ANNEX

 to the Resolution of the Central Election Commission

 of the Republic of Uzbekistan

dated August 30, 2022, №1186

**INSTRUCTION**

 **on the Procedure for Financing the Preparation and Holding of the Referendum of the Republic of Uzbekistan, as well as the Use of Funds**

**Chapter 1 General provisions**

1. This Instruction has been developed in accordance with the Budget Code of the Republic of Uzbekistan, the Law of the Republic of Uzbekistan "On Referendum of the Republic of Uzbekistan" and shall define the procedure for financing the costs associated with the preparation and holding of the referendum of the Republic of Uzbekistan, as well as the use of funds.

2. This Instruction shall be binding for the Central Election Commission of the Republic of Uzbekistan (hereinafter referred to as the CEC), District and Precinct Referendum Commissions, and national regulatory and administrative authorities.

3. Financing of all costs associated with the preparation and holding of the referendum shall be covered by the State Budget of the Republic of Uzbekistan (hereinafter referred to as the State Budget).

4. Financing of the referendum and other material support of citizens' action groups using the funds of foreign states, their natural and legal persons, and international organizations shall be prohibited.

5. Should the funds or material support mentioned in paragraph 4 of this Instruction be received, they must be returned to the subject of the donation within one month from the date of their receipt, and if it is impossible to return them, they must be credited to the income of the State Budget in the prescribed manner.

6. Public associations, enterprises, institutions, organizations, and citizens may voluntarily donate their funds for the referendum. Such funds shall be accepted by the CEC for use in the preparation and holding of the referendum.

**Chapter 2: Planning the Costs of Preparing and Holding a Referendum**

7. Financing the costs associated with the preparation and holding of the referendum shall be performed in accordance with the approved cost estimate.

8. The CEC together with the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats shall make a cost estimate of the District Referendum Commissions attaching the projected distribution by Precinct Referendum Commissions by districts (cities). At the same time, the power for first signature on financial documents shall belong to the Chairperson of the District Referendum Commissions, the power to countersign - to the Chief Accountant of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats.

9. The CEC shall approve the consolidated cost estimate for the preparation and holding of the referendum and submit it for registration to the Ministry of Finance of the Republic of Uzbekistan (hereinafter referred to as the Ministry of Finance).

 10. The Ministry of Finance shall, within ten days, register the consolidated cost estimate for the preparation and holding of the referendum.

**Chapter 3: Costs incurred in preparing and holding the referendum**

**§ 1: Financing the activities of Referendum Commissions**

11. Expenditures of the CEC shall incur from its personal treasury account.

12. Payments for expenses of the District Referendum Commissions shall be made based on the remittance orders of the Chairperson of the relevant District Referendum Commission and Chief Accountants of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent сity submitted to the territorial divisions of the Treasury, which serve them.

In this case, the District Referendum Commissions shall submit samples of the first signature (Chairperson of the Commission) and the counter signature (chief accountants of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats, respectively) to the relevant territorial division of the Treasury, as well as a copy of the decision on the Commission composition.

13. The financing of the activities of District and Precinct Commissions for holding the referendum shall be performed through specially opened personal treasury settlement accounts of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats, respectively.

**§ 2. Implementation of public procurement for the preparation and holding of the referendum**

14. Public procurement of goods (works, services) required for the preparation and holding of the referendum shall be conducted in accordance with applicable law.

15. Contracts signed by the Referendum Commissions using the funds allocated for the preparation and holding of the referendum shall come into force after their mandatory registration by the relevant Treasury units.

16. Registration of contracts signed by the Referendum Commissions and cost incurrence shall be carried out in accordance with the procedure established by the budget legislation.

**§ 3. Remuneration of District and Precinct Referendum Commissions during the preparation and holding of the referendum**

17. The Chairperson, Deputy Chairperson, Secretary, or another Commission member may be released from his/her work or official duties by decision of the District and Precinct Referendum Commissions for the period of preparation and holding of the referendum with retention of the average monthly wage.

18. The Chairperson, Deputy Chairperson, Secretary, or other District and Precinct Referendum Commissions members shall be paid a lump-sum compensation (to cover transportation, food, and other expenses) from the budget funds allocated for the preparation and holding of the referendum. The payment shall be as follows:

Chairperson of the District Referendum Commission - 2 minimum wages;

Deputy Chairperson and Secretary of the District Referendum Commission - 1,5 minimum wage;

Other members of the District Referendum Commission - 1 minimum wage;

Chairperson of the Precinct Referendum Commission - 1,2 minimum wages;

Deputy Chairperson and Secretary of the Precinct Referendum Commission - 1 minimum wage;

Other members of the Precinct Referendum Commission - 0,7 of the minimum wage.

