

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 a lot 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 Worksheet

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

Notices:

Notice of Registration Yes No
 Election Yes No
 Public Accuracy Test Yes No
 Weekend Hours in QVF Yes No

Election Inspectors:

Appointed by Election Commission Yes No
 At least 1 R & 1 D Yes No
 Apps available Yes No
 Proof of Training Yes No
 Proof sent to parties Yes No N/A

Encryption Pwd: Yes No
 Unique User/Pwd: Yes No
 PrivacyZone Active: Yes No BL
 Docs Saved: Yes No
 Date hostservice.zip modified: _____

Voting System & Test Deck:

Test Deck Sealed: Yes No
 Seal # Recorded: Yes No
 Test Deck & T&S Certification Seal # Match: Yes No
 Tab Seal # Match w/T&S Certification & Pollbook Yes No
 Tab Serial # Match Yes No
 T&S Certification & Pollbook Addendum Yes No N/A
 Re-printed TD- HM Yes No N/A
 Prelim Test Date: _____
 Public Test Date: _____

Test Deck Properly Created:
 01 02 03 04 05 06 07 08
 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 If Totals

Tab Tape & Predetermined Results Match: Yes No
 Zero Tape Printed: Yes No

Voter Assist Terminal

Test Certification Form: Yes No
 Tested before Election: Yes No
 Tested on Election: Yes No
 Number of voters: _____

Applications to Vote Review:

apps to vote matches # of voters: Yes No
 Apps to vote properly completed: Yes No
 Number of ID Affidavits: _____
 Military/Overseas apps: Yes No
 Ballots sent on time: Yes No N/A

AV ballot posting: Yes No N/A

Receiving Bd checklist: Yes No

Paperwork Assessment:

Poll Book & Statement of Votes

1. Clerk's Preparation Certificate 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 Yes No
 7. Challenges recorded (if nec.) Yes No N/A
 8. Write-in votes totaled (if nec.) Yes No N/A
 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. Yes No
 11. Ballot summary is completed, balanced, and totals are accurate Yes No Remark

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

Program Container Certificate

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

Provisional Ballot Forms

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

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 - At least 1 R & 1 D Yes No
 - Apps available Yes No
 - Proof of Training Yes No
 - Proof sent to parties Yes No N/A

E-Pollbook: N/A

- Encryption Pwd: Yes No
- Unique User/Pwd: Yes No
- PrivacyZone Active: Yes No BL
- Docs Saved: Yes No
- Date hostservice.zip modified: _____

Voting System & Test Deck:

- Test Deck Sealed: Yes No
- Seal # Recorded: Yes No
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- Tab Seal # Match w/T&S Certification & Pollbook Yes No
- Tab Serial # Match w/T&S Certification & Pollbook Yes No
- EC Addendum Yes No N/A
- Pre-printed TD- HM Yes No N/A
- Prelim Test Date: _____
- Public Test Date: _____
- Test Deck Properly Created: 1 2 3 4 5 6 7 8 9 10 11 12 13 If Totals
- Tab Tape & Predetermined Results Match: Yes No
- Zero Tape Printed: Yes No

Voter Assist Terminal

- Test Certification Form: Yes No
- Tested before Election: Yes No
- Tested on Election: Yes No
- Number of voters: _____

Applications to Vote Review:

- # apps to vote matches # of voters: Yes No
- Apps to vote properly completed: Yes No
- Number of ID Affidavits: _____
- Military/Overseas apps: Yes No
- Ballots sent on time: Yes No N/A

AV ballot posting: Yes No N/A

Receiving Bd checklist: Yes No

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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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 - At least 1 R & 1 D Yes No
 - Apps available Yes No
 - Proof of Training Yes No
 - Proof sent to parties Yes No N/A

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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 _____

PRELIMINARY ACCURACY TEST: (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the Preliminary test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the zero tape.

Precinct #	Tabulator Serial #	Memory Device Seal #	Memory Device Seal # (Dominion Only)	Prelim Test Date	Public Test Date <small>(if tabulator was tested at Public Test)</small>

Further the zero tapes, test deck, program predetermined results, and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number _____ on ____/____/____.

