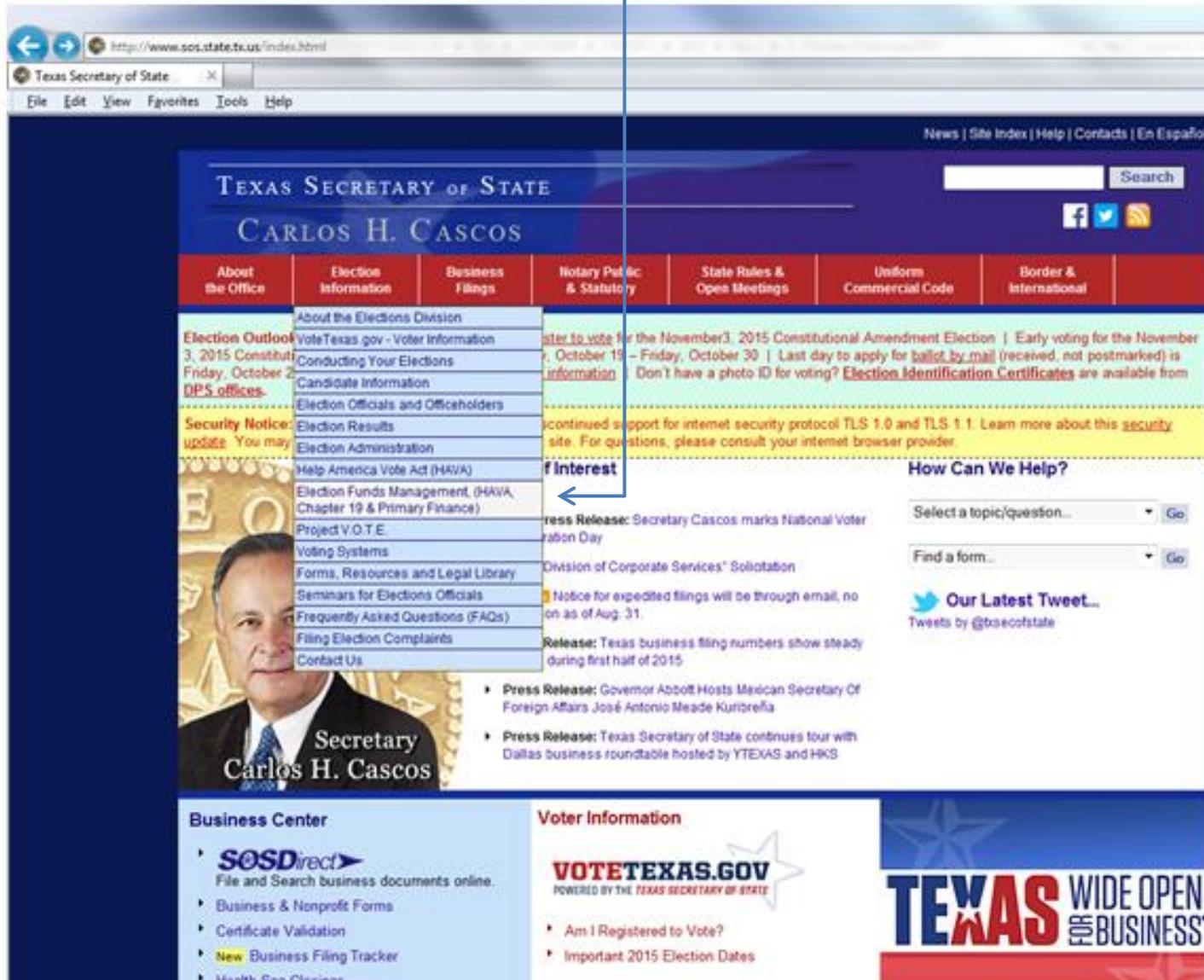


## Accessing Primary Finance Resources

Go to the SOS Homepage, <http://www.sos.state.tx.us/index.html>, and select “Election Funds Management (HAVA, Chapter 19 & Primary Finance)” from the “Election Information” dropdown (Figure 1).

Figure 1



### Note:

The webpages and resources depicted in these illustrations are subject to updates and modifications.

Click on "Primary Finance and Candidate Filing" (Figure 2).

