

REPUBLIC OF LIBERIA
INDEPENDENT ELECTIONS COMMISSION (IECOM)

IECOM BUDGET FOR THE 1997 LIBERIA DEMOCRATIC ELECTIONS

F Clifton White Resource Center
International Foundation for Election Systems

REPUBLIC OF LIBERIA
INDEPENDENT ELECTIONS COMMISSION (IECOM)
APRIL, 1997

BUDGET FOR THE 1997 ELECTIONS PROCESS

SUMMARY

LINE NO	DESCRIPTION	NO. UNITS	PERIOD	UNIT COST	UNIT	TOTAL COST	CONTRIBUTION REQUESTED	NOTE
A	1000 PERSONNEL COSTS					\$691,169.00	Govt. of Liberia	
B	2000 REGISTRATION COSTS					2,050,880	Donors	
C	3000 INFORMATION & CIVIC EDUCATION					366,960.00	Donors	
D	4000 TRAINING COSTS					199,000.00	Donors	
E	5000 ELECTION DAY EXPENSES					998,448.00	Donors	
F	6000 BALLOT COUNTING					170,500.00	Donors	
G	7000 GENERAL MATERIAL & EQUIPMENT					189,750.00	Donors	
GRAND TOTAL OF DIRECT ELECTORAL COSTS (1000-7000)						\$4,666,707.00	GOL/Donors	

LINE NO	DESCRIPTION	NO. UNITS	PERIOD	UNIT COST	UNIT	TOTAL COST	CONTRIBUTION REQUESTED	NOTE
A 1000 PERSONNEL SERVICES								
BOARD OF COMMISSIONERS:								
1	OFFICE OF THE CHAIRMAN					18,444	Govt. of Liberia	
	Chairman	1 person	4 mos.	2,400	9,600			
	Administrative Assistant to Chairman	1 person	4 mos.	1,005	4,020			
	Executive Secretary to Chairman	1 person	4 mos.	871	3,484			
	Driver of Chairman	1 person	4 mos.	335	1,340			
2	OFFICES OF THE COMMISSIONERS					119,376	Govt. of Liberia	
	Commissioners	6 people	4 mos.	2,160	51,840			1
	Administrative Assistants to Commissioners	9 people	4 mos.	871	31,356			2
	Secretaries to Commissioners	9 people	4 mos.	737	26,532			3
	Drivers of Commissioners	9 people	4 mos.	268	9,648			
3	BENEFITS FOR COMMISSIONERS					76,708	Govt. of Liberia	
	Housing (Chairman)	1 house	4 mos.	2,500	10,000			
	Housing (Commissioners)	6 houses	4 mos.	2,188	52,512			
	Utilities (Water, Electricity, Telephone)	7 unils	4 mos.	507	14,196			4
4	BENEFITS FOR STAFF:					12,000	Govt. of Liberia	
	Housing	10 people	4 mos.	200	8,000			
	Transport	10 People	4 mos.	100	4,000			

SENIOR COMMISSIONERS STAFF:

5 OFFICE OF THE EXECUTIVE DIRECTOR

Executive Director	1 person	4 mos.	1,675	6,700
Deputy Executive Directors	2 people	4 mos.	1,541	12,328
Personnel Officer	1 person	4 mos.	1,005	4,020
Training Officer	1 person	4 mos.	1,005	4,020
Secretary	1 person	4 mos.	737	2,948
Clerk Typist	1 person	4 mos.	502	2,008
Driver	1 person	4 mos.	268	1,072
Receptionist	1 person	4 mos.	201	804
Mail Dispatcher	1 person	4 mos.	201	804

34,704 Govt. of Liberia

6 BUDGET AND FINANCE SECTION

Comptroller	1 person	4 mos.	1,541	6,164
Accountant	2 people	4 mos.	1,206	9,648
Secretary	1 person	4 mos.	670	2,680
Driver	1 person	4 mos.	268	1,072

19,564 Govt. of Liberia

7 OFFICE OF THE REGISTRAR GENERAL

Registrar General	1 person	4 mos.	1,541	6,164
Asst. Registrar General	1 person	4 mos.	1,340	5,360
Secretary	1 person	4 mos.	670	2,680

14,204 Govt. of Liberia

8 LEGAL SECTION

Senior Legal Council	1 person	4 mos.	1,541	6,164
Legal Council	1 person	4 mos.	1,340	5,360
Clerk of Writs	1 person	4 mos.	670	2,680
Asst. Clerk of Writs	1 person	4 mos.	502	2,008
Secretary	1 person	4 mos.	670	2,680

