Post-Election Audits

MAMC Summer Conference 2022

Presentation by:

Michael Grix

Chief Election Clerk, Macomb County

What is a post election audit?

It's a learning opportunity!

This is a legitimate opportunity to get some real-time feedback. We all know that there are alot of changes in elections...procedural, legal, legislative, holdover processes from your predecessor, clerks retiring, new clerks being elected, etc.

And even if you already know everything there is to know, this can be an opportunity to learn what areas you need to focus on during your election inspector trainings and/or receiving board trainings.

"The goal of the post-election audit process is to enhance election administrators' understanding of required elections procedures and practices and ensure the accuracy of the voting system and tabulation process." - Michigan Post-Election Audit Manual

What is a post election audit?

More specifically....it's exactly what it sounds like: An audit of the election conducted after the election takes place.

Two types in Michigan:

- 1) Procedural audit, which we've been conducting since 2013. Procedural Audits are a precinct-level review of the procedures used by local clerks and election inspectors to run elections and a tally of the votes cast in that precinct.
- 2) And a Risk-Limiting Audit, which started pilot programs in 2018, and conducted statewide following March 2020, November 2020, and some November 2021 elections. A statistical audit of an election, whereby a random sampling of ballots are pulled and reviewed to see if the sampled results are appropriately reflective of the overall certified results.

The number of ballots pulled is determined by the margin of victory and the desired "Risk Limit." The higher the risk limit (50%, 75%, 90%, 95%, 99%, etc.), the more ballots that must be pulled. A mathematical program calculates the most efficient (minimum) number of ballots that must be pulled, according to the race's specific circumstances, and then also calculates results of the sampling and compares them to the certified results.

It's a mathematical way to get a similarly high level of confidence, without the work, expense, and time of a full statewide recount.

RLAs are not new, but have gained more attention over the last few years. According to a write-up from the National Conference of State Legislatures in 2021, 15 states use some form of RLAs (statutory, optional, or pilot program).

Who conducts a post election audit?

County and state officials perform the procedural audits.

Mathematical portions of Risk Limiting Audits are run under the direction of the Secretary of State, with County and Local Clerks performing the various tasks to gather the ballots and data, as necessary.

When are post election audits conducted?

Conducted within 30 days of Canvass completion, unless a recount has been filed.

Typically conducted about 4-6 weeks after an election.

Where are post election audits conducted?

Counties have discretion over the location.

Often conducted at local clerk's office for convenience.

Can also be done at county offices, with local clerks delivering the necessary materials.

Why are post election audits conducted?

They are legally required, but also beneficial.

- 1) Benefit to election officials: so we can review election procedures and election ballots to ensure that everything was done properly. And if it's not, to address it for the future. It's a learning opportunity!
- 2) Benefit to the public: so they can have confidence that our elections are being run properly and accurately.

Legal history of post election audits

Post election audits were written into Michigan Election Law in 2012

Proposal 18-3 (Constitutional Amendment) – The right to have the results of statewide elections audited, in such a manner as prescribed by law, to ensure the accuracy and integrity of elections.

MCL 168.31a says, in part:

"The secretary of state shall prescribe the procedures for election audits that include reviewing the documents, ballots, and procedures used during an election as required in section 4 of article II of the state constitution of 1963."

"The secretary of state and county clerks shall conduct election audits, including statewide election audits, as set forth in the prescribed procedures."

"An audit conducted under this section is not a recount and does not change any certified election results."

How do I, as a local clerk, prepare for a post-election audit?

If your precinct is selected for an audit, the County will notify you when and where the audit will be conducted.

The best way to prepare is to do your own audit as you're getting out the required information for the County. Checklists and audit manuals are available on the state's website. These are the same checklists and manuals that counties use when performing an audit. Side note: manuals include MCLs where applicable.

So while you can simply get out the necessary materials, I encourage you do your own audit. **Note: DO NOT break any seals!**

Doing your own audit not only prepares you for the county audit, but it lets you audit the county. We should be finding everything that you find, and vice versa.

There are a number of sections in the procedural post-election audit, so we'll go through them one at a time...

