Reconciliation of Ballots

Why Reconcile?

- Reconciling ballots is an administrative tool that allows the EA to determine whether the number of ballots received, issued and returned balances with the number of ballots cast.
- Reconciling ballots is simple and transparent, and helps to instill confidence in the election process.
Reconciliation of Ballots

When to Reconcile?

• When sending ballots to polls
• The day before Election Day if doing early preparation
• On Election Day at polls
• Daily (or as often as necessary) for Absentee Ballots
Reconciliation of Ballots

**What Forms to Use?**

1. Certificate of Number of Ballots Sent to Polling Place
2. Absentee Ballot Daily Reconciliation Report
3. Early Preparation of Absentee Ballots Form
4. Poll Book Ballot Reconciliation Report
Certificate of Number of Ballots Sent to Polling Place

Total Ballots Cast

- Ballot Reconciliation Report (Poll Book Reconciliation)
- Early Preparation of Absentee Ballots Reconciliation
- Absentee Ballot Reconciliation (Daily or as Needed)
Reconciling Absentee Ballots – Process

• Reconcile daily, or as often as necessary for each county
• Complete a separate form for each precinct, each day (or as often as necessary)
• Process is easy, efficient and transparent
Ballot Reconciliation Form

Ballot Style or Precinct #_____________________

2012 FEDERAL GENERAL ELECTION       NOV. 6, 2012

PART I (AFFIRMATION BOARD)
1. Total number of Affirmation Envelopes Returned
   - Less Military Ballots (fax or email)
   - Less Rejected Ballots (must note on rejection log)
2. Total number of secrecy envelopes

AFFIRMATION BOARD JUDGES SIGNATURE: Date & Time:_____________________

X____________________ X____________________

Make a copy of report and attach BC34 report to copy

PART II (SEQUESTERED BOARD—board processing secrecy envelopes)
3. Number of Secrecy Envelopes Received
4. Less rejected ballots (must note on rejected ballot log)
5. Total number of ballots sent to Scanner

*Numbers should agree

SEQUESTERED JUDGES SIGNATURE Date & Time:_____________________

X____________________ X____________________

PART III (SCANNER JUDGE)
6a. Ending Number on Scanner _______ 6b. Total Received (5) _______
7a. Beginning Number on Scanner _______ 7b. Minus Resolution _______
8a. Total Scanned _______ 8b. Total Ballots _______

Difference (8a-8b) _______
(Should be 0)

Scanner Operators Initials _______ Scanner _______ Time:_______________
Absentee Ballot Reconciliation

After Ballots accepted they are given to Affirmation Reconciliation board

Affirmation Reconciliation Board - sorts envelopes:
1. by ballot style;
2. ballot sequence number

Affirmation Reconciliation Board - after sorting is completed will compare BP34 report to each ballot style to reconcile those envelopes - BP 34 report and physical # of envelopes should match

If an envelope is not accounted for (Military or misfiled) - must check with Election Coordinator or assigned staff how to proceed

Secrecy Envelopes are removed from Affirmation Envelope. Affirmation envelopes are placed on spindles to insure all envelopes are empty

Recount Secrecy Envelopes - should agree with BP34 report

Complete Part 1 of the Ballot Reconciliation

Make a copy of ballot reconciliation and attach copy to BP34 report. Give report to Election Coordinator or assigned staff to review

Original Ballot Reconciliation Form attached with Secrecy Envelopes - using a rubber band to keep envelopes & reconciliation form together

All ballots are sealed until Sequestered Board of Early Processing Board opens to process ballots for tabulation
SEQUESTERED BOARD OR EARLY PREPARATION BOARD

EPB - REMOVES SECRECY ENVELOPES AND RECONCILIATION FORM FROM SEALED CONTAINER

EPB - COUNTS THE NUMBER OF SECRECY ENVELOPES. THIS NUMBER SHOULD AGREE WITH THE NUMBER IN PART 1

REMOVE BALLOTS FROM SECRECY ENVELOPE - PLACE SECRECY ENVELOPE OVER THE SPINDLE TO MAKE SURE ALL ENVELOPES ARE EMPTY

UNFOLD BALLOTS, PLACE BALLOTS IN THE SAME DIRECTION

COUNT BALLOTS

ENTER NUMBER OF BALLOTS ONTO RECONCILIATION FORM

PLACE BALLOTS AND RECONCILIATION FORM INTO SEALED CONTAINER UNTIL ELECTION DAY
TABULATION BOARD

1. TABULATION BOARD
   REMOVE SEALS

2. REMOVES BALLOTS AND
   RECONCILIATION FORM

3. THEY ENTER NUMBER ON
   SCANNER ON
   RECONCILIATION FORM

4. BEGIN SCANNING
   BALLOTS

5. WHEN BALLOTS HAVE
   BEEN SCANNED THE TAB.
   BOARD ENTERS THE
   ENDING NUMBER ON THE
   SCANNER ONTO THE
   RECONCILIATION FORM

6. RESOLUTION BALLOTS
   ARE NOTED ON THE
   RECONCILIATION FORM

7. BALLOTS ARE SEALED
   ACCORDING TO SECURITY
   PROCEDURES & POST
   ELECTION AUDIT
   PROCEDURES
PREPARING FOR CANVASS

POLL ELECTIONS

1. ENTER TOTALS INTO A SPREADSHEET FROM:
   • POLLBOOK
   • BALLOT RECONCILIATION FORM(S)
   • PROVISIONAL BALLOTS

2. ENTER TOTALS FROM:
   • 650 SCANNERS
   • M100 SCANNERS
   • HAND COUNT BALLOTS

TOTALS SHOULD AGREE
Reconciling Ballots Will Save You Time and Headaches!

- Reconcile as often as necessary
- Make sure poll workers are trained on how to complete the poll book ballot reconciliation form
- Reconciling ballots protects your office, and your poll workers, and is a paper trail that you can produce in the event of an election challenge
Mahalo!