



On approval of the Rules for Drafting and Submitting Budget Requests by Territorial Election Commissions to the Central Election Commission of the Republic of Kazakhstan for Election Campaigns

Unofficial translation

Resolution of the Central Election Commission of the Republic of Kazakhstan dated August 25, 2018 № 12/200. Registered in the Ministry of Justice of the Republic of Kazakhstan on September 24, 2018 № 17408.

Unofficial translation

In accordance with subparagraph 4) of Article 12 of the Constitutional Law of the Republic of Kazakhstan dated September 28, 1995 “On Elections in the Republic of Kazakhstan”, the Central Election Commission of the Republic of Kazakhstan hereby **RESOLVED AS FOLLOWS:**

1. That the enclosed Rules for Drafting and Submitting Budget Requests by Territorial Election Commissions to the Central Election Commission of the Republic of Kazakhstan for Election Campaigns.

2. The Organizational and Legal Support Office of the Central Election Commission of the Republic of Kazakhstan shall ensure:

1) State registration of this Resolution with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of State registration of this Resolution , send it both in the Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management "Republican Center of Legal Information" for official publication and inclusion in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this Resolution on the Internet resource of the Central Election Commission of the Republic of Kazakhstan after its official publication.

3. This Resolution shall be enforced from the date of its first official publication.

Acting Chairman

*of the Central Election Commission
of the Republic of Kazakhstan*

K. Petrov

Acting Secretary

*of the Central Election Commission
of the Republic of Kazakhstan*

B. Meldeshov

"AGREED"

Ministry of Finance
of the Republic of Kazakhstan

"AGREED"

Ministry of National Economy
of the Republic of Kazakhstan

Approved
by Resolution No. 12/200
of the Central Election
Commission of the
Republic of Kazakhstan
dated August 25, 2018

Rules

for Drafting and Submitting Budget Requests by Territorial Election Commissions to the Central Election Commission of the Republic of Kazakhstan for Election Campaigns Chapter 1. General provisions

1. These Rules for Drafting and Submitting Budget Requests by Territorial Election Commissions to the Central Election Commission of the Republic of Kazakhstan for Election Campaigns (hereinafter referred to as the Rules) are developed in accordance with subparagraph 4) of Article 12 of the Constitutional Law of the Republic of Kazakhstan dated September 28, 1995 “On Elections in the Republic of Kazakhstan” and determine the procedure for drawing up and submitting budget requests (requirement estimation) by territorial election commissions to the Central Election Commission of the Republic of Kazakhstan (hereinafter referred to as the CEC) for election campaigns.

2. The main purpose for drafting a budget request shall be the justification of the amount of costs in development of an approximate cost estimate for election campaign on the basis of quantitative and financial information on the required resource requirements.

3. The budget request (requirement estimation) shall be a set of documents for substantiating the volume of requirement for financial resources made up by each territorial election commission for election campaign.

Chapter 2. Procedure for drafting budget request

4. Budget requests (requirement estimation) shall be drafted for the following election campaigns on elections of:

The President of the Republic of Kazakhstan;

deputies of the Senate of the Parliament of the Republic of Kazakhstan;

deputies of the Mazhilis of the Parliament of the Republic of Kazakhstan, elected by party lists;

deputies of the Mazhilis of the Parliament of the Republic of Kazakhstan elected by the Assembly of the People of Kazakhstan;

deputies of the Maslikhats.

5. The budget request (calculation of the need) shall be prepared based on the calculation of the need for funds for the election campaign in the forms as per Annexes 1, 1-1, 2, 3, 4, 5, 6, 6-1, 7, 8 hereto.

Footnote. Paragraph 5 - as reworded by Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 of 12.07.2022 (shall be enforced from the date of its first official publication).

6. Each territorial election commission shall draw up a separate budget request (requirement estimation) for the relevant election campaign.

7. Budget request (requirement estimation) shall include:

- 1) requirement estimation;
- 2) explanatory note with information about upcoming election campaigns;
- 3) other necessary information requested by a higher election commission.

8. The budget request (requirement estimation) shall be signed by the Chairman and Secretary of the territorial election commission, as well as the head of the financial and economic service (hereinafter referred to as the chief accountant or the head of the financial and economic office) of the relevant Akim Administrative Office.

The budget request (requirement estimation) shall include the surname, name and patronymic (if available) (hereinafter referred to as the full name), position, office telephone of the responsible executive - secretary of the relevant territorial election commission.

