

COSTING WORKSHEET		ACTIVITY:		ELECTION FORMS AND MATERIAL Sheet 1	
PERFORMANCE OUTCOMES:					
COMPONENT DESCRIPTION	CRITERION	NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST
STAFFING					
Estimating, ordering, inventories			(person/days)		0
Quality monitoring			"		0
Warehousing/distribution					
- Goods acceptance/w/house control			(person/days)		0
- Parcel material for distribution			"		0
- Loading/driving/distribution			"		0
STAFFING SUBTOTAL					0
BALLOT PAPERS					
Design and procudtion of masters					0
Printing					
individual constituencies	(expected voters + reserve 10%)				#DIV/0!
PR party list	"				#DIV/0!
County	"				#DIV/0!
	"				#DIV/0!
ALLOT PAPER SUBTOTAL					#DIV/0!
ELECTION FORMS					
Appointment of electron staff	(no of staff)				#DIV/0!
Appointment of agents					
Individual constituencies	(no of candidates)				#DIV/0!
PR party list	"				#DIV/0!
county					#DIV/0!
Declaration of secrecy	(no of elect staff, cand, agents)				#DIV/0!
Notification of venues - Voting					
- Counting					#DIU/0!
Officials ID's	(no of officials)				#DIV/0!
Instructions to voters					
Individual constituencies	(no of vot stations)				#DIV/0!
PR party list	(no of vot stations)				#DIV/0!
County	(no of vot stations)				#DIV/0!
Voting station notices					
No smoking	(no of vot stations)				#DIV/0!
Entrance/Exit	(no of vot stations)				#DIV/0!
Hours of polling	[no of vol stations)				#DIV/0!
Other	(no of vot stations)				#D100! !
Objection to voter	(no of reg voters)				#DIV/0!
Questions to challenged voter	(no of reg voters)				#DIV/0!
Declaration by challenged voter	(no of reg voters)				#DIV/0!
Adjourned polling	(no of vot stabons)				#DIV/0!
Voting station inventory	(no of vot stations)				#DIV/0!
Receipt for voting material by PC	(no of vot stations)				#DIV/0!
Receipt for ballot papers by PC	(no of vot stationsj				#DIV/0!
Ballot paper account - end of voting					
individual constituency	(no of vot stations)				#DIV/0!
PR party list	(no of vot stattons)				#DIV/0!

COSTING WORKSHEET	ACTIVITY: ELECTION FORMS AND MATERIALS Sheet 2				
COMPONENT DESCRIPTION	CRITERION	NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST
ELECTION FORMS (cont'd)					
Ballot paper account - end of voting					
County	(no of vot stations)				#DIV/0!
Result of count/reconciliation					
Individual constituencies	(no of coun centre)				#DIV/0!
PR party list	(no of coun centre)				#DIV/0!
County	(no of coun centre)				#DIV/0!
Amalgamation of counts					
PR party list	(no of LGAs, count centres)				#DIV/0!
County	(no of coun centre)				#DIV/0!
Declaration of result					
individual constituencies	(no of consti'cies)				#DIV/0!
PR party list	(no of LGAs)				#DIV/0!
County	(no of counties)				#DIV/0!
Challenges to count/ballot papers	(% reg voters)				#DIV/0!
PC reports					
Voters not on roll	(% reg voters)				#DIV/0!
Other	(no of vot stats)				#DIV/0!
Receipt of election material for storage	(no of vot stats)				#DIV/0!
Envelopes/labels					
Declarations of secrecy	(no of vot stats)				#DIV/0!
Agent authorisations	(no of vot stats)				#DIV/0!
Issued ballot papers					
Individual constituencies	(no of vot stats)				#DIV/0!
PR party list	(no of vot stats)				#DIV/0!
County	(no of vot stats)				#DIV/0!
Unused ballot papers					
Individual constituencies	(no of vot stats)				#DIV/0!
PR party list	(no of vot stats)				#DIV/0!
County	(no of vot stats)				#DIV/0!
Cancelled ballot papers					
Individual constituencies	(no of vot stats)				#DIV/0!
PR party list	(no of vot stats)				#DIV/0!
County	(no of vot stats)				#DIV/0!
Ballot papers accepted to count					
Individual constituencies					
In toto	(no of vot stats)				#DIV/0!
By individual candidate	(no of vot stats)				#DIV/0!
PR party list					
In toto	(no of vot stats)				#DIV/0!
By party list	(no of vot stats)				#DIV/0!
County					
In toto	(no of vot stats)				#DIV/0!
By party list	(no of vot stats)				#DIV/0!
Ballot papers rejected at count					
Individual constituencies	(no of vot stats)				#DIV/0!
PR party list	(no of vot stats)				#DIV/0!
County	(no of vot stats)				#DIV/0!

