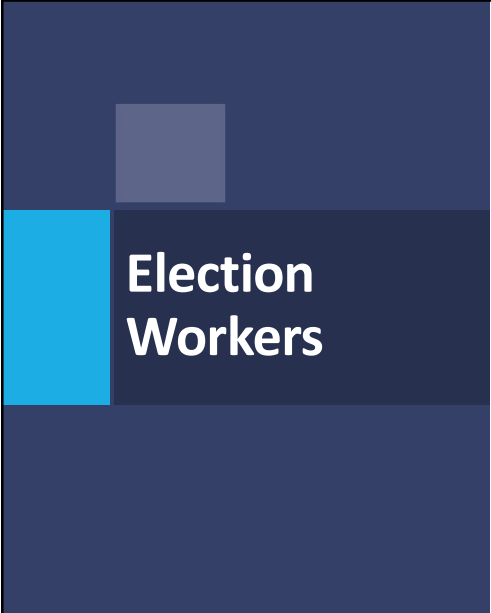



Election Payroll



AUDITORS & CLERKS
(VIRTUAL)



MARCH 21, 2024

1

Election Workers

-  Specialized group of individuals hired by a County to perform services in connection with elections
-  IRS Requirements:

<https://www.irs.gov/government-entities/federal-state-local-governments/election-workers-reporting-and-withholding>
-  Indiana Code
 - IC 3-6-6-37 Independent Contractors
-  County Budgets and Salary Ordinance

2



Agenda



BUDGETS & HIRING



WHO IS WORKING?



TAXES



PAYMENT FOR SERVICES



REPORTING

3



Election Budget

IC 3-6-5-16:

“Each county election board shall prepare annually a budget estimate itemizing its expenditures for the previous year and its estimates of the amount of money necessary to be appropriated for the next year. The board shall submit the budget estimate at the time and in the manner and form other county budget estimates are required to be filed.”

Commissioners Budget

IC 36-2-5-7:

“...the county executive shall prepare an itemized estimate of all money to be drawn by the members of the executive and all expenditures to be made by the executive or under its orders during the next calendar year. Each executive's budget estimate must include:...(7) the estimated number of precincts in the county and the amount required for election expenses, including compensation of election commissioners, inspectors, judges, clerks, and sheriffs, rent, meals, hauling and repair of voting booths and machines, advertising, printing, stationery, furniture, and supplies;...”

County Budget

IC 36-2-5-11:

(b) “At its annual meeting... the county fiscal body shall fix the county tax rate and make appropriations for the next calendar year...”
(c) At its annual meeting... the county fiscal body... shall then adopt an ordinance, separate from those adopted under subsection (b), fixing (1) the compensation of all officers, deputies and other employees subject to this chapter; and (2) the number of deputies and other employees for each office, department, commission, or agency, except part-time and hourly rated employees, whose employment shall be limited only by the amount of funds appropriated to pay their compensation.


4



Hiring Election Workers

- No need for election workers to be on-boarded or need new worker training
- No need for election workers to be trained on Internal controls (includes watching the video) IC 5-11-1-27
- Training for these workers on election duties should be provided by Election Board

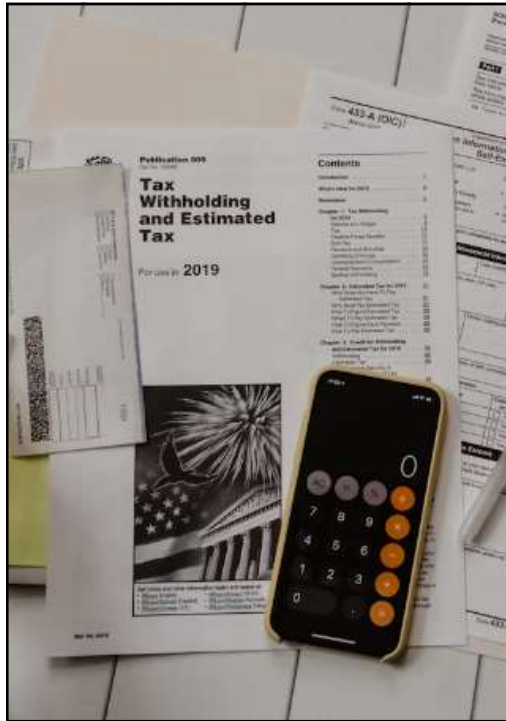
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Who is working?

- County employees already on County Payroll:
 - ✓ County Clerk Deputies
 - ✓ Other County Employees
 - ✓ Other County Elected Officials
- Election Workers that are NOT County Employees:
 - ✓ Poll Workers that work one day of Primary and Election Day
 - ✓ Election workers that work multiple days up to and after Primary and Election Day

6



Taxes

- Election Worker compensation is taxable but is not subject to income tax withholding.
- Social Security and Medicare (FICA) only apply when the election workers compensation is more than the federal threshold amount for the year. Employers can choose either:
 1. Withhold FICA on every dollar earned then issue a refund to election worker if compensation is less than threshold. OR
 2. Not withhold FICA until threshold is met. County will then be liable for total FICA taxes due.

7



Payment to Election Workers

- Method:
 1. PRE-2 Statement of Expense of Precinct Election Officers (Workers on election day specified on the form)
 2. Form 17 Claim (Workers not included on the PRE-2 form)
 3. Payroll Claim
- Amount:
 - ✓ Must tie to amount approved by appropriate board
 - ✓ Must be within appropriation (budget)
 - ✓ Any changes in compensation must be approved by appropriate board.

8



Reporting

- No Reporting Requirements
 - ✓ Only works election and makes less than \$600
- W-2 Required
 - ✓ Only works election and makes more than \$600
 - ✓ Employees working election

9



State Board of Accounts

Government Technical Assistance & Compliance
Directors for Counties

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