19. These payments shall be made according to the list as per the form given in Annex 1 to this Instruction approved by the Chairpersons of the District Referendum Commissions with the signing powers and chief accountants of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats.

20. Compensation payments shall be made in full three days before the day of the referendum.

21. Chairpersons of the District and Precinct Referendum Commissions shall submit to the accounting department of the relevant khokimiyat reasonable and supporting documents (copies of the commission decision, passport, TIN, individual pension savings account, plastic card data, telephone number, etc.) related to the payment of compensation to the Commission members.

22. Compensations paid to the District Referendum Commission members shall be made by the accounting departments of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats, respectively, to the Chairperson of the District Commission based on the power of attorney with the condition of reporting and shall be distributed to the commission members upon the payroll or transferred to the bank plastic cards following the request of the commission member.

Compensations paid to the Precinct Referendum Commission members shall be distributed by the accounting departments of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats, involving the accounting departments of districts and cities to the Chairperson of the Precinct Commission under a power of attorney, subject to reporting and distributed to the Commission members under payroll or transferred to the bank plastic cards according to the request of a Commission member.

23. Specialists and experts may be involved in the Referendum Commission to perform the work of preparing and holding the referendum (accounting and reporting, training of Commission members and candidate members, setting up press centers, translation, etc.).

Their remuneration of labor shall be paid in accordance with existing regulations by virtue of civil-law contracts signed by the Chairperson of the Referendum Commission and the specialists and experts involved, within the funds specified in the cost estimate.

**Chapter 4. Accounting of tangible assets in the referendum process**

24. The commodities and material assets delivered by the CEC shall be taken onto the books of the corresponding district or city khokimiyat according to the delivery and acceptance certificate on the terms of gratuitous payment.

25. The district or city khokimiyat shall issue an asset identification number for the accepted commodities and material assets and determine the inventory custodian.

26. The inventory custodian shall transfer the commodities and material assets to the Chairperson of the Precinct Commission established on the corresponding territory based on the delivery and acceptance certificates for distribution using the pro-forma provided in Annex 2 to this Instruction.

27. After the announcement of the referendum results, the Chairperson of the Precinct Commission shall transfer the commodities and material assets to the inventory custodian responsible for the commodities and material assets in the district or city on the basis of the delivery and acceptance certificate for distribution using the pro-forma provided in Annex 3 to this Instruction.

28. Lists of accepted commodities and material assets and inventory custodians shall be compiled by districts and cities and shall be submitted to the CEC by the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats not later than thirty days after publication of the referendum results using the pro-forma provided in Annex No. 4 to this Instruction.

29. District and city khokimiyats shall be responsible for providing storage facilities for the proper storage of equipment (State Flag, State Emblem, ballot boxes, booths for secret voting, inside and outside flagpoles) in one place.

30. The equipment used at the referendum precincts located in remote and hard-to-reach areas can be stored in one place in good condition in the places (storage facilities) specified by khokimiyats of districts (cities) under the control of the inventory custodian.

**Chapter 5. Accounting and Reporting**

31. The incoming funds allocated for the preparation and holding of the referendum shall be accounted for under the appropriate budget classification codes.

32. The CEC and District and Precinct Referendum Commissions shall maintain budget accounting of funds allocated for the preparation and holding of the referendum, in accordance with the established procedure using the “UzASBO” software.

33. The balances of funds not used during the preparation and holding of the referendum shall be returned within fifteen days after the publication of the referendum results by the District Referendum Commissions to the personal treasury account of the CEC. These funds shall be collected and returned to the state budget within three business days.

34. Reports on the flow of funds financed and used after the announcement of the referendum results shall be sent:

a) by the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats - to the Ministry of Finance of the Republic of Karakalpakstan, relevant main financial departments of regions and Tashkent city and to the CEC - not later than twenty days in accordance with Annex No. 5 to this Instruction;

b) by the Ministry of Finance of the Republic of Karakalpakstan, the main departments of finance of regions and Tashkent city - to the Ministry of Finance of the Republic of Uzbekistan within twenty-five days in accordance with Annexes № 5 - 6 to this Instruction;

с) CEC, not later than one month, shall submit summary reporting information to the Ministry of Finance of the Republic of Uzbekistan using the pro-forma provided in Annex No. 5 to this Instruction.

35. The Chairpersons of the District Referendum Commissions, the Council of Ministers of the Republic of Karakalpakstan, and regional and Tashkent city khokimiyats shall be responsible for the designated use of funds and timely submission of reports on them.