COSTING WORKSHEET		ACTIVITY: ELECTION FORMS AND MATERIALS Sheet 3			
COMPONENT DESCRIPTION	CRITERION	NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST
ELECTION FORMS (cont'd)					
Envelopes/Labels (cont'd)					
Ballot paper accounts forms	(no of vot stats)				#DIV/0!
Result of count forms	(no of vot stats)				#DIV/0!
Unused forms/stationery	(no of vot stats)				#DIV/0!
PC official seal	(no of vot stats)				#DIV/0!
PC official mark	(no of vot stats)				#DIV/0!
Marked voters lists/PC reports, and Challenged voter documents	(no of vot stats)				
All used election material	(no of vot stats)				#DIV/0!
Lists of candidates	(no of vot stats)				#DIV/0!
Lists of parties - PR	(no of vot stats)				#DIV/0!
Lists of parties - County	(no of vot stats)				#DIV/0!
List of agents	(no of vot stats)				#DIV/0!
Extracts from official roll	(no of vot stats)				#DIV/0!
Copies of					
Election law	(no of vot stats)				#DIV/0!
Election regulations	(no of vot stats)				#DIV/0!
Administrative directions	(no of vot stats)				#DIV/0!
PC handbooks	(no of vot stats)				#DIV/0!
Counting procedures	(no of vot stats)				#DIV/0!
Nomination forms					
Candidate nomination	(no of cand)				#DIV/0!
Party list candidates - municipal	(no of parties)				#DIV/0!
Party list candidates - County	(no of parties)				#DIV/0!
Receipt of nomination by EC/PC	(no of cand)				#DIV/0!
Advice of defect in nomination	(no of cand)				#DIV/0!
Acceptance of nomination					
individual constituencies	(no of cand)				#DIV/0!
PR party list	(no of parties)				#DIV/0!
County	(no of parties)				#DIV/0!
Rejection of nomination					
Individual constituencies	(no of cand)				#DIV/0!
PR party list	(no of parties)				#DIV/0!
County	(no of parties)				#DIV/0!
EC/PC verification of nomination	(no of cand/parties)				#DIV/0!
OTHER FORMS:					
ELECTION FORMS SUBTOTAL					#DIV/0!
PACKAGING	(no of vot stats)				#DIV/0!
Boxes - delivery/return of material	(no of vot stats)				#DIV/0!
Bags - delivery/return of material	(no of vot stats)				#DIV/0!
Sealing tape	(no of vot stats)				#DIV/0!
String	(no of vot stats)				#DIV/0!
Glue/Other	(no of vot stats)				#DIV/0!
PACKAGING SUBTOTAL					#DIV/0!

COSTING WORKSHEET		(ACTIVITY: ELECTION FORMS AND MATERIALS Sheet 4)			
COMPONENT DESCRIPTION	CRITERION	NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST
OTHER STATIONERY/EQUIPMENT					
Official mark of PC	(no of vot stats)				#DIV/0!
Official seal of PC	(no of vot stats)				#DIV/0!
Pencils	(no of vot stats)				#DIV/0!
Pencil sharpeners	(no of vot stats)				#DIV/0!
Rulers	(no of vot stats)				#DIV/0!
Pens	(no of vot stats)				#DIV/0!
Ink	(no of vot stats)				#DIV/0!
Ink pads	(no of vot stats)				#DIV/0!
Notepaper	(no of vot stats)				#DIV/0!
Envelopes	(no of vot stats)				#DIV/0!
Sealing wax	(no of vot stats)				#DIV/0!
Matches	(no of vot stats)				#DIV/0!
Brown paper	(no of vot stats)				#DIV/0!
Rope	(no of vot stats)				#DIV/0!
Tape	(no of vot stats)				#DIV/0!
Other	(no of vot stats)				#DIV/0!
OTHER STATIONERY/EQUIP SUBTOTAL					#DIV/0!
EMERGENCY LIGHTING					
Lamps					#DIV/0!
Torches					#DIV/0!
Batteries					#DIV/0!
Fuel					#DIV/0!
EMERGENCY LIGHTING SUBTOTAL					#DIV/0!
SECURITY					
Ballot paper printing			(person/days)		0
Transport of ballot papers					
To warehouse			(person/days)		0
To voting station			(person/days)		0
To counting centre			(person/days)		0
To storage			(person/days)		0
Election material in pre voting day			(person/days)		0
Election material post voting day			(person/days)		0
SECURITY SUBTOTAL			t		f