9. The title page of the budget request shall be drawn up in the form according to Annex 1 "Budget Request" to these Rules.

10. Calculations of the need shall be provided for each specific economic classification of budget expenditures in the forms as per Annexes 1-1, 2, 3, 4, 5, 6, 6-1 and 7 hereto.

Footnote. Paragraph 10 - as reworded by Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 of 12.07.2022 (shall be enacted from the date of its first official publication).

10-1. Calculation of the need for specificity 142 "Purchase of Medicines and Other Medical Devices" shall cover expenditures for the acquisition of disposable and reusable medical devices in the form as per Annex 1-1 hereto.

Footnote. The Rules have been supplemented with paragraph 10-1 as per Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 dated 12.07.2022 (shall enter into force from the day of its first official publication).

11. The requirement estimation for specificity 144 "Purchase of Fuel, Oil and Lubricants" shall be made according to the requirement estimation of the territorial election commission for fuel and lubricants in the form according to Annex 2 to these Rules.

Requirement estimation shall be made in accordance with Article 69 of the Budget Code of the Republic of Kazakhstan, natural standards for providing State agencies with service

and duty vehicles, approved by Order No. 179 of the Minister of Finance of the Republic of Kazakhstan dated March 17, 2015 (registered under No. 10762 in the Register of State Registration of Regulatory Legal Acts).

The requirement estimation for lubricants for vehicles shall be made in any form.

12. The requirement estimation of the territorial election commission to determine the cost of specifics 149 “Purchase of Other Stocks” with the provision of justifying documents per unit value of goods, shall be filled in to calculate the cost of purchasing consumables according to the Requirement Estimation of the territorial election commission for the purchase of consumables in the form according Annex 3 to these Rules.

13. The requirement estimation for payment of communication services by specifics 152 “Payment of Communication Services” shall be filled in when planning activities for the purchase of telecommunications services according to the Requirement Estimation of the territorial election commission, for payment of communication services in the form according to Annex 4 to these Rules.

When calculating expenses, one should be guided by the natural standards for providing State agencies with telephone communication, approved by Order No. 179 of the Minister of Finance of the Republic of Kazakhstan dated March 17, 2015 (registered under No. 10762 in the Register of State Registration of Regulatory Legal Acts).

14. The requirement estimation for payment of transport services by specificity 153 “Payment of Transport Services” for justification of the planned costs for the upcoming election campaign with the submission of a copy of transport lease contracts for the current financial year shall be prepared according to the Requirement Estimation of the territorial election commission for payment of transport services in the form according to Annex 5 to these Rules.

15. Calculation of the need for specificity 159 “Payment for Other Services and Works” shall cover expenses for payment for works and services rendered by natural and legal persons and shall be made as per the Calculation of the Territorial Election Commission's need for payment for works and services rendered by natural and legal persons in the forms as per Annexes 6, 6-1 hereto.

This calculation shall reflect the total amount of expenditure as well as a breakdown of the main types of expenditure:

wages of employees - this line shall reflect remuneration of labour of employees engaged in rendering services and performing works (individual income tax, mandatory contributions to the unified accumulative pension fund withheld from the wages of employees shall be reflected in this line as well). While calculating labour costs, it shall be required to observe the requirements of the norms of the Constitutional Law of the Republic of Kazakhstan “On Elections in the Republic of Kazakhstan”;

social contributions to the State Social Insurance Fund;

social tax;

contributions for mandatory social health insurance to the social health insurance fund;
mandatory professional pension contributions, under the Law of the Republic of Kazakhstan “On Amendments and Additions to Certain Legislative Acts of the Republic of Kazakhstan on Pension Provision”;
domestic business trips and official travel within the country;
acquisition of other inventories;
banking services;
other services and works;
rent for the premises in the form as per Annex 6-1 hereto.

Footnote. Paragraph 15 - as reworded by Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 of 12.07.2022 (shall be enacted from the date of its first official publication).

16. The requirement estimation for specificity 169 “Other Current Expenses” shall include the costs of candidates, notary services and shall be filled in according to the Requirement Estimation of the territorial election commission for other current expenses in the form according to Annex 7 to these Rules.

