

**Elections and Boundaries Department**

*Accomplishments in Financial Management*  
**1999–2003**



*J. MYRTLE PALACIO*  
*Chief Elections Officer*  
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## *Background*

The list of financial accomplishments demonstrates the result of the financial management of the Elections and Boundaries Department from July 1999 to December 2003. It shows savings of **\$1,208,583.00** to the Government of Belize through the Department from purely opportunity cost.

The figure **\$1,208,583 .00** is conservative, as it is too cumbersome to document **all** the savings. One example is savings in rental to Government of Belize during the Department's physical improvement project of 1999 and 2000 (Annual Reports 1999 and 2000). During the period 1999 to 2003, in the efforts in voter education, the Department received assistance from over 20 local experts as facilitators and presenters, free of cost. Staff members have conducted training countrywide in over 150 classrooms.

In this endeavour, I acknowledge the assistance and initiative of all staff members.

***I. MYRTLE PALACIO***  
***Chief Elections Officer***

## 1. COMPUTERIZATION

A savings of \$108,000.00 realized from the 1999/2000 budget for the 2000 municipal elections, was used to purchase computer hardware equipment including a line printer.

• Savings from discount on hardware	\$ 7,000.00
• Savings from Municipal election budget	\$108,000.00
<b>Total Savings</b>	<b>\$115,000.00</b>

## 2. ESTABLISHMENT OF A RECORDS ROOM

Funds allocated to purchase filing cabinets were used to set up secure storage for records. The Records Room presently house approximately 132,000 Record Cards stored in approximately 1200 binders and 140,000 identification cards stored in about 320 bankers boxes. There is storage space available.

• Cost of 10 new cabinets @ \$750.00 each 10 x \$750.00	\$ 7,500.00
• Amount spent to refurbish 10 old cabinets: 10 x \$95.00	\$ 950.00
<b>Savings</b>	<b>\$ 6,550.00</b>
• Cost of new cabinets to accommodate Binders and boxes <sup>1</sup> 125 @ \$750.00	\$ 93,750.00
• Amount spent on Records Room: labour & material	\$ 3,381.00
<b>Savings</b>	<b>\$ 90,369.00</b>
<b>Total Savings</b>	<b>\$ 96,919.00</b>

## 3. OFFICE ENHANCEMENT

- Labour cost: paint, floor covering etc.  
\$300.00 x 12 offices x 4 years

<b>Total Savings</b>	<b>\$14,400.00</b>
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<sup>1</sup> Approximately 12 binders to 1 cabinet

#### 4. VOTER EDUCATION/COMMUNITY OUTREACH

- Linkage with **Vital Statistics Unit in 1999 and 2000** to conduct late registration of birth at border towns in time for **2000 Municipal Elections**
  - Additional staff 4 officers x \$16,488 per annum x 6 months

**Savings** **\$32,976.00**

- Linkage with other **Government Departments**
  - **Transportation**
    - Enables Registering Officers to reach remote areas. Savings realized: mileage payments and other travel related costs 12 officers x 4 visits per month x 48 months 30 miles per month x \$1.30 per mile

**Savings** **\$89,856.00**

- Linkages with **media**
  - Department is able to capitalize on **good working relationship** with media houses countrywide to conduct **voter education** through this medium. Staff appear as guests so there is no related costs for airtime. \$40.00 per airtime x 48 months x 2 times per month x 12 officers

**Savings** **\$ 46,080.00**

**Total Savings** **\$168,912.00**

#### 5. VOTER APPRECIATION DAY

- **Facilitation**  
4 facilitators per year x 4 years x \$500.00 per facilitator

**Savings** **\$ 8,000.00**

- **Venue**  
\$150.00 rental per day x 8 offices x 4 years

**Savings** **\$ 4,800.00**

- **Prizes and miscellaneous**  
\$300.00 per office x 8 offices x 4 years

**Savings** **\$ 9,600.00**

**Total Savings** **\$ 22,400.00**

## 6. WORKSHOPS

- **National Dialogue for a Culture of Democracy**  
**Facilitation**  
4 facilitators per year x 4 workshops x \$500.00 facilitation fee

**Savings** **\$ 8,000.00**

**Venue:**  
\$250.00 rental per day x 4 years

**Savings** **\$ 1,000.00**

- **Other workshops**  
**Facilitation**  
4 facilitators per year x 4 workshops x \$500.00 facilitation fee

**Savings** **\$ 8,000.00**

**Venue**  
\$250.00 rental per day x 4 years

**Savings** **\$ 1,000.00**

**Total Savings** **\$18,000.00**

## 7. IN-HOUSE TRAINING

- **Facilitation**  
Done *pro bono* by public and private sector individuals.  
Staff also facilitates some training sessions  
6 training sessions per year x 4 years x 4  
Facilitators x \$400.00 per session

**Savings** **\$38,400.00**

## 8. PREPARATION OF PUBLICATIONS

- Brochures
- Booklets
- Newsletters

Publications are printed and copied in-house. This results in savings for these services.

### Printing:

1500 brochures x \$1.00 each x 6 sets per year x 4 years	\$36,000.00
1500 booklets per year x \$4.86 each x 4 years	\$29,160.00
100 newsletter per month x \$4.86 each x 48 months	\$23,328.00

**Savings** **\$88,488.00**

## 9. EXPANSION OF SERVICES

### Temporary Postings

From time to time temporary postings become necessary due to: resignations, illnesses, and other contingencies.

Savings is realized through payment of subsistence and other allowances versus payment of salaries.

Salary for year- round service: \$16,488.00 x 3 years x 1 officer

**Savings** **\$49,464.00**

## 10. EXTENSION OF SERVICES

San Pedro:

Salary for full time/year round: \$9552.00  
per annum x 3 years x 1 officer

**\$28,656.00**

Amount spent in salary: 2 months x 3 years x \$796.00  
per month x 1 officer

**\$ 4,776.00**

**Savings** **\$23,880.00**

## 11. DATABASE SYSTEM

- **To clean and update both manual and electronic**  
Labour and Supplies  
June 1999 to December 2002 (42 months)                      \$350,834.00  
January to November 2003    \$ 91,886.00

**Savings** **\$442,720.00**

## 12. EBC SOFTWARE

- **Through staff “know - how” with the assistance of local experts**  
Salvaging and Upgrade

**Savings** **\$90,000.00**

## 13. WEBSITE

- Through staff “know – how” with the assistance of local experts  
Design, upgrade and maintenance

**Savings** **\$40,000.00**

**Grand Total** **\$1,208,583.00**