Figure 2

TEXAS SECRETARY OF STATE  
CARLOS H. CASCOS

About the Office | Election Information | Business Filings | Notary Public & Statutory | State Rules & Open Meetings | Uniform Commercial Code | Border & International

**Election Outlook:** Last day to apply for [ballot by mail](#) (received, not postmarked) is Friday, May 13, 2016 | [What's on the Ballot](#) | [Voter information](#) | Don't have a photo ID for voting? [Certificates](#) are available from [DPS offices](#).

**Elections And Voter Information**

**Election Funds Management**

**What is Election Funds Management?**

Elections Funds Management is a section within the Elections Division which manages, processes and maintains three different election funding sources: Help America Vote Act (HAVA) grants, Voter Registrar's Chapter 19 and the Primary Finance funds.

- [Help America Vote Act \(HAVA\)](#)
- [Voter Registration \(Chapter 19 & VR Application Postage\)](#)
- [Primary Finance and Candidate Filing](#) ←

**Contact Information**

**Mailing Address**  
Election Funds Management  
Elections Division  
Office of the Secretary of State  
P.O. Box 12060  
Austin, Texas 78711

**Phone Numbers**  
Phone 800-252-2216, option 3  
Fax 512-463-7552

**VOTETEXAS.GOV**

Voter Information  
About the Elections Division  
Conducting Your Elections  
Candidate Information  
Election Officials and Officeholders  
Election Results  
Election Administration  
Help America Vote Act (HAVA) Funding to Counties  
Election Funds Management, (HAVA,

Click on "2016 Online Primary Finance System" (Figure 3).

Figure 3

The screenshot shows the Texas Secretary of State website header with the name Carlos H. Cascos. Below the header is a navigation menu with links for About the Office, Election Information, Business Filings, Notary Public & Statutory, State Rules & Open Meetings, Uniform Commercial Code, and Border & International. A green banner below the menu contains election outlook information. The main content area is titled 'Elections And Voter Information' and includes a sidebar with various election-related links. The primary focus is on 'Primary Finance' and 'Online Tools', specifically the '2016 Primary Election' section which lists several new applications and systems. A blue arrow points to the '2016 Online Primary Finance System' link. A note below the links states that the information is provided by the Republican and Democratic Parties of Texas and that the Secretary of State does not own or vouch for the data.

TEXAS SECRETARY OF STATE  
CARLOS H. CASCOS

About the Office | Election Information | Business Filings | Notary Public & Statutory | State Rules & Open Meetings | Uniform Commercial Code | Border & International

**Election Outlook:** Last day to apply for [ballot by mail](#) (received, not postmarked) is Friday, May 13, 2016 | [What's on the Ballot](#) | [Voter information](#) | Don't have a photo ID for voting? [Certificates](#) are available from [DPS offices](#).

**Elections And Voter Information**

VOTETEXAS.GOV

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Candidate Information  
Election Officials and Officeholders  
Election Results  
Election Administration  
Help America Vote Act (HAVA) Funding to Counties  
Election Funds

**Primary Finance**

**Online Tools**

**2016 Primary Election**

- **New** [2016 Primary Election Canvass Application](#)
- **New** [2016 Online Primary Finance System](#) ←

**County Chairs & Precinct Chairs**

- **New** [2016 County and Precinct Chair Candidate Filing Data Entry](#)
- **New** [2016 County and Precinct Chair Candidate Listing](#)

**Note:** This information is provided by the Republican and Democratic Parties of Texas. The Office of the Secretary of State does not maintain this data in any way nor does the Secretary of State own the data. The Office does not vouch for the accuracy or completeness of the data provided by the political parties. For questions, please contact the appropriate political party.