Post-Election Audit Printable V	Vorksheet	Descinat	Audit Date	
CountyJurisdiction		Precinct		
NOTE: All discrepancies should be explained on the reverse side of this checklist. Pre-Election Requirements: Notices: Notice of Registration	oting System & Test est Deck Sealed: eal # Recorded: est Deck & T&S Certif latch:	□Yes □No □Yes □No ication Seal # □Yes □No	Voter Assist Termin Test Certification For Tested before Election Tested on Election: Number of voters:	rm: □Yes □No
Election Public Accuracy Test Weekend Hours in QVF Election Inspectors: Appointed by Election Commission At least 1 R & 1 D Apps available Proof of Training Proof sent to parties Yes No	re-printed TD- HM relim Test Date: ublic Test Date: est Deck Properly Cr	Pollbook Yes □No □N/A Yes □No □N/A Yes □No □N/A ———————————————————————————————————	Applications to Vo # apps to vote matc # of voters: Apps to vote proper completed: Number of ID Affida Military/Overseas a Ballots sent on time AV ballot posting:	rines □Yes□No rly □Yes□No evits: apps: □Yes□No e:□Yes□No□N/A
Encryption Pwd: □Yes □No Unique User/Pwd: □Yes□No PrivacyZone Active:□Yes□No □BL Docs Saved: □Yes□No	Tab Tape & Predetern Match: Zero Tape Printed:	nined Results □Yes □No	Receiving Bd che	
Date hostservice.zip modified:				
Paperwork Assessment: Poll Book & Statement of Votes 1. Clerk's Preparation Certificate completed and signed	□Yes □No	completed a polls closed	iner seal number is	□Yes □No ors present when □Yes □No
Election Inspectors Preparation Certificate completed and signed when polls opened		properly rec	orded in pollbook ntainer seal number recorded in pollbook	□Yes □No
3. All inspectors (including chair) subscribed to the Constitutional4. Oath administrator signed	□Yes □No Oath of Office □Yes □No	45 Cool numbe	er verification signed sector of each major p	□Yes □No political party in
4. Oath administrator signed5. All election inspectors that signed the oath were appointed Commission		Program Cont 1. Seal numb	ainer Certificate er properly recorded one election inspecto	□Yes □No □N/A
All spoiled, affidavit, envelope, challenged, and AV ballots note		2. Signed by of each ma	ajor political party	
7. Challenges recorded (if nec.)	□Yes □No □N/A	•		Yes □No □N/A
8. Write-in votes totaled (if nec.)9. Totals tape signed by inspector present when poll closed	□Yes □No □N/A rs □Yes □No	PB form m	narked Yes ballot Question 3 □ ` narked No	Yes □No□N/A
 Number of ballots tabulated on totals tape matches the numbe pollbook. 	□Yes □No r of voters listed in the	processed 4 Affidavit 8	appropriately Envelope Voters	Yes □No□N/A]Yes □No□N/A
11. Ballot summary is completed,	□Yes □No ate □ Remark	were regis	stered to vote	JYes □No□N/A

Pre-Election Requirements

Public Notices: Provide printed newspaper version. We need proof.

Weekend Hours: straight-forward, but relatively new (2018 Prop 3). Entered in QVF.

Election Inspectors. Again, we need proof: Election Commission minutes/resolutions and actual inspectors applications.

Major Political Party notice - only require for partisan elections. "Certified Mail, Personal Service, or Electronic Transmission..." Or multiple ways.

Post-Election Audit Printable Worksheet **Audit Date** Precinct Jurisdiction County Voter Assist Terminal Voting System & Test Deck: NOTE: All discrepancies should be explained □Yes □No Test Certification Form: on the reverse side of this checklist. □Yes □No □Yes □No Tested before Election: Test Deck Sealed: □Yes □No □Yes □No Seal # Recorded: Tested on Election: Pre-Election Requirements: Test Deck & T&S Certification Seal # Number of voters: Notices: □Yes □No □Yes□No Notice of Registration Match: □Yes□No Tab Seal # Match w/T&S Election Applications to Vote Review: □Yes□No Certification & Pollbook □Yes □No Public Accuracy Test # apps to vote matches □Yes □No Tab Serial # Match □Yes□No Weekend Hours in QVF □Yes□No # of voters: w/T&S Certification & Pollbook Apps to vote properly □Yes □No □N/A Election Inspectors: EC Addendum □Yes□No Appointed by Election Pre-printed TD– HM □Yes □No □N/A completed: □Yes□No Number of ID Affidavits: Commission □Yes□No Prelim Test Date: □Yes□No Military/Overseas apps: At least 1 R & 1 D Public Test Date: Ballots sent on time: ☐Yes ☐No ☐N/A □Yes□No Apps available □Yes□No **Proof of Training** Test Deck Properly Created: Proof sent to parties□Yes□No□N/A □2 □3 □4 □5 □6 □7 □8 AV ballot posting: ☐Yes ☐No ☐N/A □10 □11 □12 □13 □Dif Totals E-Pollbook: DN/A ab Tape & Predetermined Results Receiving Bd checklist: □Yes□No □Yes □No **Encryption Pwd:** □Yes □No Unique User/Pwd: □Yes□No □Yes □No ero Tape Printed: PrivacyZone Active: ☐Yes☐No ☐BL □Yes□No Docs Saved: Date hostservice.zip modified: Paperwork Assessment: 12. Certificate of Election Inspectors ☐Yes ☐No completed and signed by inspectors present when Poll Book & Statement of Votes □Yes □No 1. Clerk's Preparation Certificate polls closed completed and signed 13. Ballot container seal number is properly recorded in pollbook □Yes □No 2. Election Inspectors Preparation Certificate completed and signed by inspectors present 14. Program container seal number when polls opened is properly recorded in pollbook □Yes □No All inspectors (including chair) Seal number verification signed ☐Yes ☐No subscribed to the Constitutional Oath of Office by one inspector of each major political party in □Yes □No Oath administrator signed **Program Container Certificate** □Yes □No All election inspectors that signed the oath were appointed by the Election □Yes □No □N/A Seal number properly recorded 2. Signed by one election inspector ☐Yes ☐No ☐N/A 6. All spoiled, affidavit, envelope, □Yes □No of each major political party challenged, and AV ballots noted **Provisional Ballot Forms** □Yes □No □N/A Challenges recorded (if nec.) Affidavit ballot Question 3 ☐Yes ☐No ☐N/A 8. Write-in votes totaled (if nec.) □Yes □No □N/A PB form marked Yes □Yes □No 2. Envelope ballot Question 3 ☐Yes ☐No☐N/A 9. Totals tape signed by inspectors present when poll closed PB form marked No □Yes □No□N/A Envelope ballots were □Yes □No 10. Number of ballots tabulated on processed appropriately totals tape matches the number of voters listed in the Affidavit & Envelope Voters ☐Yes ☐No☐N/A pollbook. were registered to vote □Yes □No 11. Ballot summary is completed, 5. Counted envelope ballots ☐Yes ☐No☐N/A balanced, and totals are accurate □ Remark

sealed in an approved container

E-Pollbook

Encryption password - can't use QVF default

Unique un/pw for each worker - to track activity if necessary

Privacy Zone active (and used) and Docs Saved

Hostservice.zip modification date. This tells us when you downloaded the EPB files from QVF.