Member(s) of Election Commission or Authorized Assistant(s)

PUBLIC ACCURACY TEST: We, the Election Commission, hereby certify that notice of this test was published in accordance with Michigan Election Law prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed above were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results. In addition, the tabulators were reset to zero and memory devices were sealed with the seal numbers recorded on this form and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the tabulator was assigned.

Further the zero tapes, test deck, program predetermined results, and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number _____ on ____/____/____.

Member(s) of Election Commission

NOTE: If a vendor completed the preliminary testing and that vendor also programmed the election, the Election Commission Certification form is required to be completed.

ELECTION COMMISSION CERTIFICATION PUBLIC ACCURACY TEST

(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 to complete both tabulator programming and testing)

 Name of City or Township _____ County _____
 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 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 results; clerks remain solely and completely responsible for the proper conduct of the election.**

We, the Election Commission certify:

- that we examined the test deck chart created by the vendor and verified that it was prepared in compliance with the "Test Procedure Manual for Tabulators and Voter Assist Terminals" manual issued by the Bureau of Elections; and
- that we personally compared the predetermined totals from the test deck chart prepared by the vendor with the tabulator totals for each candidate, write-in position, and proposal, and verified 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 be used on Election Day.

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*

Date

*Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

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AV ballot posting: Yes No N/A

Receiving Bd checklist: Yes No

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5. Counted envelope ballots sealed in an approved container Yes No N/A

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.

Post-Election Audit Printable Worksheet

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

<p>Pre-Election Requirements:</p> <p><i>Notices:</i></p> <p>Notice of Registration <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Election <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Public Accuracy Test <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Weekend Hours in QVF <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Election Inspectors:</i></p> <p>Appointed by Election Commission <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>At least 1 R & 1 D <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Apps available <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Proof of Training <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Proof sent to parties <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>E-Pollbook: <input type="checkbox"/> N/A</p> <p>Encryption Pwd: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Unique User/Pwd: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>PrivacyZone Active: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> BL</p> <p>Docs Saved: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date hostservice.zip modified: _____</p>	<p>Voting System & Test Deck:</p> <p>Test Deck Sealed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Seal # Recorded: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Test Deck & T&S Certification Seal # Match: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Tab Seal # Match w/T&S Certification & Pollbook <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Tab Serial # Match w/T&S Certification & Pollbook <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>EC Addendum <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Pre-printed TD- HM <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Prelim Test Date: _____</p> <p>Public Test Date: _____</p> <p>Test Deck Properly Created: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 if Totals</p> <p>Tab Tape & Predetermined Results Match: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Zero Tape Printed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Voter Assist Terminal</p> <p>Test Certification Form: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Tested before Election: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Tested on Election: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of voters: _____</p> <p>Applications to Vote Review:</p> <p># apps to vote matches # of voters: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Apps to vote properly completed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of ID Affidavits: _____</p> <p>Military/Overseas apps: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Ballots sent on time: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>AV ballot posting: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Receiving Bd checklist: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Paperwork Assessment:

<p>Poll Book & Statement of Votes</p> <p>1. Clerk's Preparation Certificate completed and signed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. All inspectors (including chair) subscribed to the Constitutional Oath of Office <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Oath administrator signed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. All election inspectors that signed the oath were appointed by the Election Commission <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. All spoiled, affidavit, envelope, challenged, and AV ballots noted <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. Challenges recorded (if nec.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>8. Write-in votes totaled (if nec.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>9. Totals tape signed by inspectors present when poll closed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Ballot summary is completed, balanced, and totals are accurate <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Remark</p>	<p>12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. Ballot container seal number is properly recorded in pollbook <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14. Program container seal number is properly recorded in pollbook <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>15. Seal number verification signed by one inspector of each major political party in pollbook <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Program Container Certificate</p> <p>1. Seal number properly recorded <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>2. Signed by one election inspector of each major political party <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Provisional Ballot Forms</p> <p>1. Affidavit ballot Question 3 PB form marked Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>2. Envelope ballot Question 3 PB form marked No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>3. Envelope ballots were processed appropriately <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>4. Affidavit & Envelope Voters were registered to vote <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>5. Counted envelope ballots sealed in an approved container <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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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