17. Based on the estimations for the above Annexes, the territorial election commission shall draw up the summary requirement estimation for each type of election campaign in the form according to Annex 8 to these Rules, which indicates the total amount of costs, including the economic classification of budget expenditures. The costs for the projected period of the election campaign for each specificity of the economic classification of costs shall correspond to the total amounts specified in the requirement estimations for the specifics of the economic classification of budget expenditures.

18. The explanatory note shall be drawn up in a free form with a description of the planned costs for each election campaign. An explanatory note to the budget request shall contain:

brief description of the current situation, existing problems;
information specifying the direction of budget resources spending per each election campaign specified in paragraph 4 of these Rules.

Chapter 3. Terms and procedure for submission of budget request

19. Regional (cities of republican significance and the capital) election commissions shall provide budget requests (needs calculations) for the next planning period by 15 March of the current fiscal year, based on budget requests (needs calculations) of lower territorial election commissions entered by 15 February of the current fiscal year.

Subsequent submission of budget requests (requirement estimation) or their adjustment shall be carried out within the terms established by the CEC, taking into account the announcement or appointment of elections in accordance with the Constitutional Law of the Republic of Kazakhstan "On Elections in the Republic of Kazakhstan".

Submission of proposals for the adjustment of budget requests (requirement estimation) shall be made upon the initiative of regional (cities of republican significance and the capital) election commissions.

Footnote. Paragraph 19 as amended by Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 dated 12.07.2022 (shall become effective from the date of its first official publication).

20. Regional (cities of republican significance and the capital) election commissions shall provide a budget request (calculation of the need) with an explanatory note to the Central Election Commission of the Republic of Kazakhstan in electronic form via the electronic document management system.

Footnote. Paragraph 20 - as reworded by Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 of 12.07.2022 (shall come into effect from the date of its first official publication).

21. On the basis of the provided requirement estimations of the regional (cities of republican significance and the capital) of election commissions, the Central Election Commission shall form an approximate estimate of the cost of the election campaign.

Annex 1
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election
Commission
of the Republic of Kazakhstan
for Election Campaigns
Form

Territorial election commission

BUDGET REQUEST

for election campaign _____

(Signature of the Chairman of the territorial election commission)

(Responsible executive data)

Annex 1-1
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election Commission
of the Republic of Kazakhstan
for Election Campaigns

Calculation of expenditure on other medical items for the Territorial Election Commission _____

Footnote. The Rules have been supplemented by Annex 1-1 as per Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 dated 12.07.2022 (shall come into effect from the day of its first official publication).

Election campaign _____
 Specificity 142 “Purchase of Medicines and Other Medical Devices”

| No. s/o | Name of recipients | Average number of recipients per day (units) | Days of operation per year (days) | Medical supplies dispensing rate per 1 unit per day (KZT) | Amount of costs (thousand tenge) (column3x column4x column5)/1,000 |
|---------|--------------------|--|-----------------------------------|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Total | | | | |

Chairman of the Territorial Election Commission

(signature) (surname, name, patronymic (if any))
 Secretary of the Territorial Election Commission

(signature) (surname, name, patronymic (if any))
 Chief Accountant (head of the financial and economic service) of the relevant akimat

(signature) (surname, name, patronymic (if any))

Annex 2
 to the Rules for Drafting and
 Submitting Budget Requests by
 Territorial Election Commissions
 to the Central Election Commission
 of the Republic of Kazakhstan
 for Election Campaigns
 Form

**The Requirement Estimation of the territorial election commission _____
 _____ for fuel and lubricant materials**

(hereinafter referred to as the FLM)

Election campaign | _____ |

Specificity 144 "Purchase of fuel, oil and lubricant materials|

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

| Vehicle model | Number of official vehicles | Engine capacity, in cubic centimeters (hereinafter referred to as the - cc) | Baseline l/100 km | Monthly mileage limit | Expenditure rate of FLM per month | Price of FLM for 1 liter | Amount of FLM costs for one car per month, in thousands of tenge (gr.6 x gr.7) |
|---------------|-----------------------------|---|-------------------|-----------------------|-----------------------------------|--------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Total | | | | | | | |

Table continuation

| Amount of FLM costs for all vehicles per year, in thousands of tenge (gr. x gr.2 * 12) | Amount of costs for correction factors (tenge) | Total costs (gr.9 + gr.10) (tenge) |
|--|--|------------------------------------|
| 9 | 10 | 11 |

Chairman of the territorial election commission

(signature) (Surname name, patronymic name. (if available))

Secretary of the territorial election commission

(signature) (Surname name, patronymic name (if available))