Less than 50 precincts: Monday after 4pm More than 50: Saturday after 2pm, with a supplemental AV list to each precinct

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Voting System and Test Deck

Testing and Security Certificate. Strongly encourage using the state's form!

Election Commission Addendum - If the same vendor programmed and created/ran test decks. Election Commission is ultimately responsible.

Pre-printed test decks need 3 hand-marked ballots swapped in

Run VAT test ballots through tabulator separate from test deck

AV machines must be tested too

TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION

Election Date:

	Jurisdiction	County		
		s the responsibility of the Election tant.) The undersigned certifies that	Commission. The Election C	Commission may delegate
the administration of the Pre	the direction of the Election Comn	s the responsibility of the Election of the transition of the undersigned certifies that the tabulator results agree with the tabula	with the predetermined took as	
cinct # Tabulator Se	and agree with the Estate	B : Coo		e Public Test Dat (if tabulator was tested at Public Test)
		(Bolliumen en y)		ut i ubiio i sasy
	to the terror	to and the results of the Preliminary	Test were secured and seal	ed in an approved ballot
Further the zero tapes, test container with seal number		Its, and the results of the Preliminary	/	ed in an approved ballot
container with seal number	/ Member(s) of E	lection Commission or Authorized As	ssistant(s)	
PUBLIC ACCURACY T Law prior to the conduct of Certificate. The precincts Commission and the result sealed with the seal number assigned.	Member(s) of E FEST: We, the Election Commission of the test and the container holding to listed above were tested at the Publ ts agree with the predetermined test ers recorded on this form and on the	n, hereby certify that notice of this te the testing materials was sealed with lic Accuracy Test using the test deck t deck results. In addition, the tabula e Clerk's Preparation Certificate in the ults, and results of the Public Accura	ssistant(s) est was published in accordant the seal recorded on the Presence prepared under the direction ators were reset to zero and the Poll Book of the precinct to	ce with Michigan Election eliminary Accuracy Test n of the Election memory devices were which the tabulator was
PUBLIC ACCURACY T Law prior to the conduct of Certificate. The precincts Commission and the result sealed with the seal number assigned.	Member(s) of E TEST: We, the Election Commission of the test and the container holding to listed above were tested at the Publits agree with the predetermined test ers recorded on this form and on the	n, hereby certify that notice of this te the testing materials was sealed with lic Accuracy Test using the test deck t deck results. In addition, the tabula e Clerk's Preparation Certificate in the ults, and results of the Public Accura	ssistant(s) est was published in accordant the seal recorded on the Presence prepared under the direction ators were reset to zero and the Poll Book of the precinct to	ce with Michigan Electic eliminary Accuracy Test n of the Election memory devices were o which the tabulator was
PUBLIC ACCURACY T Law prior to the conduct of Certificate. The precincts Commission and the result sealed with the seal number assigned. Further the zero tapes, tes container following the tes	Member(s) of E TEST: We, the Election Commission of the test and the container holding to listed above were tested at the Publits agree with the predetermined test ers recorded on this form and on the st deck, program predetermined resist with seal number	n, hereby certify that notice of this te the testing materials was sealed with lic Accuracy Test using the test deck t deck results. In addition, the tabula e Clerk's Preparation Certificate in the ults, and results of the Public Accura	ssistant(s) est was published in accordant the seal recorded on the Present of the direction ators were reset to zero and in the Poll Book of the precinct to acy Test were secured and second	ce with Michigan Electio eliminary Accuracy Test n of the Election memory devices were o which the tabulator was

ELECTION COMMISSION CERTIFICATION

(to be completed if same vendor has completed both tabulator programming and testing) NOTE: This certification form must be completed as an addendum to the TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION FORM (both forms are required when a vendor is used NOTE: This certification form must be completed as an addendum to the TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION FORM (both forms are required when a vendor is used

Name of City or Township □Primary □General □Special □Regular Date of Election: In jurisdictions that have used the same vendor to conduct testing as the county used to program memory devices, election officials must take extraordinary care and exercise the necessary level of oversight In jurisdictions that have used the same vendor to conduct testing as the county used to program mem devices, election officials must take extraordinary care and exercise the necessary level of oversight the ultimate responsibility for devices, election officials must take extraordinary care and exercise the necessary level of oversight during the entire testing process. The Election Commission bears the ultimate responsibility for applicable laws is rigorous, and violds reliable during the entire testing process. The Election Commission bears the ultimate responsibility for certifying that the testing process complies with applicable laws, is rigorous, and yields reliable responsible for the proper conduct of the election certifying that the testing process complies with applicable laws, is rigorous, and yields reliable results; clerks remain solely and completely responsible for the proper conduct of the election. that we examined the test deck chart created by the vendor and verified that it was prepared in that we examined the test deck chart created by the vendor and verified that it was prepared in issued by the Burgall of Elections; and that we personally compared the predetermined totals from the test deck chart prepared by the vendor with the tahulator totals for each candidate write-in position and proposal and verified that we personally compared the predetermined totals from the test deck chart prepared by the that all totals agree; and that an errorless test was successfully completed; and that the Public Accuracy test was performed using tabulator(s) owned by our jurisdiction that will Our vendor's name and contact information is: _ Signed: Clerk or authorized assistant* Member of Election Commission or authorized assistant* Member of Election Commission or authorized assistant*