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

- Notices:**
 Notice of Registration Yes No
 Election Yes No
 Public Accuracy Test Yes No
 Weekend Hours in QVF Yes No

- Election Inspectors:**
 Appointed by Election Commission Yes No
 At least 1 R & 1 D Yes No
 Apps available Yes No
 Proof of Training Yes No
 Proof sent to parties Yes No N/A

E-Pollbook: N/A

- Encryption Pwd: Yes No
 Unique User/Pwd: Yes No
 PrivacyZone Active: Yes No BL
 Docs Saved: Yes No
 Date hostservice.zip modified: _____

Voting System & Test Deck:

- Test Deck Sealed: Yes No
 Seal # Recorded: Yes No
 Test Deck & T&S Certification Seal # Match: Yes No
 Tab Seal # Match w/T&S Certification & Pollbook Yes No
 Tab Serial # Match w/T&S Certification & Pollbook Yes No
 EC Addendum Yes No N/A
 Pre-printed TD- HM Yes No N/A
 Prelim Test Date: _____
 Public Test Date: _____
 Test Deck Properly Created: 1 2 3 4 5 6 7 8 9 10 11 12 13 If Totals
 Tab Tape & Predetermined Results Match: Yes No
 Zero Tape Printed: Yes No

Voter Assist Terminal

- Test Certification Form: Yes No
 Tested before Election: Yes No
 Tested on Election: Yes No
 Number of voters: _____

Applications to Vote Review:

- # apps to vote matches # of voters: Yes No
 Apps to vote properly completed: Yes No
 Number of ID Affidavits: _____
 Military/Overseas apps: Yes No
 Ballots sent on time: Yes No N/A

AV ballot posting: Yes No N/A

Receiving Bd checklist: Yes No

Paperwork Assessment:

Poll Book & Statement of Votes

- 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 Commission Yes No
- All spoiled, affidavit, envelope, challenged, and AV ballots noted Yes No
- Challenges recorded (if nec.) Yes No N/A
- Write-in votes totaled (if nec.) Yes No N/A
- Totals tape signed by inspectors present when poll closed Yes No
- Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. Yes No
- Ballot summary is completed, balanced, and totals are accurate Yes No Remark

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

Program Container Certificate

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

Provisional Ballot Forms

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

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

ABSENTEE BALLOTS INFORMATION POSTING

DATE OF ELECTION: _____

NAME OF JURISDICTION: _____

COUNTY OF: _____

Complete and post before 8 am on Election Day.

- Number of absent voter ballots issued to absent voters: _____
 Number of absent voter ballots returned before Election Day: _____
 Number of absent voter ballots delivered for processing: _____

Complete and post before 9 pm on Election Day.

- Number of absent voter ballots issued to same day registrants on Election Day: _____
 Number of absent voter ballots issued both before and on Election Day: _____
 Number of absent voter ballots returned on Election Day: _____
 Number of absent voter ballots returned both before and on Election Day: _____
 Number of absent voter ballots returned before and on Election Day delivered for processing: _____

Complete and post immediately after all precinct returns are delivered.

- Total 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 Worksheet

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

Notices:

Notice of Registration Yes No
 Election Yes No
 Public Accuracy Test Yes No
 Weekend Hours in QVF Yes No

Election Inspectors:

Appointed by Election Commission Yes No
 At least 1 R & 1 D Yes No
 Apps available Yes No
 Proof of Training Yes No
 Proof sent to parties Yes No N/A

E-Pollbook: N/A

Encryption Pwd: Yes No
 Unique User/Pwd: Yes No
 PrivacyZone Active: Yes No BL
 Docs Saved: Yes No

Voting System & Test Deck:

Test Deck Sealed: Yes No
 Seal # Recorded: Yes No
 Test Deck & T&S Certification Seal # Match: Yes No

Tab Seal # Match w/T&S Certification & Pollbook Yes No
 Tab Serial # Match w/T&S Certification & Pollbook Yes No
 EC Addendum Yes No N/A
 Pre-printed TD- HM Yes No N/A