COSTING WORKSHEET		ACTIVITY: VOTING STATION OPERATIONS - Sheet 1			
PERFORMANCE OUTCOMES:					
Registered voters:		Expected voters:		Unregistered persons:	
COMPONENT DESCRIPTION	CRITERION	NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST
STAFFING					
Polling Committees					
Chairpersons	(No of vot stations)				(
Deputy Chairpersons	"				(
Committee members	(Vot stat X 2)				(
Deputy committee members	"				(
Other staff					
Voting station assistants	(No of vot stations)				(
Reserve staff	"				(
STAFFING SUBTOTAL					
ELECT STAFF TRAVEL/TRANSPORT					
TRANSPORT					
Election staff transport - local					
-to/from voting stations (private)	(No of staff)				
- vehicle hire			(vehicle/days)		(
- official drivers	(no of staff)				(
Electron staff transport - distant postings					
- transport to/from posting (private)	(No of staff)				
- accommodation/allowances			(staff/days)		
- official drivers	(No of staff)				(
- vehicle hire			(vehicle/days)		(
Ambulances	(number)				
Special vehicles (4x4)			(vehicle/days)		(
Fuel/maintenance	(km)				
RAVEL SUBTOTAL					
REMISES					
STRUCTURES					
Hire of buildings	(No of buildings)				
Temporary structures - tents	(number)				(
- cabins	(number)				(
- other	(number)				
- transport			(vehicle/days)		(
STRUCTURES SUBTOTAL					
COMMUNICATIONS					
Telephones/Fax - line installation	(no of sites)				
- additional handsets	"				(
- call charges	"				
Radio communications user charges	"				
COMMUNICATIONS SUBTOTAL					

DATE:

1997 LOCAL GOVERNMENT
ELECTIONS
COSTING WORKSHEET

LOCAL AUTHORITY

COSTING WORKSHEET		ACTIVITY: VOTING STATION OPERATIONS • Sheet 2				
COMPONENT DESCRIPTION	CRITERION	NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST (Rands)	
UTILITIES/FACILITIES						
Additional electricity connections					0	
Electricity service charges						
Lease of generators					0	
Additional lighting					0	
Lease of water tankers					0	
Lease of portable sanitation facilities					0	
Staff/visitor amenities - urns					0	
- cups/glasses etc						
- other						
Other						
UTILITIES/FACILITIES SUBTOTAL					0	
RENTS SUBTOTAL					0	
VOTING STATION SECURITY						
Civpol			(person/days)			
Other						
SECURITY SUBTOTAL					0	
	TOTAL REQUIRE- MENT	QUANTITY ON HAND	ADDITIONAL NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST (Rands)
EQUIPMENT						
Ballot boxes			0			#DIV/0!
Voting compartments			0			#DIV/0!
Padlocks/seals			0			#DIV/0!
Facsimile machines			0			#DIV/0!
Computer equipment (specify)			0			#DIV/0!
-			0			#DIV/0!
-			0			#DIV/0!
-			0			#DIV/0!
Radio communications equipment			0			#DIV/0!
Other (specify)			0			#DIV/0!
-			0			#DIV/0!
-			0			#DIV/0!
-			0			#DIV/0!
EQUIPMENT SUBTOTAL						#DIV/0!
FURNITURE						
Hire of tables			0			#DIV/0!
Hire of chairs			0			#DIV/0!
Hire of storage units			0			#DIV/0!
Notice boards/signage			0			#DIV/0!
Other			0			#DIV/0!
FURNITURE SUBTOTAL						#DIV/0!
OTHER						
-						
OTHER SUBTOTAL						
VOTING STATIONS TOTAL						#DIV/0!

COSTING WORKSHEET		ACTIVITY: TRAINING OF REGISTRATION AND ELECTION STAFF				Sheet 1
PERFORMANCE OUTCOMES:						
COMPONENT DESCRIPTION	CRITERION	NUMBER REQUIRED	UNIT	UNIT COST	TOTAL COST	
STAFFING						
Staff payments - face to face training						
Electoral commissions			(person/days)			
Registration officers			(person/days)			
Polling Committees			(person/days)			
Registration staff			(person/days)			
Enumerators			(person/days)			
Data processing staff			(person/days)			
Election staff			(person/days)			
Security forces			(person/days)			
Monitoring staff			(person/days)			
Other			(person/days)			
Training delivery (cascade)			(person/days)			
STAFFING SUBTOTAL						
TRAVEL						
Subsistence			(days)			
Self drive vehicles			(days)			
Fares						
TRAVEL SUBTOTAL						
PROFESSIONAL SERVICES						
Program development/design						
Materials development/ design						
Training delivery						
Other						
PROFESSIONAL SERVICES SUBTOTAL						
MATERIALS PRODUCTION						
Printed materials						
Handbooks/manuals/checklists:						
Electoral Commissions						
Registration officers						
Enumerators						
Registration staff						
Polling Committees						
Election staff						
Election monitors						
Security forces						
Other						
Video materials						
Production costs						
Copying						
Audio materials						
Production costs						
Copying						
MATERIALS PRODUCTION SUBTOTAL						

LOCAL AUTHORITY

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