

ELECTORAL BOARD

DESCRIPTION

The General Registrar provides appropriate forms for those registering to vote, maintains the official voter registration records for Henrico County, and other duties defined in the Code of Virginia and by the State Board of Elections. The official voter registration records allow the Registrar to provide an accurate list of voters to each polling place. The Henrico County Electoral Board delegates to the General Registrar the duties of arranging and supervising the elections held in Henrico County.

OBJECTIVES

- To provide all County residents the opportunity to register to vote.
- To provide fair and honest Federal, Commonwealth, and County elections to qualified registered voters of the County of Henrico.
- To offer absentee voting to all qualified voters of the County of Henrico who request this service.
- To ensure the number of absentee voters is correctly projected, all absentee requests are reported, and all voters are issued the correct ballots.
- To provide information about the requirements, procedures, and codes governing campaign reporting.
- To educate staff and poll workers on registration and election laws as well as voting procedures and ensure all poll workers are notified of training dates before each election.
- To ensure every precinct conducts fair and impartial elections and a safe and secure voting environment is provided to each voter.
- To provide information to the public regarding the administration of elections in the County and Commonwealth.
- To provide required forms and supplies to candidates, treasurers, and committees.

FISCAL YEAR 2025 SUMMARY

Annual Fiscal Plan

Description	FY23	FY24	FY25	Change
	Actual	Original	Approved	24 to 25
Personnel	\$ 1,958,060	\$ 1,784,072	\$ 1,862,430	4.4%
Operation	904,598	642,296	689,796	7.4%
Capital	48,935	200	200	0.0%
Total	<u>\$ 2,911,593</u>	<u>\$ 2,426,568</u>	<u>\$ 2,552,426</u>	<u>5.2%</u>
Personnel Complement ⁽¹⁾	10	10	10	0

⁽¹⁾ Complement does not include one Complement IV position whose salary is set and funded by the State.

PERFORMANCE MEASURES

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>Change 24 to 25</u>
Efficiency Measures				
% of Polling Locations Meeting ADA	100%	100%	100%	-
% of Ballots Passing Public Testing	100%	100%	100%	-
% of Ballots Cast Reconciled with Voters	100%	100%	100%	-

OBJECTIVES (CONTINUED)

- To ensure the programming of ballots is designed in a timely manner to permit voters to cast and mail ballots to the Registrar's office before the voting deadline for each election.
- To ensure all required media advertisements from Virginia General Code are published.
- To ensure precinct manuals on Election Day procedures and actions are supplied to all precinct workers.
- To record all candidate filings for upcoming elections and to collect information on candidates' contributions, committees, and treasurers.
- To provide regulation advice for political advertising.

BUDGET HIGHLIGHTS

The budget for FY25 is \$2,552,426, which represents an increase of \$125,858, or 5.2%, compared to the FY24 approved budget. The \$78,358, or 4.4%, growth in the personnel component reflects a salary increase and the associated benefit adjustments. The operating portion of the budget saw an increase of \$47,500, or 7.4%, over the approved FY25 budget, primarily driven by the County's desire to provide an accurate and enjoyable voting experience for its residents. Included in the increase is funding for voter registration and absentee mailings, voting machine cages, election supply bags, new election officer manuals, truck rentals, and other costs related to voting. The capital component remains flat from the previous fiscal year.

DEPARTMENTAL HIGHLIGHTS

The mission statement of the Office of Voter Registration and Elections is: *To promote consistent administration of all elections, registration and campaign finance laws, rules and regulations.*

The Office has two primary statutory functions: voter registration and conducting elections. Additionally, the Office coordinates ballot access for local candidates and ensures that voters and citizens are appropriately informed of upcoming elections and changes in electoral procedures and laws. The Office provides year-round voter registration and community engagement activities. Using a VA State maintained database, the Virginia Elections and Registration Information System (VERIS), the Office determines the eligibility of voters, maintains the voter registration records database, certifies candidate nominating petitions, processes absentee ballot applications, and provides public information and access to electronic lists of registered voters and absentee applicants. In addition to the Western Government Center, the Office also manages two absentee voting locations for each election and five drop boxes to ensure that residents throughout the County have access to in-person registration and absentee voting services. The

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Henrico Voter Registration and Elections Office is responsible for maintaining detailed voter rolls for over 244,000 voters and in 2023, the permanent absentee list totaled over 13,000 voters.

An election resource not included in the budget is the Henrico County Student Page Program, which is supervised by the department. High school students volunteer to work on Election Day at the polling places to earn community service hours. Their duties include assisting with the opening of polls on Election Day, distributing voting guide pamphlets, operating doors for elderly and disabled voters, and other duties as assigned by the Chief Officer of Election. In 2023, 101 student pages, earning 808 hours of community service, covered 48 precincts across five magisterial districts.