

1 STATE BOARD OF ELECTIONS

2 (Amendment)

3 31 KAR 4:020. Election costs and county clerk reimbursement and form.

4 RELATES TO: KRS 117.343

5 STATUTORY AUTHORITY: KRS 117.015(1)(a), 117.343

6 CERTIFICATION STATEMENT: This is to certify that this administrative regulation
7 complies with the requirements of 2025 RS HB6, Section 8.

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015(1)(a) authorizes the State
9 Board of Elections to promulgate administrative regulations necessary to implement the
10 provisions of KRS Chapter 117. KRS 117.343 authorizes the State Board of Elections to
11 promulgate administrative regulations prescribing the method and forms for
12 documenting and submitting claims by a county clerk to request reimbursement from the
13 State Board of Elections for the costs of employing office personnel necessary for the
14 conduct of elections, including registration and purgation of voters in the county. This
15 administrative regulation establishes the method and form for a county clerk to request
16 reimbursement from the State Board of Elections for the costs of employing office
17 personnel necessary to conduct elections.

18 Section 1.

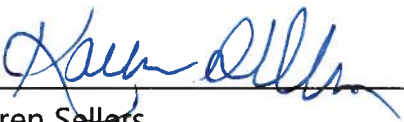
1 (1) County clerk reimbursement shall be based on the number of registered voters
2 for the general election held in November.

3 (2) To apply for reimbursement, a county clerk shall complete and submit the
4 original, signed form, State Board of Elections Reimbursement of Personnel Election
5 Expenses, to the Kentucky State Board of Elections.

6 Section 2. Incorporation by Reference.

7 (1) "State Board of Elections Reimbursement of Personnel Election Expenses", SBE
8 2000 10/25, [~~November 2009~~], is incorporated by reference.

9 (2) This material may be inspected, copied, or obtained, subject to applicable
10 copyright law, at the office of the State Board of Elections, 140 Walnut Street, Frankfort,
11 Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.



Karen Sellers
Executive Director, State Board of Elections

10/13/25
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on December 22, 2025, at 11:00 a.m. ET, at the Office of the State Board of Elections. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. This hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until December 31, 2025. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Taylor Brown, General Counsel, 140 Walnut Street, Frankfort, Kentucky 40601, Phone: (502) 782-9499, Email: TaylorA.Brown@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

31 KAR 4:020

Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

Subject Headings: Elections and Voting; County Clerks; Local Governments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the method and form for a county clerk to request reimbursement from the State Board of Elections for the costs of employing office personnel necessary to conduct elections.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to maintain the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation assists in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment updates the Form SBE 2000.

(b) The necessity of the amendment to this administrative regulation: This amendment updates the Form SBE 2000 for the first time since 2009.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties.

(d) How the amendment will assist in the effective administration of the statutes:

This amendment will assist in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? This amendment does not implement legislation from the previous five years.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:

This administrative regulation will affect voters of the Commonwealth, county boards of election, and the State Board of Elections.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment. To comply with this amendment, county clerks will need to use the updates Form SBE 2000.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): The State Board of Elections estimates that the implementation of this administrative regulation will have minimal costs.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): Compliance with this new administrative regulation will benefit all by assisting in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: The cost of the implementation of this administrative regulation for the State Board of Elections will be minimal.

(b) On a continuing basis: The continuing costs of this administrative regulation for the State Board of Elections will be minimal.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Funds from the State Board of Elections' administrative budget will be used in the implementation and enforcement of this administrative regulation.

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: Implementation of this administrative regulation can be achieved without an increase in fees or funding by the General Assembly.

(9) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: No fees are associated with this administrative regulation.

(10) TIERING: Is tiering applied? Explain why or why not. Tiering is not used in this administrative regulation, as a desired result of the promulgation of this administrative regulation is uniform procedures for the administration of elections throughout all of the counties in the Commonwealth.

FISCAL IMPACT STATEMENT

31 KAR 4:020

Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 117.015(1)(a) and KRS 117.343 require and authorize the actions taken by this administrative regulation.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: This administrative regulation is expressly authorized by the creation of KRS 117.015(a), 2005 Ky. Acts ch. 91, sec. 2.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: This administrative regulation will affect the promulgating agency, the State Board of Elections.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): This administrative regulation will affect county boards of election.

(b) Estimate the following for the first year:

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): This administrative regulation will affect voters of the Commonwealth.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: The State Board of Elections expects that this administrative regulation will have little to no fiscal impact on the regulated entities, outside those expenditures already undertaken.

(b) Methodology and resources used to determine the fiscal impact: This determination of this administrative regulation's fiscal impact is made by the listed contact person and other agency staff based on their collective experience with the subject matter.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a "major economic impact", as defined by KRS 13A.010(14): The State Board of Elections does not expect that this administrative regulation will result in a "major economic impact" as the combined implementation and compliance costs of an administrative regulation are not expected no rise to at least five hundred thousand dollars (\$500,000) over any two (2) year period.