**Chapter 6. Final Provisions**

36. Responsible for the designated and legitimate use of funds allocated from the State budget for the preparation and holding of the referendum shall be the Chief Accountant of the CEC, Chairpersons of the relevant District and Precinct Referendum Commissions, responsible officials of the Council of Ministers of the Republic of Karakalpakstan, regional and Tashkent city khokimiyats.

37. Control over the designated use of funds allocated from the Republican budget of the Republic of Uzbekistan for the preparation and holding of the referendum shall be exercised by the Department of State Financial Control of the Ministry of Finance of the Republic of Uzbekistan and its territorial offices.

38. This Instruction is coordinated with the Ministry of Finance of the Republic of Uzbekistan.

ANNEX No.1

to the Instruction on the Procedure for Financing the

 Preparation and Holding of the Referendum of the

 Republic of Uzbekistan, as well as the Use of Funds

STATEMENT on compensation payments to members of the District and Precinct Referendum Commissions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Full name** | **Position in the Commission** | **Compensation amount** | **Employee's personal information** |
| **Passport series, number** | **TIN** | **IPSA** | **Telephone number**  |
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**Manager FULL NAME**

**Chief Accountant FULL NAME**

ANNEX No.2

to the Instruction on the Procedure for Financing the

 Preparation and Holding of the Referendum of the

 Republic of Uzbekistan, as well as the Use of Funds

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| **CERTIFICATE** |
|  | «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_  |
| The following equipment and inventories available on the balance sheet of khokimiyat of the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (district and city) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (RoK, regions and Tashkent city) are handed over by the inventory custodian of khokimiyat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) under accountability for assets of the Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) of the Precinct Referendum Commission No. \_ for the use during the referendum of the Republic of Uzbekistan: |
| **№** | **Name of commodities and material assets** | **Unit** | **Quantity** | **Year of manufacture** | **Remarks** |
| 1. | State flag of Uzbekistan (inside) | pcs |  |  |  |
| 2. | State flag of Uzbekistan ( outside) | pcs |  |  |  |
| 3. | National emblem of Uzbekistan | pcs |  |  |  |
| 4. | Ballot box (large) | pcs |  |  |  |
| 5. | Ballot box (small) | pcs |  |  |  |
| 6. | Ballot box (mobile) | pcs |  |  |  |
| 7. | Booth for secret ballot (two-piece) | pcs |  |  |  |
| 8. | Booth for secret ballot (3-piece) | pcs |  |  |  |
| 9 | Booth for secret ballot (4-piece) | pcs |  |  |  |
| 10. | Flagpole ( inside) | pcs |  |  |  |
| 11. | Flagpole ( outside) | pcs |  |  |  |
| 12. | Mobile booth | pcs |  |  |  |
| 13. | Stamp (round rubber) | pcs |  |  |  |
| **Note:** The State flag of the Republic of Karakalpakstan and the National Emblem of Karakalpakstan shall be inscribed on the act filled in on the territory of the Republic of Karakalpakstan. |
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| **Delivering Party:** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Head of the organizational and personnel group of the district or city khokimiyat** **\_\_\_\_\_\_\_\_\_***(signature)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(full name)* |
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| **Inventory custodian of the district or city khokimiyat:****\_\_\_\_\_***(signature)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(full name)* |
| **Accepting Party:** |
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| **Chairperson of the Precinct Referendum Commission No.\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_ *(signature)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(full name)* |