Prelim Test Date: _____
 Public Test Date: _____

Test Deck Properly Created:
 1 2 3 4 5 6 7 8
 9 10 11 12 13 if Totals

Tab Tape & Predetermined Results Match: Yes No
 Zero Tape Printed: Yes No

Voter Assist Terminal

Test Certification Form: Yes No
 Tested before Election: Yes No
 Tested on Election: Yes No
 Number of voters: _____

Applications to Vote Review:

apps to vote matches # of voters: Yes No
 Apps to vote properly completed: Yes No
 Number of ID Affidavits: _____
 Military/Overseas apps: Yes No
 Ballots sent on time: Yes No N/A

AV ballot posting: Yes No N/A

Receiving Bd checklist: Yes No

Paperwork Assessment:

Poll Book & Statement of Votes

- 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 Commission Yes No
- All spoiled, affidavit, envelope, challenged, and AV ballots noted Yes No
- Challenges recorded (if nec.) Yes No N/A
- Write-in votes totaled (if nec.) Yes No N/A
- Totals tape signed by inspectors present when poll closed Yes No
- Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. Yes No
- Ballot summary is completed, balanced, and totals are accurate Yes No Remark

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

Program Container Certificate

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

Provisional Ballot Forms

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

Pollbook and Statement of Votes

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

Program Container Certificate

Straight forward, if applicable.

Post-Election Audit Printable Worksheet

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

- Notices:**
- Notice of Registration Yes No
 - Election Yes No
 - Public Accuracy Test Yes No
 - Weekend Hours in QVF Yes No
- Election Inspectors:**
- Appointed by Election Commission Yes No
 - At least 1 R & 1 D Yes No
 - Apps available Yes No
 - Proof of Training Yes No
 - Proof sent to parties Yes No N/A

E-Pollbook: N/A

- Encryption Pwd: Yes No
- Unique User/Pwd: Yes No
- PrivacyZone Active: Yes No BL
- Docs Saved: Yes No
- Date hostservice.zip modified: _____

Voting System & Test Deck:

- Test Deck Sealed: Yes No
- Seal # Recorded: Yes No
- Test Deck & T&S Certification Seal # Match: Yes No
- Tab Seal # Match w/T&S Certification & Pollbook Yes No
- Tab Serial # Match w/T&S Certification & Pollbook Yes No
- EC Addendum Yes No N/A
- Pre-printed TD- HM Yes No N/A
- Prelim Test Date: _____
- Public Test Date: _____
- Test Deck Properly Created:
 1 2 3 4 5 6 7 8
 9 10 11 12 13 if Totals
- Tab Tape & Predetermined Results Match: Yes No
- Zero Tape Printed: Yes No

Voter Assist Terminal

- Test Certification Form: Yes No
- Tested before Election: Yes No
- Tested on Election: Yes No
- Number of voters: _____

Applications to Vote Review:

- # apps to vote matches # of voters: Yes No
- Apps to vote properly completed: Yes No
- Number of ID Affidavits: _____
- Military/Overseas apps: Yes No
- Ballots sent on time: Yes No N/A

AV ballot posting: Yes No N/A

Receiving Bd checklist: Yes No

Paperwork Assessment:

Poll Book & Statement of Votes

1. Clerk's Preparation Certificate 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 Yes No
7. Challenges recorded (if nec.) Yes No N/A
8. Write-in votes totaled (if nec.) Yes No N/A
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. Yes No
11. Ballot summary is completed, balanced, and totals are accurate Yes No Remark

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

Program Container Certificate

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

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

Provisional Ballot Forms

Straight forward, if applicable.