(b) The methodology and resources used to reach this conclusion: This conclusion is made by the listed contact person and other agency staff based on their collective experience with the subject matter.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The "State Board of Elections Reimbursement of Personnel Election Expenses", SBE 2000 10/2025, is the 1-page form that County Clerks use to certify that the expenses listed were incurred by their office to employ office personnel necessary to conduct elections, including the registration and purgation of voters.

SUMMARY OF CHANGES TO MATERIAL INCORPORATED BY REFERENCE

The "State Board of Elections Reimbursement of Personnel Election Expenses", SBE 2000 10/2025, is the 1-page form that County Clerks use to certify that the expenses listed were incurred by their office to employ office personnel necessary to conduct elections, including the registration and purgation of voters. The form was amended to remove the word "Certification" above the Clerk's signature and to add more space at the bottom of the form for the signature of the State Board of Elections Executive Director.

Commonwealth of Kentucky
STATE BOARD OF ELECTIONS
REIMBURSEMENT OF PERSONNEL ELECTION EXPENSES

CLERK: _____ **FILE WITH SBE BY:** _____
COUNTY: _____ **NUMBER REGISTERED VOTERS:** _____
CITY: _____ **FISCAL YEAR 20__:** _____

I hereby certify that the expenses listed below were incurred by my office to employ office personnel necessary to conduct elections, including the registration and purgation of voters in my county, and that the information contained herein is, to the best of my knowledge, true and accurate.

County Clerk
Print Name: _____ **County Clerk**
Signature: _____ **Date:** _____

➔ Signature Required by County Clerk

EMPLOYEE NAMES AND DUTIES PERFORMED	Hours Worked	Rate Per Hour	Amount
Name: _____ Duties: _____			
Name: _____ Duties: _____			
Name: _____ Duties: _____			
Name: _____ Duties: _____			
Name: _____ Duties: _____			
TOTAL THIS PAGE			
TOTAL FROM ALL CONTINUATION PAGES			
GRAND TOTAL			
USE CONTINUATION PAGES FOR ADDITIONAL NAMES AND DUTIES	For use by State Board of Elections ONLY		
	Total Eligibility Amount Approved for Payment➔		

INSTRUCTIONS TO COUNTY CLERK:

- (1) County Clerk is entitled to be reimbursed \$.____ per registered voter for personnel expenses incurred in the conduct of elections per the enacted 20__-20__ Biennial Budget for the State Board of Elections.
- (2) This Certification shall be filed with the State Board of Elections by _____, 20__. We must have an original signature on the form; therefore, we will not accept faxed copies of the completed form.
- (3) Complete the form, make a copy for your records, and submit the original form to: ➔

STATE BOARD OF ELECTIONS
140 WALNUT STREET
FRANKFORT, KY 40601

APPROVED BY:

Executive Director, State Board of Elections

Date

**Commonwealth of Kentucky
STATE BOARD OF ELECTIONS
REIMBURSEMENT OF PERSONNEL ELECTION EXPENSES**

CLERK: _____ **FILE WITH SBE BY:** _____
COUNTY: _____ **NUMBER REGISTERED VOTERS:** _____
CITY: _____ **FISCAL YEAR 20** _____ **:** _____

CERTIFICATION

I hereby certify that the expenses listed below were incurred by my office to employ office personnel necessary to conduct elections, including the registration and purgation of voters in my county, and that the information contained herein is, to the best of my knowledge, true and accurate.

County Clerk

Print Name: _____

County Clerk

Signature: _____ **Date:** _____

➔ Signature Required by County Clerk

EMPLOYEE NAMES AND DUTIES PERFORMED	Hours Worked	Rate Per Hour	Amount
Name: _____ Duties: _____			
Name: _____ Duties: _____			
Name: _____ Duties: _____			
Name: _____ Duties: _____			
Name: _____ Duties: _____			
TOTAL THIS PAGE			
TOTAL FROM ALL CONTINUATION PAGES			
GRAND TOTAL			
USE CONTINUATION PAGES FOR ADDITIONAL NAMES AND DUTIES	For use by State Board of Elections ONLY		
	Total Eligibility Amount Approved for Payment➔		

INSTRUCTIONS TO COUNTY CLERK:

- (1) County Clerk is entitled to be reimbursed \$ _____ per registered voter for personnel expenses incurred in the conduct of elections per the enacted 20____-20____ Biennial Budget for the State Board of Elections.
- (2) This Certification shall be filed with the State Board of Elections by _____, 20____. We must have an original signature on the form; therefore, we will not accept faxed copies of the completed form.
- (3) Complete the form, make a copy for your records, and submit the original form to: ➔

**STATE BOARD OF ELECTIONS
140 WALNUT STREET
FRANKFORT, KY 40601**

APPROVED BY:

Executive Director, State Board of Elections

Date