ANNEX No.3

to the Instruction on the Procedure for Financing the

 Preparation and Holding of the Referendum of the

 Republic of Uzbekistan, as well as the Use of Funds

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| **CERTIFICATE** |
| «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_  |
| Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) of the Precinct Referendum Commission № \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (district and city) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of (RoK, regions and Tashkent city) hands back to the inventory custodian of the khokimiyat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) the following equipment and inventories taken for the use in the referendum: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Name of commodities and material assets** | **Unit** | **Quantity** | **Year of manufacture** | **Remarks** |
| 1. | State flag of Uzbekistan (inside) | pcs |  |  |  |
| 2. | State flag of Uzbekistan ( outside) | pcs |  |  |  |
| 3. | National emblem of Uzbekistan | pcs |  |  |  |
| 4. | Ballot box (large) | pcs |  |  |  |
| 5. | Ballot box (small) | pcs |  |  |  |
| 6. | Ballot box (mobile) | pcs |  |  |  |
| 7. | Booth for secret ballot (two-piece) | pcs |  |  |  |
| 8. | Booth for secret ballot (3-piece) | pcs |  |  |  |
| 9 | Booth for secret ballot (4-piece) | pcs |  |  |  |
| 10. | Flagpole ( inside) | pcs |  |  |  |
| 11. | Flagpole ( outside) | pcs |  |  |  |
| 12. | Mobile booth | pcs |  |  |  |
| 13. | Stamp (round rubber) | pcs |  |  |  |
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| **Note:** The State flag of the Republic of Karakalpakstan and the National Emblem of Karakalpakstan shall be inscribed on the act filled in on the territory of the Republic of Karakalpakstan. |
| **Delivering party:** |
| **Chairperson of the Precinct Referendum Commission No.\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_ *(signature)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(full name)* **\_\_\_\_\_\_\_\_\_** |
| **Accepting party сторона:** |
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| **Head of the organizational and personnel group of the district or city khokimiyat** **\_\_\_\_\_\_\_\_\_***(signature)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(full name)* |
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| **Inventory custodian of the district or city khokimiyat:****\_\_\_\_\_***(signature)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(full name)* |
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 ANNEX No.4

 to the Instruction on the Procedure for Financing the

 Preparation and Holding of the Referendum of the

 Republic of Uzbekistan, as well as the Use of Funds

**REPORT**

**on the stored equipment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ region**

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| --- | --- | --- | --- | --- | --- | --- |
| **№** | **Name of district\*** | **National Emblem of the Republic of Uzbekistan** | **State flag of the Republic of Uzbekistan** | **Booths for secret ballot** | **Ballot boxes** | **Flagpoles** |
| **2-piece** | **3-piece** | **2-piece** | **mobile booths** | **Stationary ballot boxes** | **mobile ballot boxes** | **inside** | **outside** |
| **large 100 cm** | **small****60 cm** | **large****80 cm (2021)** |
| 1. |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2. |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3. |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4. |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Total:** |  |  |  |  |  |  |  |  |  |  |  |  |

\*The districts shall be accompanied by information about the location for storing the equipment, the holder of the books, and responsible persons.

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|  Khokim of the region | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (signature)Stamp | (full name) |
| Head of the organizational and personnel group of the district or city khokimiyat | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (signature) | (full name) |

 ANNEX No.5

to the Instruction on the Procedure for Financing the

 Preparation and Holding of the Referendum of the

 Republic of Uzbekistan, as well as the Use of Funds

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| **REPORT on the execution of the cost estimate****as of****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_** |
|  | Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department \_\_\_\_\_\_\_ Sub-department\_\_\_\_\_\_\_ Head \_\_\_\_\_Reporting period: annual (January 1), quarterly (April 1, July 1, October 1)Budget type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |  |  |  |  |  |  |  |
| **Category** | **Item and sub-item** | **Element** | **Name of expenditures** | **Row code** | **Approved (identified) plan** | **Funded in the reporting period** | **Cash expenditures – in total** | **Actual expenditures****- in total** |
| А | Б | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **All expenditures** |  |  |  |  |  |
| Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Chief Accountant | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (signature) |  |  | (signature) |
|  |  |  |  |  |
| Stamp |  | \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ |

 ANNEX No.6

to the Instruction on the Procedure for Financing the

 Preparation and Holding of the Referendum of the

 Republic of Uzbekistan, as well as the Use of Funds

**REPORT on expenditures made using the state budget funds by the District (Precinct) Referendum Commissions**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Republic of Karakalpakstan, region, Tashkent city, administrative district, city, voting district)**

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| thousands soums |
| **No.** | **Name of district and city khokimiyats** | **Expenditures on the identified estimate** | **Funded** | **Cash expenditures** | **Actual expenditures** | **Funds returned to the budget** |
| **1st group** | **2nd group** | **4th group** | **1st group** | **2nd group** | **4th group** | **1st group** | **2nd group** | **4th group** | **1st group** | **2nd group** | **4th group** | **1st group** | **2nd group** | **4th group** |
| **Payroll costs** | **including compensation** | **Payroll costs**  | **Other expenditures** | **Payroll costs**  | **including compensation** | **Payroll costs**  | **Other expenditures** | **Payroll costs**  | **including compensation** | **Payroll costs**  | **Other expenditures** | **Payroll costs**  | **including compensation** | **Payroll costs**  | **Other expenditures** | **Payroll costs**  | **including compensation** | **Payroll costs**  | **Other expenditures** |
|  | Total for the area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Distributed by district and city, respectively |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Heads of financial authorities (or Chairperson of the District Referendum Commission)** |  | **Full name** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Chief Accountant** |  |  |  |  |  |  |  |  | **Full name** | e |  |  | **.** |  |  |  |