



LINCOLN PARISH REGISTRAR OF VOTERS OFFICE

SHARON S. PARNELL, CERA

Registrar of Voters

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September 8, 2021

Lincoln Parish Police Jury
PO Box 979
Ruston, LA 71273-0979

Dear Police Jury Members:

This year has been another busy year for our office. We conducted the spring election, completed two other large projects, and began focusing on voter outreach outside normal office hours. We enjoyed participating in various events such as the Lincoln Parish Park Festival and the Juneteenth Heritage Festival. The community was very receptive to our efforts to assist them with registering to vote, with enrolling in the senior absentee mail ballot program, and with answering questions. Recently, during National Voter Registration Week, we conducted several voter registration drives at various locations throughout the parish. We also distributed educational voting material to our schools. Our Facebook page is active and provides another source for election information.

Soon, we will begin working with redistricting for the parish and preparing for 2022 elections. I respectfully submit the following budget request for your consideration and approval:

OFFICE SUPPLIES/MISCELLANEOUS EXPENSES

Precinct Page Printing Estimate: \$210 X 4 Elections	\$840.00
Mailing Expenses – Absentee Mail Ballots/Redistricting ID Cards	
Postage Estimate: 4 elections X 1900 mail ballots @ \$.73 ea (or more)	\$5,548.00
Label Estimate: 3 Boxes Avery 5363 @ \$40 ea. X 4 elections	480.00
Redistricting ID Card Mailing Estimate: If half of registered voters are affected - 14,000 cards x \$.38	5,320.00
Voter Outreach Supplies/Promotional Material	\$300.00
Miscellaneous Office Supplies/Equipment (lease copier)	2,500.00
Telephone	600.00
	\$15,588.00
Estimated Reimbursements by LA Secretary of State	
Postage – Absentee Mail Ballots	(5,548.00)
Postage – Redistricting ID Cards	(5,320.00)
Precinct Page Printing Reimbursement by SOS	(840.00)
SUBTOTAL	\$ 3,880.00

TRAVEL AND TRAINING:

LA ROV ASSOCIATION SEMINAR/CONTINUING ED - Feb 14, 15,16, 2022	
HOTEL (\$97 x 2 nights x 3 employees)	\$ 582.00
ROV Annual Dues (\$100 X 3)	300.00
Registration (\$150 X 3)	450.00
Mileage (434 mi. @ \$.57) round trip	248.00
Tier 1 meals (\$51/day X 3 days X 3 employees)	306.00
SUBTOTAL:	\$1,886.00
SOS Election Academy and Louisiana Registrar of Voters Association Workshop (dates and locations to be announced)	\$1,100.00
SUBTOTAL:	\$1,100.00

ELECTION CENTER EXPENSES:

CERA Annual Membership Renewal (2 members)	\$ 275.00
Registration - ROV CERA Certification Renewal – Election Center Special Workshop - Atlanta, GA February 22-26	499.00
Sheraton Atlanta Hotel (4 X \$130)	520.00
Flight	500.00
SUBTOTAL	\$1,794.00

PERSONNEL EXPENSES

Salaries (3 employees)	\$31,410.00
Payroll Taxes	455.00
Retirement Contributions	5,654.88
SUBTOTAL:	\$37,519.88
TOTAL BUDGET SUMMARY BEFORE SOS POSTAGE REIMBURSEMENT	\$57,887.88
TOTAL BUDGET SUMMARY AFTER SOS POSTAGE REIMBURSEMENT	\$46,179.88

Thank you for your support over the years. We will appreciate anything you can do to help us in 2022.

Sincerely,



Sharon S Parnell, CERA
 Registrar of Voters

Registrars of Voters Employees' Retirement System

KATHY BOURQUE, DIRECTOR

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March 8, 2021

TO: Parish Payroll Agents for Registrar of Voters Office
FROM: Kathy Bourque, Director
RE: 2021-2022 Contribution Rate

Please be advised that the employer rate for fiscal year **July 1, 2021 – June 30, 2022 will remain at 18%**. The employee rate will remain at 7%.

Employer contributions must be made on all active members and DROP participants.
Employee contributions must be made on all active members, excluding DROP participants.

Should you have any questions, do not hesitate to contact this office.