

Agreed with:

Approved by Decision 6/40 dated on 18 June  
2013 and amended by Decision  
#2/8, dated 27 May 2022  
of Central Election Commission  
of the Republic of Azerbaijan

Chairman of Central Bank  
of the Republic of Azerbaijan

E.S.RUSTAMOV

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 funds on destination**

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 and 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 35 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 commissions shall carry liability for 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 funding 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 the Decision No 440 dated October 11, 2018 of the Cabinet of Ministers of the Republic of Azerbaijan "On the approval of the unified budget classification of the Republic of Azerbaijan "(Appendix # 1 made to this Instruction).

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.

**FINANCIAL REPORT**

on expenses of election commissions

*(The Central Election Commission, Con.EC, PEC)*

for conducting of Presidential Elections of the Republic of Azerbaijan

(In manats)

1	Economic classification of expenses 2	Approved in accordance with report 3	Financed 4	Actual expenditure 5	Remainder 6
	<b>Sum of expenses:</b>				
	including:				
<b>210000</b>	Fund for salary payment				
<b>211000</b>	<b>Salary</b>				
211100	Salary of staff employees				
211200	Salary of employees who are not members of staff				
211900	Expenses regarding other works				
<b>212000</b>	<b>Bonus to salary</b>				
212100	Allocation for State Social Protection Fund				
<b>212200</b>	<b>Compulsory state insurance</b>				
<b>212400</b>	<b>Unemployment insurance</b>				
220000	Payment for (goods and services)				
<b>221000</b>	<b>Office and logistics spending</b>				
221200	Expenses on printing products				
<b>221300</b>	<b>Purchase of fuel and lubricants</b>				
221900	Purchase of other goods				
222000	Purchase of work and services				
<b>222200</b>	<b>Payment of utilities</b>				
222210	Payment of electrical energy expense				
222220	Payment of gas				
222230	Expenses regarding water fees				
222240	Payment of sewage service bill				
222250	Payment of heat energy bill				
222290	Expenses regarding other communal services				
222300	Payment of communication services bill				
222310	Payment of telephone charges				
222311	Payment of domestic call charges				
<b>222500</b>	<b>Travel expenses</b>				
222510	Domestic business trips				
222600	Payment of services on transport vehicles, production car, equipment and devices				

222900	Payment of other work and service expenses			
222940	Expenses of bank and plastic card			
222941	Expences of bank services bill			
222942	The value of plastic cards and other payments			

Chairman of  
Relevant Election Commission: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(initial and surname)