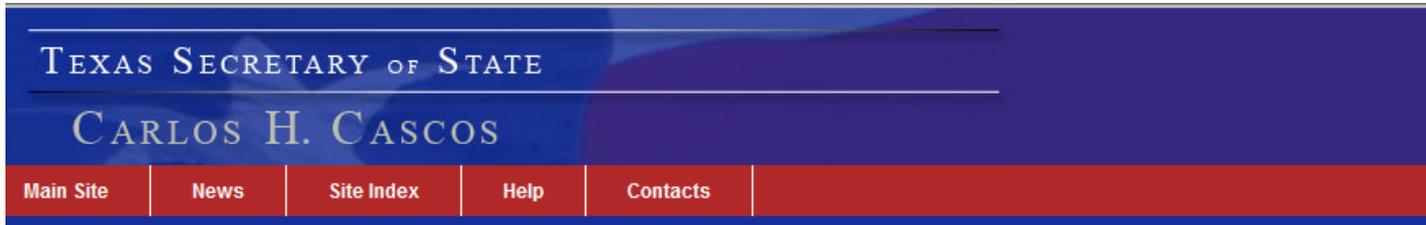
**Public Office**

- **New** [2016 Primary Election Candidate Filing Data Entry](#)
- **New** [2016 Primary Election Candidate Listing](#)

**Note:** This information is provided by the Republican and Democratic Parties of Texas. The Office of the Secretary of State does not maintain this data in any way nor does the Secretary of State own the data. The Office does not vouch for the accuracy or completeness of the data provided by the political parties. For questions, please contact the appropriate political party.

Enter your user ID and password at the login screen (Figure 4).

Figure 4



### Primary Finance - Election Year 2016

This site is intended for use by Texas political party chairpersons and county election officials to make arrangements with the Secretary of State for the financing of primary elections.

Please sign in.

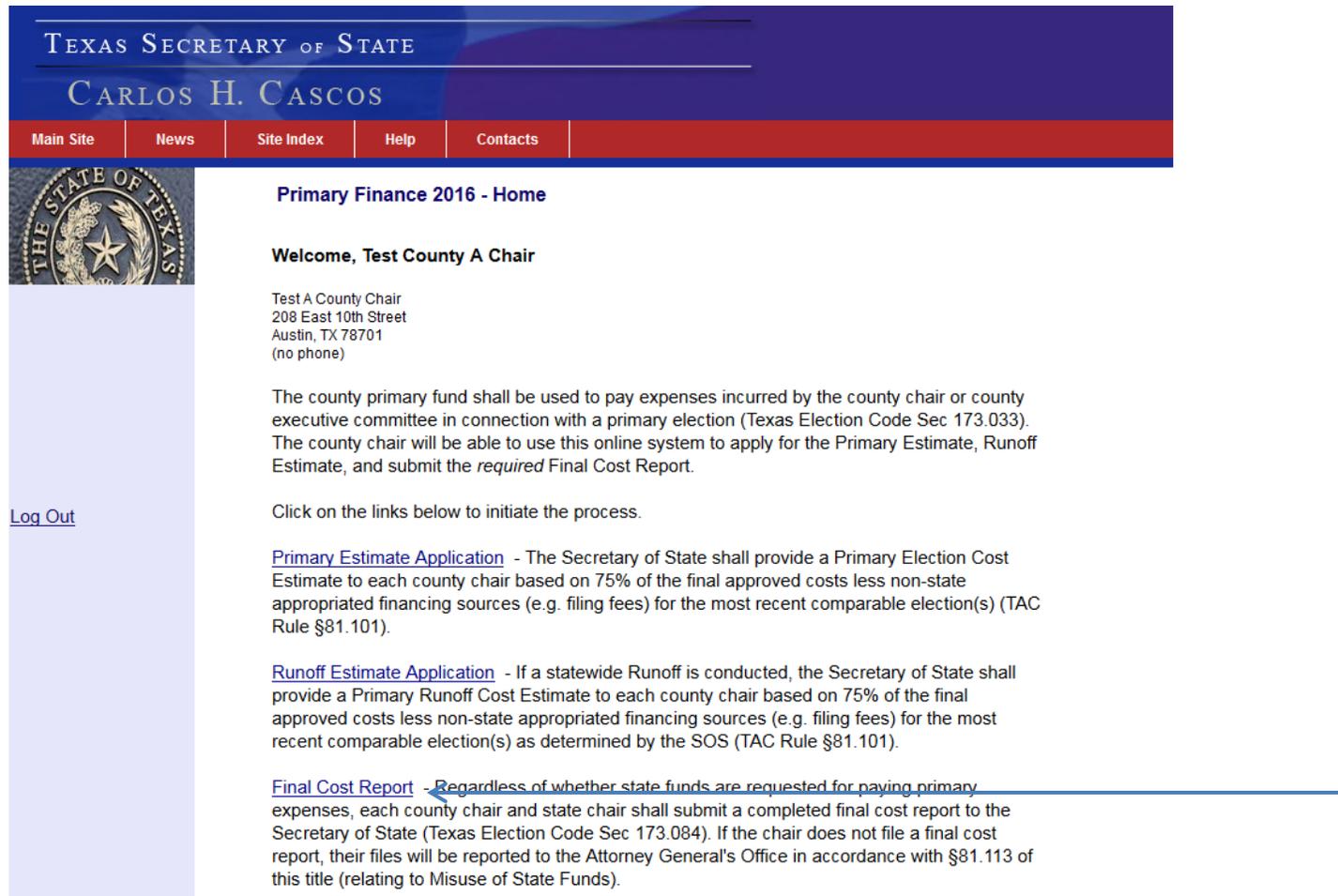
User ID:

Password:

Forgot your password? Click [here](#)

Click on "Final Cost Report" (Figure 5).

Figure 5



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 **Primary Finance 2016 - Home**

**Welcome, Test County A Chair**

Test A County Chair  
208 East 10th Street  
Austin, TX 78701  
(no phone)

The county primary fund shall be used to pay expenses incurred by the county chair or county executive committee in connection with a primary election (Texas Election Code Sec 173.033). The county chair will be able to use this online system to apply for the Primary Estimate, Runoff Estimate, and submit the *required* Final Cost Report.

Click on the links below to initiate the process.

[Primary Estimate Application](#) - The Secretary of State shall provide a Primary Election Cost Estimate to each county chair based on 75% of the final approved costs less non-state appropriated financing sources (e.g. filing fees) for the most recent comparable election(s) (TAC Rule §81.101).

[Runoff Estimate Application](#) - If a statewide Runoff is conducted, the Secretary of State shall provide a Primary Runoff Cost Estimate to each county chair based on 75% of the final approved costs less non-state appropriated financing sources (e.g. filing fees) for the most recent comparable election(s) as determined by the SOS (TAC Rule §81.101).

[Final Cost Report](#) - ~~Regardless of whether state funds are requested for paying primary~~ expenses, each county chair and state chair shall submit a completed final cost report to the Secretary of State (Texas Election Code Sec 173.084). If the chair does not file a final cost report, their files will be reported to the Attorney General's Office in accordance with §81.113 of this title (relating to Misuse of State Funds).

[Log Out](#)

Statistics for each Election must be entered before you may finalize expenses (Figure 6).

Figure 6

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### Primary Finance 2016 - Final Cost Report

#### Test County A

Please provide Statistics before proceeding with entry.

Entry is for  Primary  Runoff

**Non-Contracted Expenses, Admin Costs, and Financing Sources**  
 --select expense/revenue category--  
**Contracted Expenses**  
 --select contracted expense--

[Primary Election Cost Description Detail](#)

	Non-Contracted	Contracted
<b>Election Day Costs</b>		
B1 Ballot Printing Primary	\$500.00	\$0.00
Contract Admin Fee - Primary (calculated)		
Contract Admin Fee - Runoff (calculated)		
<b>Total Election Day Costs - Primary</b>	<b>\$500.00</b>	<b>\$0.00</b>
<b>Total Election Day Costs - Runoff</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Admin Costs (cap is \$30,000.00)</b>		
<b>Total Admin Costs</b>		
<b>Chair Compensation</b>	<b>\$300.00</b>	
<b>TOTAL ELECTION COST</b>	<b>\$800.00</b>	
<b>Financing Sources</b>		
E2 Candidate Filing Fees	\$1,125.00	
Primary Estimate Payments from SOS	\$12,345.67	
<b>Total Financing Sources</b>	<b>\$13,470.67</b>	

**Statistics**

	Primary	Runoff
Voter Turnout	0	0
Polling Places	0	0
Precincts	0	0
Polling Places Shared	0	0
Public Buildings Used	0	0
Early Voting Stations	0	0
Ballots Ordered	0	0
Election Kits Ordered	0	0

Was this a joint primary?  Yes  No

Are any of the expenses contracted with the county?  Yes  No

Select the appropriate entry (Primary/Runoff) by choosing a radio button (Figure 7).