^{*}Note: A vendor is <u>not</u> an authorized assistant within the meaning of the Election Law or corresponding

POSI-LIECTION Address	• ••	Precinct_	Audit Date	
County Jurisd	iction		Voter Assist Terminal	
NOTE: All discrepancies should be explain on the reverse side of this checklist. Pre-Election Requirements: Notices: Notice of Registration	Test Deck Sealed: Seal # Recorded: Test Deck & T&S Ce	□Yes □No □Yes □No	Test Certification Form: Tested before Election: Tested on Election: Number of voters:	□Yes □No □Yes □No □Yes □No
Election Public Accuracy Test Weekend Hours in QVF	Certification & Pollbo Tab Serial # Match	ook □Yes □No □Yes □No & Pollbook	Applications to Vote R # apps to vote matches # of voters:	eview: □Yes□No
Election Inspectors: Appointed by Election Commission At least 1 R & 1 D Apps available Proof of Training	INO Prelim Test Date: _ Public Test Date: _	□Yes □No □N/A □ □Yes □No □N/A	Apps to vote properly completed: Number of ID Affidavits: Military/Overseas apps: Ballots sent on time:□Y	□Yes⊔No
Proof of Training	N/A Test Deck Property 1	4 □5 □6 □7 □8 2 □13 □Dif Totals ermined Results □Yes □No		
Date hostservice.zip modified:				

Paperwork Assessment:

Poll Book & Statement of Votes

- 1. Clerk's Preparation Certificate completed and signed
- □Yes □No
- □Yes □No 2. Election Inspectors Preparation inspectors present Certificate completed and signed by when polls opened
- □Yes □No All inspectors (including chair) subscribed to the Constitutional Oath of Office
- □Yes □No Oath administrator signed
- □Yes □No 5. All election inspectors that signed the oath were appointed by the Election
- □Yes □No 6. All spoiled, affidavit, envelope, challenged, and AV ballots noted
- □Yes □No □N/A 7. Challenges recorded (if nec.)
- 8. Write-in votes totaled (if nec.) ☐Yes ☐No ☐N/A
- □Yes □No 9. Totals tape signed by inspectors present when poll closed
- □Yes □No 10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook.
- 11. Ballot summary is completed, balanced, and totals are accurate □ Remark
- □Yes □No

- 12. Certificate of Election Inspectors ☐Yes ☐No completed and signed by inspectors present when polls closed
- 13. Ballot container seal number is properly recorded in pollbook
- 14. Program container seal number is properly recorded in pollbook
- Seal number verification signed ☐Yes ☐No by one inspector of each major political party in

Program Container Certificate

- □Yes □No □N/A 1. Seal number properly recorded
- Signed by one election inspector ☐Yes ☐No ☐N/A of each major political party

Provisional Ballot Forms

- Affidavit ballot Question 3 ☐Yes ☐No ☐N/A PB form marked Yes
- Envelope ballot Question 3 ☐Yes ☐No☐N/A PB form marked No □Yes □No□N/A
- Envelope ballots were processed appropriately
- Affidavit & Envelope Voters ☐Yes ☐No☐N/A were registered to vote
- 5. Counted envelope ballots ☐Yes ☐No☐N/A sealed in an approved container

Voter Assist Terminal

Voter Assist Terminal Test Certification Form. Strongly encourage using the state's form!

Specific Testing procedures outlined in the Test Deck Manual.

Run VAT test ballots through tabulator separate from test deck

Tested on Election Day. Test ballot goes into the Local Clerk envelope. Should NOT be tabulated.

Voter Assist Terminal (VAT) TESTING & SECURITY CERTIFICATION FORM

Jurisdiction	County	
elegate the administration of the test to a ere properly tested as required by Prom	e responsibility of the Election Commission. The Election Commission authorized assistant.) The undersigned certifies that the listed terminal ligated Rule and prescribed by the Bureau of Elections. Further, the redware was found to be fully functioning, and the Vote Position Test recally, the proper program was installed into each terminal using the seas of Preparation Certificate in the Poll Book of the precinct(s) to which the	esults I
	Memory Device Seal # Date of Test	
Precinct # Terminal Serial #		
Further the test hallot(s) were secured	and sealed in an approved ballot container with seal number	
on/		
	of Election Commission or Authorized Assistant(s)	