Chief Accountant (Head of the financial and economic service) of the relevant Akimat

(signature) (Surname name, patronymic name (if available))

Annex 3
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election Commission
of the Republic of Kazakhstan
for Election Campaigns
Form

**The Requirement Estimation of the territorial election commission
_____ for purchase of consumables**

Election campaign|_____

Specificity 149 “Purchase of Other Stocks”|

| Name | Unit of measurement | Number | Average price per unit, tenge | Total value, thousand tenge (gr. 3 x gr. 4)/1000 |
|------|---------------------|--------|-------------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

| | | | | |
|---|---|--|--|--|
| Paper for printers and copiers: | | | | |
| A3, A4, A5 Format | kilogram (hereinafter referred to as the kg.) | | | |
| Rolled, perforated LBK | kg. | | | |
| for faxes | kg. | | | |
| Cartridges: | | | | |
| for laser, inkjet printers | pieces (hereinafter referred to as the pcs.) | | | |
| for copiers | pcs. | | | |
| for faxes | pcs. | | | |
| Toners: | | | | |
| for laser, inkjet printers | pcs. | | | |
| for copiers | pcs. | | | |
| for faxes | pcs. | | | |
| Purchase of other consumables for equipment | pcs. | | | |
| Total | | | | |

Chairman of the territorial election commission

(signature) (Surname name, patronymic name. (if available))

Secretary of the territorial election commission

(signature) (Surname name, patronymic name (if available))

Chief Accountant (Head of the financial and economic service) of the relevant Akimat

(signature) (Surname name, patronymic name (if available))

Annex 4
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election
Commission
of the Republic of Kazakhstan
for Election Campaigns
Form

**The Requirement Estimation of the territorial election commission
on payment of communication services**

Election campaign|_____

Specificity| 152 “Payment of Communication Services”|

| Types of communication | Unit of meas. | Number of points, channels) (unit) | Subscription fee for 1 unit per month (tenge) | Time payment for 1 unit per month (tenge) | The amount of payment once a year for using the communication channel (tenge) | Monthly average costs per unit (tenge) | Number of months | Rent payment for 1 unit per month | Monthly traffic payment | Amount of costs ((gr.4 x gr.8 + gr.5x gr.8 + gr.6 + gr.7x gr.8 + gr.9 x rp.8 + rp.10 xrp.8) x rp.3) / 1000 (thous. tenge) |
|---|---------------|------------------------------------|---|---|---|--|------------------|-----------------------------------|-------------------------|--|
| 1 | B2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 110 | 11 |
| 1 . Government call | | | | | | | | x | x | |
| 2 . Cordless phones | | | x | x | x | | | x | x | |
| 3. Data transfer by modem | | | x | x | x | | | x | x | |
| 4. Direct communication channels | M | | | x | x | | | | | |
| 5 . Switched communication channel hour | h | | | x | x | | | | | |
| 6 . Teletype | | | | | x | | | x | x | |
| 7 . Landline phone (including fax): | | | | | x | x | | | | |
| Main | p | | | | x | x | | x | x | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|--|
| Parallel | p | | | | x | x | | x | x | |
| 8 . Internal (institutional) communication | | | | x | x | | | | | |
| 9. Trunk communication (Motorola, Beacon) | | | | | | x | | | | |
| 10 . Intercity Negotiations | | | x | x | x | | | x | x | |
| 11 . Postal and telegraph costs | | x | x | x | x | | | x | x | |
| 12 . Radio | | | x | x | x | | | x | x | |
| 13 . Internet access services | M | | x | | | | | | | |
| Routers | p | | | | | | | | | |
| Port | s | | | | | | | | | |
| 14 . VPDN services | h | | | | | | | | | |
| Suffix support | m | | | | | | | | | |
| 15 . Satellite services | k | | | | | | | | | |
| Equipme nt | p | | | | | | | | | |
| 16. Other types of communication | | | | | | | | | | |
| Total | | x | x | x | x | x | x | x | x | |

Chairman of the territorial election commission

(signature) (Surname name, patronymic name. (if available))

Secretary of the territorial election commission

(signature) (Surname name, patronymic name (if available))

Chief Accountant (Head of the financial and economic service) of the relevant Akimat

(signature) (Surname name, patronymic name (if available))

Annex 5
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election
Commission
of the Republic of Kazakhstan
for Election Campaigns
Form