Figure 7

TEXAS SECRETARY OF STATE  
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### Primary Finance 2016 - Final Cost Report

#### Test County A

Please provide Statistics before proceeding with entry.

Entry is for  Primary  Runoff

Submit

**Non-Contracted Expenses, Admin Costs, and Financing Sources**

--select expense/revenue category--

**Contracted Expenses**

--select contracted expense--

[Primary Election Cost Description Detail](#)

Election Day Costs	Non-Contracted	Contracted
B1 Ballot Printing		
Primary	\$500.00	\$0.00
Contract Admin Fee - Primary (calculated)		
Contract Admin Fee - Runoff (calculated)		
<b>Total Election Day Costs - Primary</b>	<b>\$500.00</b>	<b>\$0.00</b>
<b>Total Election Day Costs - Runoff</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Admin Costs (cap is \$30,000.00)</b>		
<b>Total Admin Costs</b>		
<b>Chair Compensation</b>	<b>\$300.00</b>	
<b>TOTAL ELECTION COST</b>	<b>\$800.00</b>	
<b>Financing Sources</b>		
E2 Candidate Filing Fees	\$1,125.00	
Primary Estimate Payments from SOS	\$12,345.67	
<b>Total Financing Sources</b>	<b>\$13,470.67</b>	

Statistics	Primary	Runoff
Voter Turnout	0	0
Polling Places	0	0
Precincts	0	0
Polling Places Shared	0	0
Public Buildings Used	0	0
Early Voting Stations	0	0
Ballots Ordered	0	0
Election Kits Ordered	0	0
Was this a joint primary?	<input type="radio"/> Yes	<input type="radio"/> No
Are any of the expenses contracted with the county?	<input type="radio"/> Yes	<input type="radio"/> No
<span style="background-color: #008000; color: white; padding: 5px 15px; border: 1px solid #008000;">Save Statistics</span>		

Select the appropriate drop-down menu for expenses. **“Non-Contracted”** will include election day expenses incurred by the chair, administrative expenses, and financing sources (bank balance, filing fees, contributions). **“Contracted”** will include expenses included in the Elections Service Contract (Figure 8).

Figure 8

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### Primary Finance 2016 - Final Cost Report

**Test County A**

Please provide Statistics before proceeding with entry.

Entry is for  Primary  Runoff

Submit

**Non-Contracted Expenses, Admin Costs, and Financing Sources**  
 --select expense/revenue category--

**Contracted Expenses**  
 --select contracted expense--

[Primary Election Cost Description Detail](#)

	Non-Contracted	Contracted
<b>Election Day Costs</b>		
B1 Ballot Printing		
Primary	\$500.00	\$0.00
Contract Admin Fee - Primary (calculated)		
Contract Admin Fee - Runoff (calculated)		
<b>Total Election Day Costs - Primary</b>	<b>\$500.00</b>	<b>\$0.00</b>
<b>Total Election Day Costs - Runoff</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Admin Costs (cap is \$30,000.00)</b>		
<b>Total Admin Costs</b>		
<b>Chair Compensation</b>	<b>\$300.00</b>	
<b>TOTAL ELECTION COST</b>	<b>\$800.00</b>	
<b>Financing Sources</b>		
E2 Candidate Filing Fees	\$1,125.00	
Primary Estimate Payments from SOS	\$12,345.67	
<b>Total Financing Sources</b>	<b>\$13,470.67</b>	

**Statistics**

	Primary	Runoff
Voter Turnout	0	0
Polling Places	0	0
Precincts	0	0
Polling Places Shared	0	0
Public Buildings Used	0	0
Early Voting Stations	0	0
Ballots Ordered	0	0
Election Kits Ordered	0	0

Was this a joint primary?  Yes  No

Are any of the expenses contracted with the county?  Yes  No

Save Statistics

Once a cost category is selected, mandatory data fields must be entered. You may add notes if necessary (Figure 9)

Figure 9

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### Primary Finance 2016 - Final Cost Report

#### Test County A

Please provide Statistics before proceeding with entry.  
**Make changes and Save, or Cancel**

Entry is for  Primary  Runoff

**Submit**

**Non-Contracted Expenses, Admin Costs, and Financing Sources**  
B1 Ballot Printing

**Contracted Expenses**  
--select contracted expense--

[Primary Election Cost Description Detail](#)

**B1 Ballot Printing Non-Contracted**

Amount: \$ 500.00

Doc ID: 12124

Notes (optional):

**Save** **Cancel**

A document identifier may be the invoice number generated by a vendor, the category number listed in our report or simply, "County Invoice" as appropriate.