Post-Election Audit Printable Worksheet

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

- Notices:**
- Notice of Registration Yes No
 - Election Yes No
 - Public Accuracy Test Yes No
 - Weekend Hours in QVF Yes No
- Election Inspectors:**
- Appointed by Election Commission Yes No
 - At least 1 R & 1 D Yes No
 - Apps available Yes No
 - Proof of Training Yes No
 - Proof sent to parties Yes No N/A

E-Pollbook: N/A

- Encryption Pwd: Yes No
- Unique User/Pwd: Yes No
- PrivacyZone Active: Yes No BL
- Docs Saved: Yes No
- Date hostservice.zip modified: _____

Voting System & Test Deck:

- Test Deck Sealed: Yes No
- Seal # Recorded: Yes No
- Test Deck & T&S Certification Seal # Match: Yes No
- Tab Seal # Match w/T&S Certification & Pollbook Yes No
- Tab Serial # Match w/T&S Certification & Pollbook Yes No
- EC Addendum Yes No N/A
- Pre-printed TD- HM Yes No N/A
- Prelim Test Date: _____
- Public Test Date: _____
- Test Deck Properly Created:
 1 2 3 4 5 6 7 8
 9 10 11 12 13 if Totals
- Tab Tape & Predetermined Results Match: Yes No
- Zero Tape Printed: Yes No

Voter Assist Terminal

- Test Certification Form: Yes No
- Tested before Election: Yes No
- Tested on Election: Yes No
- Number of voters: _____

Applications to Vote Review:

- # apps to vote matches # of voters: Yes No
- Apps to vote properly completed: Yes No
- Number of ID Affidavits: _____
- Military/Overseas apps: Yes No
- Ballots sent on time: Yes No N/A

AV ballot posting: Yes No N/A

Receiving Bd checklist: Yes No

Paperwork Assessment:

Poll Book & Statement of Votes

1. Clerk's Preparation Certificate 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 Yes No
7. Challenges recorded (if nec.) Yes No N/A
8. Write-in votes totaled (if nec.) Yes No N/A
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. Yes No
11. Ballot summary is completed, balanced, and totals are accurate Yes No Remark

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

Program Container Certificate

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

Provisional Ballot Forms

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

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.

Ballot Container & Voted Ballot Hand Count Audit:			
Ballot Container:	Contest Candidates or Y/N	Hand Count	Canvass Total
Ballot Container Seal #: In Pollbook: _____ On Certificate: _____ Actual Seal: _____			
Certificate signed by one inspector of each major political party: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Properly Sealed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Container Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of spoiled ballots matches Pollbook: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Duplicated ballots properly duplicated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Electronic ballots properly duplicated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Write-in vote		
Number of ballots matches number of ballots tabulated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Over votes		
	Under votes		

Notes – all discrepancies should be noted below

After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Audit Board, hereby certify the completion of the items checked above.

County/State Audit Inspector

County/State Audit Inspector

NOTE: Worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion.

Post Election Audit - AVCB Worksheet

Post-Election Audit AVCB Printable Worksheet

County _____ Jurisdiction _____ AVCB _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

Election Inspectors:
 Appointed by Election Commission Yes No
 At least 1 R & 1 D Yes No
 Apps available Yes No
 Proof of Training Yes No
 Proof sent to parties Yes No N/A

Voting System & Test Deck:

Test Deck Sealed: Yes No
 Seal # Recorded: Yes No
 Test Deck & T&S Certification Seal # Match: Yes No
 Tab Seal # Match w/T&S Certification & Pollbook Yes No N/A
 Tab Serial # Match w/T&S Certification & Pollbook Yes No N/A
 EC Addendum Yes No N/A
 Pre-printed TD- HM Yes No N/A
 Prelim Test Date: _____
 Public Test Date: _____
 Test Deck Properly Created:
 1 2 3 4 5 6 7 8
 9 10 11 12 13 If Totals
 Tab Tape & Predetermined Results Match: Yes No
 Zero Tape Printed: Yes No

Applications to Vote Review:

apps to vote matches Yes No
 # of voters: Yes No
 Apps to vote properly completed: Yes No
 Number of ID Affidavits: _____
 Military/Overseas apps: Yes No
 Ballots sent on time: Yes No N/A

Receiving Bd checklist: Yes No

Paperwork Assessment:

Poll Book & Statement of Votes

1. Clerk's Preparation Certificate 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 Yes No
7. Challenges recorded (if nec.) Yes No N/A
8. Write-in votes totaled (if nec.) Yes No N/A
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. Yes No
11. Ballot summary is completed, balanced, and totals are accurate Yes No Remark

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

Program Container Certificate

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

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?