Post-Election Audit Printable Worksheet Audit Date Precinct Jurisdiction County Voter Assist Terminal Voting System & Test Deck: NOTE: All discrepancies should be explained Test Certification Form: □Yes □No Tested before Election: ☐Yes ☐No on the reverse side of this checklist. □Yes □No Test Deck Sealed: □Yes □No □Yes □No Seal # Recorded: Tested on Election: Pre-Election Requirements: Test Deck & T&S Certification Seal # Number of voters: Notices: □Yes □No □Yes□No Notice of Registration Match: □Yes□No Tab Seal # Match w/T&S Election Applications to Vote Review: □Yes□No □Yes □No Certification & Pollbook Public Accuracy Test # apps to vote matches □Yes □No Tab Serial # Match □Yes□No Weekend Hours in QVF □Yes□No # of voters: w/T&S Certification & Pollbook Apps to vote properly □Yes □No □N/A Election Inspectors: EC Addendum □Yes□No Pre-printed TD– HM □Yes □No □N/A Appointed by Election completed □Yes□No Number of ID Affidavits: Commission Prelim Test Date: Military/Overseas apps: □Yes□No □Yes□No At least 1 R & 1 D Ballots sent on time: ☐Yes ☐No ☐N/A Public Test Date: □Yes□No Apps available □Yes□No **Proof of Training** Test Deck Properly Created: Proof sent to parties ☐Yes ☐No ☐N/A □1 □2 □3 □4 □5 □6 □7 □8 AV ballot posting:□Yes □No □N/A □9 □10 □11 □12 □13 □Dif Totals E-Pollbook: □N/A Tab Tape & Predetermined Results Receiving Bd checklist: □Yes□No □Yes □No **Encryption Pwd:** □Yes □No Match: Unique User/Pwd: □Yes□No □Yes □No Zero Tape Printed: PrivacyZone Active: ☐Yes☐No ☐BL □Yes□No Docs Saved: Date hostservice.zip modified: Paperwork Assessment: 12. Certificate of Election Inspectors ☐Yes ☐No completed and signed by inspectors present when Poll Book & Statement of Votes □Yes □No 1. Clerk's Preparation Certificate polls closed completed and signed 13. Ballot container seal number is properly recorded in pollbook □Yes □No 2. Election Inspectors Preparation Certificate completed and signed by inspectors present 14. Program container seal number ☐Yes ☐No when polls opened is properly recorded in pollbook □Yes □No All inspectors (including chair) Seal number verification signed ☐Yes ☐No subscribed to the Constitutional Oath of Office by one inspector of each major political party in □Yes □No 4. Oath administrator signed **Program Container Certificate** □Yes □No All election inspectors that signed the oath were appointed by the Election Seal number properly recorded ☐Yes ☐No ☐N/A Signed by one election inspector ☐Yes ☐No ☐N/A □Yes □No 6. All spoiled, affidavit, envelope, of each major political party challenged, and AV ballots noted **Provisional Ballot Forms** □Yes □No □N/A 7. Challenges recorded (if nec.) Affidavit ballot Question 3 ☐Yes ☐No ☐N/A 8. Write-in votes totaled (if nec.) ☐Yes ☐No ☐N/A PB form marked Yes 2. Envelope ballot Question 3 ☐Yes ☐No☐N/A □Yes □No 9. Totals tape signed by inspectors present when poll closed PB form marked No □Yes □No□N/A Envelope ballots were □Yes □No 10. Number of ballots tabulated on processed appropriately totals tape matches the number of voters listed in the Affidavit & Envelope Voters ☐Yes ☐No☐N/A pollbook. were registered to vote □Yes □No 11. Ballot summary is completed, Counted envelope ballots ☐Yes ☐No☐N/A balanced, and totals are accurate □ Remark sealed in an approved container

Applications to Vote Review

Pretty straight-forward. The Applications to Vote should be properly completed and the number of Applications to Vote should match the number of names in the poll book.

AVCB information will be audited separately, if an AVCB was used.

Post-Election Audit Printable Worksheet **Audit Date** Precinct Jurisdiction **Voter Assist Terminal** County . Voting System & Test Deck: Test Certification Form: NOTE: All discrepancies should be explained □Yes □No □Yes □No Tested before Election: on the reverse side of this checklist. Test Deck Sealed: □Yes □No □Yes □No Tested on Election: Seal # Recorded: Pre-Election Requirements: Test Deck & T&S Certification Seal # Number of voters: □Yes □No Notices: □Yes□No Match: Notice of Registration □Yes□No Tab Seal # Match w/T&S Applications to Vote Review: Flection □Yes □No □Yes□No Certification & Pollbook Public Accuracy Test # apps to vote matches Tab Serial # Match Weekend Hours in QVF ☐Yes☐No □Yes□No w/T&S Certification & Pollbook # of voters: Apps to vote properly □Yes □No □N/A Election Inspectors: EC Addendum □Yes□No Pre-printed TD– HM □Yes □No □N/A completed Appointed by Election Number of ID Affidavits: □Yes□No Military/Overseas apps: ☐Yes☐No Commission Prelim Test Date: □Yes□No At least 1 R & 1 D Ballots sent on time: ☐Yes ☐No ☐N/A Public Test Date: □Yes□No Apps available □Yes□No Test Deck Properly Created: **Proof of Training** Proof sent to parties ☐Yes ☐No ☐N/A □1 □2 □3 □4 □5 □6 □7 □8 AV ballot posting:□Yes □No □N/A □9 □10 □11 □12 □13 □Dif Totals E-Pollbook: □N/A Receiving Bd checklist: □Yes□No Tab Tape & Predetermined Results □Yes □No Encryption Pwd: □Yes □N Unique User/Pwd: □Yes□No □Yes □No Zero Tape Printed: PrivacyZone Active: ☐Yes☐No ☐BL □Yes□No Docs Saved: Date hostservice.zip modified: Paperwork Assessment: 12. Certificate of Election Inspectors ☐Yes ☐No completed and signed by inspectors present when Poll Book & Statement of Votes □Yes □No polls closed 1. Clerk's Preparation Certificate 13. Ballot container seal number is completed and signed properly recorded in pollbook □Yes □No 2. Election Inspectors Preparation Certificate completed and signed by inspectors present 14. Program container seal number ☐Yes ☐No is properly recorded in pollbook when polls opened □Yes □No 15. Seal number verification signed ☐Yes ☐No 3. All inspectors (including chair) subscribed to the Constitutional Oath of Office by one inspector of each major political party in □Yes □No pollbook 4. Oath administrator signed **Program Container Certificate** □Yes □No 5. All election inspectors that Seal number properly recorded ☐Yes ☐No ☐N/A signed the oath were appointed by the Election Signed by one election inspector ☐Yes ☐No ☐N/A Commission 6. All spoiled, affidavit, envelope, ☐Yes ☐No of each major political party challenged, and AV ballots noted **Provisional Ballot Forms** 7. Challenges recorded (if nec.) ☐Yes ☐No ☐N/A Affidavit ballot Question 3 ☐Yes ☐No ☐N/A 8. Write-in votes totaled (if nec.) ☐Yes ☐No ☐N/A PB form marked Yes 2. Envelope ballot Question 3 ☐Yes ☐No☐N/A □Yes □No 9. Totals tape signed by inspectors PB form marked No present when poll closed □Yes □No□N/A Envelope ballots were 10. Number of ballots tabulated on □Yes □No processed appropriately totals tape matches the number of voters listed in the 4. Affidavit & Envelope Voters ☐Yes ☐No☐N/A were registered to vote pollbook. □Yes □No 5. Counted envelope ballots ☐Yes ☐No☐N/A 11. Ballot summary is completed, balanced, and totals are accurate □ Remark sealed in an approved container