**\*\*\*We ask that all supporting documents not identified by a vendor invoice number be marked with the appropriate category name (B1, B2, B3, etc.).**

To report County Owned Equipment and Delivery Fees, enter the number of devices or deliveries and the system will calculate the entry (Figures 10 & 11).

Figure 10

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### Primary Finance 2016 - Final Cost Report

#### Test County A

Please provide Statistics before proceeding with entry.  
**Make changes and Save, or Cancel**

Entry is for  Primary  Runoff

**Submit**

**Non-Contracted Expenses, Admin Costs, and Financing Sources**  
--select expense/revenue category--

**Contracted Expenses**  
B6 County Owned Equipment

[Primary Election Cost Description Detail](#)

**B6 County Owned Equipment** Contracted

Amount (calculated): \$0.00

Device count: 0

Doc ID:

Notes (optional):

**Save** **Cancel**

Figure 11

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### Primary Finance 2016 - Final Cost Report

#### Test County A

Please provide Statistics before proceeding with entry.  
**Make changes and Save, or Cancel**

Entry is for  Primary  Runoff

**Submit**

**Non-Contracted Expenses, Admin Costs, and Financing Sources**  
--select expense/revenue category--

**Contracted Expenses**  
B11 Delivery Fee

[Primary Election Cost Description Detail](#)

**B11 Delivery Fee** Contracted

Amount (calculated): \$0.00

Worker count: 12.5

Doc ID:

Notes (optional):

**Save** **Cancel**

If the devices or deliveries are to be split between parties, the number entered needs to reflect the split with a decimal (i.e., 25 devices split between parties would be entered as 12.5 devices per party)(Figure 12). The calculation will appear in the Cost Summary. (Figure 13).

Figure 12

Figure 13

Election Day Costs	Non-Contracted	Contracted
B1 Ballot Printing		
Primary	\$500.00	\$0.00
B11 Delivery Fee		
Primary 12.5 workers X \$15.00	\$0.00	\$187.50
Contract Admin Fee - Primary (calculated)		\$18.75
Contract Admin Fee - Runoff (calculated)		
<b>Total Election Day Costs - Primary</b>	<b>\$500.00</b>	<b>\$206.25</b>
<b>Total Election Day Costs - Runoff</b>	<b>\$0.00</b>	<b>\$0.00</b>

To report Election Day Judges/Clerks, enter Total Amount Paid and Worker Count (Figure 14). **\*\*\*Please keep in mind: while election day judges/clerks may be paid a rate higher than \$8 per hour, SOS will only reimburse up to \$8 per hour. Total Amount Paid should be (Total # of Hours x \$8).**

Figure 14

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CARLOS H. CASCOS

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### Primary Finance 2016 - Final Cost Report

#### Test County A

Please provide Statistics before proceeding with entry.  
**Make changes and Save, or Cancel**

Entry is for  Primary  Runoff

**Submit**

**Non-Contracted Expenses, Admin Costs, and Financing Sources**  
B10 Precinct Workers

**Contracted Expenses**  
--select contracted expense--

[Primary Election Cost Description Detail](#)

**B10 Precinct Workers Non-Contracted**

Total Amount Paid: \$ 0.00

Worker count: 0

Doc ID:

Notes (optional):

**Save** **Cancel**

For workers who are eligible to receive pay at a rate *higher* than \$8 per hour (Central Counting Station Manager, Tabulation Supervisor & Assistant Tabulation Supervisor, you will also need to enter the hourly rate (Figure 15).

Figure 15

**B12 Central Counting Station Manager Contracted**

Total Amount Paid: \$ 0.00

Worker count: 0

Hourly rate: \$ 0

Doc ID:

Notes (optional):

**Save** **Cancel**

Average hours per worker will be shown in the Cost Summary (Figure 16).