**The Requirement Estimation of the territorial election commission
on payment of transport services**

Election campaign | _____

Specificity 153 "Payment of Transport Services"153

| Types of transport | Quantity (units) | Cost of transport services per month (tenge) | Number of months | Total costs for the year in thousand tenge (gr.2 x gr.3 x gr.4)/1000 |
|-------------------------|------------------|--|------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| Cars | | | | |
| Buses | | | | |
| Special purpose vehicle | | | | |
| Load carrier vehicles | | | | |
| Motorbikes | | | | |
| Air transport | | | | |
| Railway transport | | | | |
| Water transport | | | | |
| Total | | | | |

Chairman of the territorial election commission

(signature) (Surname name, patronymic name. (if available))

Secretary of the territorial election commission

(signature) (Surname name, patronymic name. (if available))
Chief Accountant (Head of the financial and economic service) of the relevant Akimat

(signature) (Surname name, patronymic name. (if available))

Annex 6
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election
Commission
of the Republic of Kazakhstan
for Election Campaigns
Form

**The Requirement Estimation of the territorial election commission
_____ on payment for works and services
rendered by individuals and legal entities**

Election campaign | _____ |
Specificity 159 "Payment of Other Services and Works"

| Name | Amount of costs (thous. tenge) |
|----------------|--------------------------------|
| 1 | 2 |
| 1. Total costs | |
| Including: | |

Chairman of the territorial election commission

(signature) (Surname name, patronymic name (if available))
Secretary of the territorial election commission

(signature) (Surname name, patronymic name (if available))
Chief Accountant (Head of the financial and economic service) of the relevant Akimat

(signature) (Surname name, patronymic name (if available))

Annex 6-1
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions t
o the Central Election Commission

Calculation of rent expenses for the premises of the Territorial Election Commission _____

Footnote. The Rules have been supplemented by Annex 6-1 as per Resolution of the Central Election Commission of the Republic of Kazakhstan No. 53/522 dated 12.07.2022 (shall be enforced from the date of its first official publication).

Election campaign _____

Specificity 159 "Payment for Other Services and Works"

| Name of the premises | Rented space | Rent per 1 square metre for 1 month KZT | Rent per month column 2 x column 3 KZT | Number of months | Amount of expenses (column 4 x column 5)/ 1,000 thousand (KZT) |
|----------------------|--------------|---|--|------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Total: | | | | | |

Chairman of the Territorial Election Commission

(signature) (surname, name, patronymic (if any))

Secretary of the Territorial Election Commission

(signature) (surname, name, patronymic (if any))

Chief Accountant (head of the financial and economic service) of the relevant akimat

(signature) (surname, name, patronymic (if any))

Annex 7
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election Commission
of the Republic of Kazakhstan
for Election Campaigns
Form

**The Requirement Estimation of the territorial election commission
_____ other current expenses**

Election campaign _____

Specificity 169 "Other Current Expenses"

| Name of costs | Unit of measurement | Number of services | Payment amount | Total costs in (thousand tenge) |
|---------------------------------|---------------------|--------------------|----------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1. Candidates costs, including: | | | | |
| 2. Notary Services | | | | |
| Total | | | | |

Chairman of the territorial election commission

(signature) (Surname name, patronymic name (if available))

Secretary of the territorial election commission

(signature) (Surname name, patronymic name (if available))

Chief Accountant (Head of the financial and economic service) of the relevant Akimat

(signature) (Surname name, patronymic name (if available))

Annex 8
to the Rules for Drafting and
Submitting Budget Requests by
Territorial Election Commissions
to the Central Election
Commission
of the Republic of Kazakhstan
for Election Campaigns
Form

Consolidated requirement estimation of the territorial election commission on election campaign

| Name | Report for ____ year | | Revised plan | Plan for the planning period | | |
|---------------------------------|----------------------|--------------|--------------|------------------------------|----------|----------|
| | Cash register costs | Actual costs | | ____year | ____year | ____year |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. Total costs (thousand tenge) | | | | | | |
| including the specificity of | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| economic classification of costs | | | | | | |
| | | | | | | |
| | | | | | | |

Chairman of the territorial election commission

(signature) (Surname name, patronymic name (if available))

Secretary of the territorial election commission

(signature) (Surname name, patronymic name (if available))

Chief Accountant (Head of the financial and economic service) of the relevant Akimat

(signature) (Surname name, patronymic name (if available))