18,892 Govt. of Liberia

9	PROCUREMENT SECTION						8,708	Govt. of Liberia
	Director of Procurement	1 person	4 mos.	1,005	4,020			
	Procurement & Logistics Coordinator	1 person	4 mos.	670	2,680			
	Issuing & Receiving Clerk	1 person	4 mos.	502	2,008			
10	RECORDS UNIT						4,020	Govt. of Liberia
	Chief of Records	1 person	4 mos.	670	2,680			
	Records Officer	1 person	4 mos.	335	1,340			
11	INFORMATION & EDUCATION SECTION						13,396	Govt. of Liberia
	Director	1 person	4 mos.	1,005	4,020			
	Information Officer	1 person	4 mos.	670	2,680			
	Civic Education Officer	1 person	4 mos.	670	2,680			
	Scene Photographer	2 people	4 mos.	502	4,016			
12	COMMUNICATIONS UNIT						10,720	Govt. of Liberia
	Communications Officer	1 person	4 mos.	1,005	4,020			
	Technical Assistant	1 person	4 mos.	335	1,340			
	Radio Operator	3 people	4 mos.	268	3,216			
	Telephone Operator	2 people	4 mos.	268	2,144			
13	MAINTENANCE UNIT						14,068	Govt. of Liberia
	Maintenance Officer	1 person	4 mos.	670	2,680			
	Electrician	1 person	4 mos.	502	2,008			
	Maintenance Technician	2 people	4 mos.	335	2,680			
	Janitorial Supervisor	1 person	4 mos.	335	1,340			
	Janitors	5 people	4 mos.	268	5,360			

14 COUNTY ADMINISTRATION

166,384 Govt. of Liberia

Magistrates	22 people	4 mos.	670	58,960	
Asst. Magistrates	22 people	4 mos.	502	44,176	
Clerk Typists	22 people	4 mos.	335	29,480	
Drivers	15 people	4 mos.	260	16,080	
Messengers	22 people	4 mos.	201	17,688	

15 CENTRAL SECRETARIAL POOL

17,148 Govt. of Liberia

Pool Supervisor	1 person	4 mos.	670	2,680	
Secretaries	4 people	4 mos.	536	8,576	
Clerk Typist	2 people	4 mos.	502	4,016	
Filing Clerk	1 person	4 mos.	268	1,072	
Messenger	1 person	4 mos.	201	804	

16 PERSONNEL & ASSETS INSURANCE

60,000 Govt. of Liberia

HOSPITALITY	1 unit	4 mos.	15,000	60,000	
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20,000

18 CONTINGENCY

62,833 Govt. of Liberia

1 unit

B 2000 REGISTRATION COSTS

2,050,880 Donor

1 Temporary Personnel (Registration & Elections)	6100 people		1,368,000		
2 Registration Materials			141,840		
3 Signs			540		
4 Supplies			340,500		
5 Registration Equipment			200,000		

C 3000 INFORMATION & CIVIC EDUCATION				366,960 Donor	
1	Temporary Personnel	Multiple	211	145,350	
2	Equipment & Material	"		156,000	
3	Radio Ads & Program	"		12,250	
4	IECOM News-Letter	"		10,000	
5	Newspaper	"		10,000	
6	Contingency			33,360	
D 4000 TRAINING COST				199,000 Donor	
1	Temporary Personnel		180	42,000	
2	Training Material			70,000	
3	Training Equipment			8,000	
4	Stationery			20,000	
5	Training Allowance			54,000	
6	Accommodation			5,000	
E 5000 ELECTION DAY EXPENSES				998,448 Donor	
1	Ballot Papers		2,400,000	0.20	720,000
2	Ballot Boxes			0.30	5,200
3	Forms				
4	Voting Tables (Use registration tables)				6,100
5	Signs			10.00	50,000
6	Voting Screens		5,000		126,380
7	Supplies				90,768
8	Contingency				

F 6000 BALLOT COUNTING

1	Temporary Personnel	900	3 days	50.00	135,000	170,500 Donor
2	Equipment & Materials				10,000	
3	Preparation of site				10,000	
4	Contingency				15,500	

G 7000 GENERAL MATERIAL, EQUIP. & MAINTENANCE

1	Computer Expenses	15 units			50,000	189,750 Donor
2	Vehicles (Motorbikes)	36 units		1,500	54,000	
3	Communication Equipment	40 units		1,000	40,000	
4	Generator Fuel Tank	2 units		2,000	4,000	
5	Water Pump	1 unit		700	700	
6	Water	10,000 gals.		0.02	800	
7	Fuel	5,000 gals.		1.15	23,000	
8	Contingency				17,250	

NOTES TO THE BUDGET

1000 PERSONNEL SERVICES BUDGET

- 1 Number of Administrative Assistants includes personnel assigned to both the Liberian and International Commissioners.
- 2 Number of Secretaries include personnel assigned to both the Liberian and International Commissioners.
- 3 Number of Drivers includes personnel assigned to both the Liberian and International Commissioners.
- 4 Includes purchase of electrical generator as well as fuel, water and telephone installation and service.
- 5 Vehicle is for both the official and personal use of the Chairman.
- 6 Vehicles are both the official and personal use of the Commissioners.
- 7 To cover group life, sickness, accident and fire insurance.