

Agreed with:

Chairman of Central Bank
of the Republic of Azerbaijan

_____ E.S.RUSTAMOV

Approved by Decision 6/40 dated on 18 June
2013 of Central Election Commission of the
Republic of Azerbaijan.

Chairman of Central Election Commission

_____ M.M.PANAHOV

I N S T R U C T I O N

on the rules for the distribution of financial funds allocated by the State budget among election commissions for the preparation and conduct of Presidential Elections of the Republic of Azerbaijan, control on the usage of the mentioned funds on determination

The Instruction defines the rules for financing preparation and conduct of Presidential elections in the Republic of Azerbaijan by state budget, for election commissions to give orders on the funding allocated to this end and submission of reports on the usage of funding.

1. General provisions

1.1. Distribution of the funding among election commissions and control on using this funding allocated by state budget for the preparation and conduct of Presidential Elections of the Republic of Azerbaijan (hereafter referred to as - elections) shall be regulated by Articles 89, 96, 97 of Election Code of the Republic of Azerbaijan (hereafter referred to as – Election Code) and this Instruction.

1.2. Expenses of the preparation and conduct of elections provide the activity of election commissions in term of their office shall be realized by the State budget.

1.3. Expenditure of funding on purpose shall be supervised by control-inspection service of the relevant election commission in a manner defined by legislation.

1.4. Registration of the budget fund allocated for the preparation and conduct of elections is conducted by election commissions.

2. Distribution of funding among election commissions

2.1. Funding allocated for the preparation and conduct of elections and ensuring activity of election commissions during their term of office shall be transferred by state budget to bank account of Central Election Commission of the Republic of Azerbaijan (hereafter referred to as – CEC).

2.2. Money entered the Central Election Commission shall be transferred to the Constituency Election Commissions (Con.ECs) at latest 45 days prior to the voting day, in their turn, they distribute these funds

among Precinct Election Commissions at latest 10 days prior to the voting day.

2.3. Finances shall be divided among election commissions by considering administrative, demographic and social-economic indicators, geographical location and climate of every territory covered by them.

2.4. Chairmen of election commissions are managers of the fund allocated for the relevant election commissions.

2.5. Chairmen of relevant election commission are managers of the fund allocated for the relevant election commissions and they carry responsibility for conducting of discussions on the commissions' session regarding distribution of financial funds allocated by the state budget among election commissions for the preparation and conduct of elections, the compatibility of financial documents with decisions by election commissions, submission of financial reports on expenses in the case and time defined by Election Code.

2.6. State money assets not spent by election commissions shall be transferred from the account of the Con.ECs and Precinct Election Commissions (PECs) to the account of the Central Election Commission at latest within 60 days and is preserved in its account. Transactions on these funds shall be implemented by meeting requirements of Article 19.5 of the Law "On the Budget System of the Republic of Azerbaijan".

3. Preparation and submission of finance accounting and financial reports (information)

3.1. Registration of the budget fund allocated to Con.ECs and PECs for the preparation and conduct of elections shall be conducted separately by the Central Election Commission pursuant to forms of financial report.

3.2. Registration of the expenses implemented pursuant to the reports of Con.ECs and PECs approved related to elections shall be conducted on each Article on expenses.

3.3. Financial reports of the Central Election Commission, Con.ECs and PECs shall be compiled pursuant to report form # 2 on expenses reports of organizations approved by Order I-62 dated on 15 July 1998 of the Ministry of Finance of the Republic of Azerbaijan.

3.4. PECs submit financial report on the money entrance and expenditure allocated from the State budget to the Con.ECs pursuant to Appendix # 1 made to this Instruction within 5 days after the Voting Day. The report shall be approved by the Chairman of the PEC after discussing it on the commission's session.

3.5. Con.ECs submit financial report on the money entrance and expenditure allocated from the State budget to the Central Election Commission pursuant to Appendix # 1 made to this Instruction within 10 days after the Voting Day. The report shall be approved by the Chairman of the Con.EC after discussing it on the commission's session.

3.6. Within 10 days since the day of the official publication of the election results the Con.EC shall submit the review reports of PECs and reports of Con.ECs pursuant to Appendix # 1 made to this Instruction to the Central Election Commission after being approved by the Chairman of the commission and head of the local Treasury Office.

3.7. The Central Election Commission provides President of the Republic of Azerbaijan, Milli Majlis of the Republic of Azerbaijan, as well as mass media with the information on the usage of budget funds and expenditure of the funds in the election accounts of the candidates, registered candidates within 3 months after the day of official publication of general electoral results. Within a month since the day of providing President of the Republic of Azerbaijan and Milli Majlis of the Republic of Azerbaijan, they should be published in official press of the Central Election Commission.

4. Final provisions

4.1. Since the enforcement of this Instruction, "Instruction on the rules for the distribution of finances allocated for the preparation and conduct of Presidential Elections of the Republic of Azerbaijan among election commissions and supervising usage of the stated finances on purpose", approved with the Decision # 6/23-9 dated July 4, 2008 of the Central Election Commission, shall be considered invalid.