AV Ballot Posting: Required for State and Federal Elections only. Good habit to get into for all elections.

	ABSENTEE BALLOTS INFORMATION POSTING
ΟA	TE OF ELECTION:
NA	ME OF JURISDICTION:
co	OUNTY OF:
Coi	mplete and post before 8 am on Election Day.
	mber of absent voter ballots issued to absent voters: mber of absent voter ballots returned before Election Day: mber of absent voter ballots delivered for processing:
Co	omplete and post before 9 pm on Election Day.
	mber of absent voter ballots issued to same day registrants on Election Day: unber of absent voter ballots issued both before and on Election Day:
Nu Nu	umber of absent voter ballots returned on Election Day: umber of absent voter ballots returned both before and on Election Day:
N	umber of absent voter ballots returned before and on Election Day deliveredr processing:
C	Complete and post immediately after all precinct returns are delivered
	otal number of absent voter ballots returned by voters: Total number of absent voter ballots delivered for processing:

Receiving Board Checklist: Receiving Boards are required under state law. Checklists are the proof.

Post-Election Audit Printable V	Precinct_	Audit Date
NOTE: All discrepancies should be explained on the reverse side of this checklist. Pre-Election Requirements: Notices:	Voting System & Test Deck: Test Deck Sealed: □Yes □No Seal # Recorded: □Yes □No Test Deck & T&S Certification Seal # Match: □Yes □No	Voter Assist Terminal Test Certification Form: Tested before Election: Tested on Election: Number of voters: □Yes □No □Yes □No
Notice of Registration Election Public Accuracy Test Weekend Hours in QVF Election Inspectors: Appointed by Election Commission At least 1 R & 1 D Apps available Proof of Training Proof sent to parties Yes No N/A E-Pollbook: N/A Encryption Pwd: Unique User/Pwd: Yes No No PrivacyZone Active: Yes No No BL Docs Saved: Yes No	Tab Seal # Match w/T&S Certification & Pollbook	Receiving Bd checklist: □Yes□N
Paperwork Assessment: Poll Book & Statement of Votes		of Election Inspectors □Yes □No and signed by inspectors present when

- 1. Clerk's Preparation Certificate completed and signed
- □Yes □No Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened □Yes □No
- All inspectors (including chair) subscribed to the Constitutional Oath of Office
- □Yes □No Oath administrator signed
- □Yes □No All election inspectors that signed the oath were appointed by the Election
- □Yes □No All spoiled, affidavit, envelope, challenged, and AV ballots noted
- Challenges recorded (if nec.) ☐Yes ☐No ☐N/A
- Write-in votes totaled (if nec.) ☐Yes ☐No ☐N/A
- □Yes □No Totals tape signed by inspectors present when poll closed
- □Yes □No 10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook.
- 11. Ballot summary is completed, balanced, and totals are accurate
- □Yes □No □ Remark

- polls closed
- 13. Ballot container seal number is ☐Yes ☐No properly recorded in pollbook
- 14. Program container seal number ☐Yes ☐No is properly recorded in pollbook
- 15. Seal number verification signed ☐Yes ☐No by one inspector of each major political party in

Program Container Certificate

- Seal number properly recorded ☐Yes ☐No ☐N/A
- 2. Signed by one election inspector ☐Yes ☐No ☐N/A of each major political party

Provisional Ballot Forms

- Affidavit ballot Question 3 ☐Yes ☐No ☐N/A PB form marked Yes
- Envelope ballot Question 3 ☐Yes ☐No☐N/A PB form marked No □Yes □No□N/A
- Envelope ballots were processed appropriately
- Affidavit & Envelope Voters ☐Yes ☐No☐N/A were registered to vote
- Counted envelope ballots ☐Yes ☐No☐N/A sealed in an approved container

Pollbook and Statement of Votes

Straight-forward. Much of this has already reviewed during County Canvass.

