

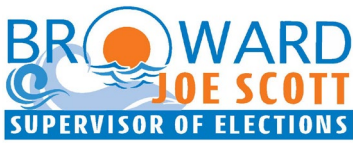
### Attachment A

#### *Implementation and Testing:*

- With the assistance of our Information Technology Department, the necessary program was installed on the Finance Department's computers by the banking institution. This program allowed for the conversion of the payroll data to the specific format required for uploading to the banking institution's system (funds transfer .txt file).
- A series of testing was conducted to verify the program was functioning appropriately. Testing also included understanding of the naming convention, formatting requirements, and establishing the timeframe for recipient receipt of funds.
- A few weeks prior to Election Day, the Election Day Operations Department provided data to the Finance Department to perform a penny test. Data required for funds transfer includes the name of each recipient, the amount, and the respective Zelle information (cell phone or email address).
- Data received was entered into the banking institution's program, a specifically formatted report was generated and uploaded to the banking institution's system to initiate funds transfer. A penny was sent to each recipient via Zelle, to determine the validity of each account. Recipients reported whether the penny was received.
- Twenty-four hours following the funds transfer, a report was downloaded from the banking institution detailing the status of each transaction. Any discrepancies noted were resolved immediately.

#### *Payroll Processing:*

- By noon following Election Day, the Election Day Operations Department provided completed templates to the Finance Department with all the required Zelle information. At this point, reconciliations were conducted to determine who should be paid, for which positions, and for what amounts. [See Attachment B](#)
- The Finance Department immediately performed quality control procedures on the data received. These procedures check the validity of the data provided and ensure it is formatted appropriately for processing via our payroll company. The payroll company's system has specific data and formatting requirements.
- The Finance Department processed the payroll via the payroll company, at which time applicable taxes were calculated. This process reported the transactions to the necessary reporting entities (i.e., Internal Revenue Service), as well as maintained and documented them for W-2 purposes. Note: no disbursements were performed. Payroll registers/reports were generated.
- Data from the payroll company's registers/reports was sent to the banking institution's program, and the funds transfer file was created. This file consisted of all the required data needed to process the funds transfer. The file also included an assigned number for each transaction, generated by the program.
- The funds transfer file was uploaded to the banking institution's system, which initiated the request for funds transfer. Within ten minutes, poll workers were reporting receipt of their pay in their bank accounts.
- Within one week of funds transfer, pay stubs generated by the payroll company's system were mailed to each recipient.



**Attachment B**

Completed template received from Election Day Operations Department for processing payroll. Zelle requires name, amount, and cell phone or email address. Other data is required for processing payroll via the payroll company.

| Pw_Soc_Sec_num | Last_Name | First_Name | Address          | City            | State | Zip_Code | Gender | Birth_Day | Precinct | Total_Wages | PW | Email  | Cell Phone. |
|----------------|-----------|------------|------------------|-----------------|-------|----------|--------|-----------|----------|-------------|----|--|-------------|
| XXX-XX-XXXX    | Strange   | Steven     | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00A012   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Richards  | Reed       | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00F008   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Storm     | Johny      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00A001   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Banner    | Bruce      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | M      | 5/24/1991 | 00W015   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Roger     | Steve      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | M      | 5/24/1991 | 00A007   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Starke    | Tony       | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00A004   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Bobby     | Ricky      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | M      | 5/24/1991 | 00F005   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Summers   | Scott      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00F002   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Wayne     | Bruce      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00W003   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Romo      | Natasha    | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00W018   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Pim       | Henry      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00F001   | 230.00      | A  | <a href="mailto:rjuman@browardvotes.gov">rjuman@browardvotes.gov</a> |             |
| XXX-XX-XXXX    | Ordanson  | Thor       | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00A008   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Gray      | Gene       | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00W002   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Xavier    | Charles    | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00W007   | 230.00      | A  |  | 9543578683  |
| XXX-XX-XXXX    | Maximoff  | Wanda      | 115 S Andrew Ave | Fort Lauderdale | FL    | 33301    | F      | 5/24/1991 | 00W005   | 230.00      | A  |  | 9543578683  |