Figure 16

B12 Central Counting Station Manager			
Primary	1 workers X \$20.00 (4 avg hrs/wrkr)	\$0.00	\$80.00
B13 Tabulation Supervisor			
Primary	1 workers X \$15.00 (4 avg hrs/wrkr)	\$0.00	\$60.00
B14 Asst Tabulation Supervisor			
Primary	1 workers X \$13.00 (4 avg hrs/wrkr)	\$52.00	\$0.00
B15 CCS Judges and Clerks			
Primary	4 workers X \$8.00 (4 avg hrs/wrkr)	\$0.00	\$128.00
B16 Early Voting Ballot Board Personnel			
Primary	5 workers X \$8.00 (6 avg hrs/wrkr)	\$0.00	\$240.00
B17 Provisional and Late Ballot Board			
Primary	2 workers X \$8.00 (2 avg hrs/wrkr)	\$0.00	\$32.00

You may submit some or all of your Primary expenses for preliminary review prior to the runoff by choosing "Submit" (Figure 17).

Figure 17

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### Primary Finance 2016 - Final Cost Report

#### Test County A

You may edit the figures by selecting the appropriate cost or revenue category from the dropdown menu below.  
Once you are satisfied with the report, click the "Submit" button.

**Status: Application has not yet been submitted as finalized to the Secretary of State.**

Entry is for  Primary  Runoff

**Submit** ← **Non-Contracted Expenses, Admin Costs, and Financing Sources**  
--select expense/revenue category--

**Contracted Expenses**  
--select contracted expense--

To Submit what you have entered for preliminary review, select the radio button labeled, "Submit For Review" (Figure 18).

Figure 18  
Primary Finance 2016 - Final Cost Report  
Test County A

You may edit the figures by selecting the appropriate cost or revenue category from the dropdown menu below.  
Once you are satisfied with the report, click the "Submit" button.

Status: Application has not yet been submitted as finalized to the Secretary of State.

Entry is for  Primary  Runoff

Submit

Non-Contracted Expenses, Admin Costs, and Financing Sources

--select expense/revenue category--

Contracted Expenses

--select contracted expenses--

**I Want To:**

- Submit For Review** - The SOS may begin the review process for what I've entered so far, though nothing will be paid until I Finalize. I may submit multiple times.
- Finalize** - I have entered everything, and the SOS may send payment if eligible. I finalize only once - any changes afterwards will be handled as amendments.

**Proceed** **Cancel**

\*\*\*You will not be able to make changes until SOS completes the preliminary review process.

To Finalize all entries, ensure statistics have been entered before selecting the radio button labeled, "Finalize" (Figure 19).

Figure 19  
Primary Finance 2016 - Final Cost Report  
Test County A

You may edit the figures by selecting the appropriate cost or revenue category from the dropdown menu below.  
Once you are satisfied with the report, click the "Submit" button.

Status: Application has not yet been submitted as finalized to the Secretary of State.

Entry is for  Primary  Runoff

Submit

Non-Contracted Expenses, Admin Costs, and Financing Sources

--select expense/revenue category--

Contracted Expenses

--select contracted expenses--

**I Want To:**

- Submit For Review** - The SOS may begin the review process for what I've entered so far, though nothing will be paid until I Finalize. I may submit multiple times.
- Finalize** - I have entered everything, and the SOS may send payment if eligible. I finalize only once - any changes afterwards will be handled as amendments.

**Proceed** **Cancel**

You will know you have submitted your final report when you see the status that reads, "Application was submitted as finalized to the Secretary of State...and is pending review" (Figure 20).

Figure 20

TEXAS SECRETARY OF STATE  
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**Primary Finance 2016 - Final Cost Report**  
**Test County A**

The exhibit below shows the details of the report and reflects any changes the Secretary of State has made to-date as part of their review.

**Status: Application was submitted as finalized to the Secretary of State on 04/27/2016 at 01:29 PM and is pending review.**

Entry is for  Primary  Runoff

**Non-Contracted Expenses, Admin Costs, and Financing Sources**  
--select expense/revenue category--

**Contracted Expenses**  
--select contracted expense--