9. Totals tape signed by inspectors present when poll closed

10. Number of ballots tabulated on

11. Ballot summary is completed,

balanced, and totals are accurate

pollbook.

totals tape matches the number of voters listed in the

Post-Election Audit Printable County Jurisdiction	-	Precinct	Audit Date
CountyJurisdiction	n		
IOTE: All discrepancies should be explained in the reverse side of this checklist. Pre-Election Requirements: Notices: Notice of Registration	Voting System & Test Test Deck Sealed: Seal # Recorded: Test Deck & T&S Certif Match:	Deck: ☐Yes ☐No ☐Yes ☐No	Test Certification Form: Tested before Election: Tested on Election: Number of voters: □Yes □No □Yes □No □Yes □No
Election Yes No No Yes No Yes No No Yes Yes No Yes Yes No Yes Yes No Yes Yes Yes	Tab Seal # Match w/T& Certification & Pollbook Tab Serial # Match w/T&S Certification & FEC Addendum Pre-printed TD- HM Prelim Test Date: Public Test Date:	Pollbook Dyes DNo DN/A Dyes DNo Dyes DNo	
Date hostservice.zip modified: Paperwork Assessment:			
 Poll Book & Statement of Votes Clerk's Preparation Certificate completed and signed Election Inspectors Preparation Certificate completed and signed when polls opened All inspectors (including chair) subscribed to the Constitutional Oath administrator signed All election inspectors that signed the oath were appointed Commission All spoiled, affidavit, envelope, 	□Yes □No Oath of Office □Yes □No □Yes □No I by the Election □Yes □No	completed a polls closed 13. Ballot conta properly received is properly received in properly	f Election Inspectors
challenged, and AV ballots note	ed □Yes □No □N/A		
7. Challenges recorded (if nec.)8. Write-in votes totaled (if nec.)	□Yes □No □N/A	Affidavit ba PB form m	allot Question 3 □Yes □No □N/A parked Yes

□Yes □No

□Yes □No

□Yes □No

□ Remark

2. Envelope ballot Question 3 ☐Yes ☐No☐N/A

4. Affidavit & Envelope Voters ☐Yes ☐No☐N/A

5. Counted envelope ballots ☐Yes ☐No☐N/A

sealed in an approved container

□Yes □No□N/A

PB form marked No

3. Envelope ballots were

processed appropriately

were registered to vote

Program Container Certificate

Straight forward, if applicable.

Post-Election Audit Fin	ilabic V	· Onne	Precinct	Audit Date	
Post-Election Audit Fin County Ju	urisdiction_			Voter Assist Terminal	
NOTE: All discrepancies should be en the reverse side of this checklist. Pre-Election Requirements: Notices: Notice of Registration	explained \\ 'es□No	Voting System & Test Test Deck Sealed: Seal # Recorded: Test Deck & T&S Certifi Match:	Deck: ☐Yes ☐No ☐Yes ☐No	Test Certification Form: Tested before Election: Tested on Election: Number of voters:	□Yes □No □Yes □No □Yes □No
Election Public Accuracy Test Weekend Hours in QVF Election Inspectors: Appointed by Election Commission At least 1 R & 1 D	Yes□No Yes□No Yes□No Yes□No Yes□No Yes□No	w/T&S Certification & PEC Addendum Pre-printed TD- HM Prelim Test Date: Public Test Date: Test Deck Properly Cre	□Yes □No □Yes □No ollbook Yes □No □N/A Yes □No □N/A	Applications to Vote R # apps to vote matches # of voters: Apps to vote properly completed: Number of ID Affidavits: Military/Overseas apps: Ballots sent on time: TY	□Yes□N □Yes□N □Yes□N (es□No□N/
E-Pollbook: N/A Encryption Pwd: Yes Unique User/Pwd: Yes PrivacyZone Active: Yes Docs Saved: Yes Tyes Date hostservice.zip modifie	No □BL INo	□9 □10 □11 □12 0 Tab Tape & Predeterm Match: Zero Tape Printed:	nined Results □Yes □No	Receiving Bd checklis	
Paperwork Assessment:					
Poll Book & Statement of 1. Clerk's Preparation Cer	Votes	□Yes □No	12. Certificate of completed a polls closed	f Election Inspectors (1) and signed by inspectors process (2)	Jesent Who

- completed and signed
- □Yes □No 2. Election Inspectors Preparation Certificate completed and signed by inspectors present
- when polls opened □Yes □No 3. All inspectors (including chair) subscribed to the Constitutional Oath of Office
- □Yes □No 4. Oath administrator signed
- □Yes □No 5. All election inspectors that signed the oath were appointed by the Election Commission
- □Yes □No 6. All spoiled, affidavit, envelope, challenged, and AV ballots noted
- 7. Challenges recorded (if nec.) ☐Yes ☐No ☐N/A
- 8. Write-in votes totaled (if nec.) ☐Yes ☐No ☐N/A
- □Yes □No 9. Totals tape signed by inspectors present when poll closed
- □Yes □No 10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook.
- 11. Ballot summary is completed, balanced, and totals are accurate
- □Yes □No □ Remark

- 13. Ballot container seal number is □Yes □No properly recorded in pollbook
- 14. Program container seal number ☐Yes ☐No is properly recorded in pollbook
- 15. Seal number verification signed ☐Yes ☐No by one inspector of each major political party in

Program Container Certificate

- Seal number properly recorded ☐Yes ☐No ☐N/A
- 2. Signed by one election inspector ☐Yes ☐No ☐N/A

Provisional Ballot Forms

- Affidavit ballot Question 3 ☐Yes ☐No ☐N/A PB form marked Yes
- Envelope ballot Question 3 ☐Yes ☐No☐N/A PB form marked No □Yes □No□N/A
- Envelope ballots were processed appropriately
- Affidavit & Envelope Voters ☐Yes ☐No☐N/A were registered to vote
- Counted envelope ballots ☐Yes ☐No☐N/A sealed in an approved container

Provisional Ballot Forms

Straight forward, if applicable.

	d Count Audit:	Hand Count	Canvass Total
lot Container:	Contest Candidates or Y/N	113114 5 5 1117	
ot Container Seal #:			
Pollbook:			
Certificate: ual Seal:			
rtificate signed by one inspector of			
operly Sealed: ☐Yes ☐No ntainer Approved: ☐Yes ☐No			
mber of spoiled ballots matches ollbook: □Yes □No □N/A			
-liested ballots properly	1		
plicated: Tyes TNO TN/A	Write-in vote		
ectronic ballots properly uplicated: □Yes □No □N/A			
	Over votes		
umber of ballots matches number f ballots tabulated: □Yes □No	Under votes		
lotes – all discrepancies shou			
envelopes and initial and s	ove, replace the Poll Book and St		
envelopes and initial and s	ove, replace the Poll Book and St seal with a red paper seal. Then s		
envelopes and initial and s We, the undersigned members of the	seal with a red paper seam the	ion of the items checke	d above.

Ballot Container & Voted Ballot Hand Count

Ballot Container and seal inspection.

Hand tally is done similarly to a recount, using the Michigan Validity Standards. This could cause the hand tally to vary slightly from the certified totals.

Though not required, we attempt to set ballots aside that we think will explain the variance, as an extra check.

In our experience, the count almost always matches.

	Contest Candidates or Y/N	Hand Count	Canvass Total
llot Container:	Contest Canana		
allot Container Seal #: Pollbook:			
n Certificate:			
ctual Seal:			
ertificate signed by one inspector of			
· · · · · · · · · · · · · · · · · · ·			
roperly Sealed:			
lumber of spoiled ballots matches Pollbook: □Yes □No □N/A			
audicated hallots properly			
luplicated: Tyes DNO DN/A	Write-in vote		
Electronic ballots properly			
	Over votes		
Number of ballots matches number	Under votes		
of ballots tabulated: □Yes □No Notes – all discrepancies shou			
☐ After completion of the abo	ove, replace the Poll Book and S	tatement of Votes in	nto the appropriate
anyelones and initial and S	ove, replace the Poll Book and Steal with a red paper seal. Then s		
anyelones and initial and S	eal with a red paper seam		
After completion of the above envelopes and initial and sometimes. We, the undersigned members of the above the abo	eal with a red paper seam		
anyelones and initial and S	Audit Board, hereby certify the complet	ion of the items checke	
we, the undersigned members of the	eal with a red paper seam	ion of the items checke	d above.

Notes

Any discrepancies, mistakes, issues, etc. should be noted here.

Counties should meet with the local clerk to discuss the results of the audit. This section will guide that discussion.

If your County isn't meeting with you afterwards...ask!

	Count Audit: Contest Candidates or Y/N	Hand Count	Canvass Total
allot Container: allot Container Seal #:			
allot Container Sear#. Pollbook:			
On Certificate: Actual Seal:			
Cortificate signed by one inspector of			
Lessian political party: TYPS INO			
Properly Sealed:			
Number of spoiled ballots matches			
Pollbook:			
Duplicated ballots properly duplicated: □Yes □No □N/A	W. W. Januaria		
Electronic ballots properly	Write-in vote		
	Over votes		
Number of ballots matches number of ballots tabulated: ☐Yes ☐No	Under votes		
envelopes and initial and S	ove, replace the Poll Book and Seal with a red paper seal. Then seal with a red paper seal and seal with a red paper seal.		
After completion of the above envelopes and initial and some which we have the second control of the second co	eal with a red paper seem		
envelopes and initial and S	Audit Board, hereby certify the complet	tion of the items checke	d above.

Certification

Final sign-off by the auditing team, to show who conducted the audit.

Audit results are required to be reported to the State within 20 days of the audit.

ounty Jurisdictio	ntable Worksheet	AVCB	Audit Date
TE: All discrepancies should be explained the reverse side of this checklist. re-Election Requirements: lection Inspectors: ppointed by Election commission	Voting System & Test Test Deck Sealed: Seal # Recorded: Test Deck & T&S Certif Match: Tab Seal # Match w/T& & Pollbook Tab Serial # Match	Peck: □Yes □No □Yes □No fication Seal # □Yes □No SS Certification Yes □No □N/A □Yes □No □N/A □ □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	# apps to vote matches # of voters:
 Poll Book & Statement of Votes Clerk's Preparation Certificate completed and signed Election Inspectors Preparation Certificate completed and signe when polls opened All inspectors (including chair) subscribed to the Constitutional Oath administrator signed All election inspectors that signed the oath were appointed Commission 	□Yes □No □Yes □No □Yes □No □Yes □No □Yes □No	completed a polls closed 13. Ballot conta properly recompleted a polls closed a properly recompleted a properly r	f Election Inspectors
 6. All spoiled, affidavit, envelope, challenged, and AV ballots not 7. Challenges recorded (if nec.) 8. Write-in votes totaled (if nec.) 9. Totals tape signed by inspecto present when poll closed 	□Yes □No □N/A □Yes □No □N/A	Of each me	

Post Election Audit - AVCB Worksheet

If a precinct is selected for audit, any corresponding AVCB for that precinct is also audited.

Same audit, but excluding certain things (were already done or do not apply AVCBs)

No Public Notices
No Electronic Pollbook
No VAT
No AV Posting
No Provisional Ballots

Post-Election Audits

Questions?