

Reconciliation of Ballots



**Office of
Montana Secretary of State
Linda McCulloch
Elections and Government Services**



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)

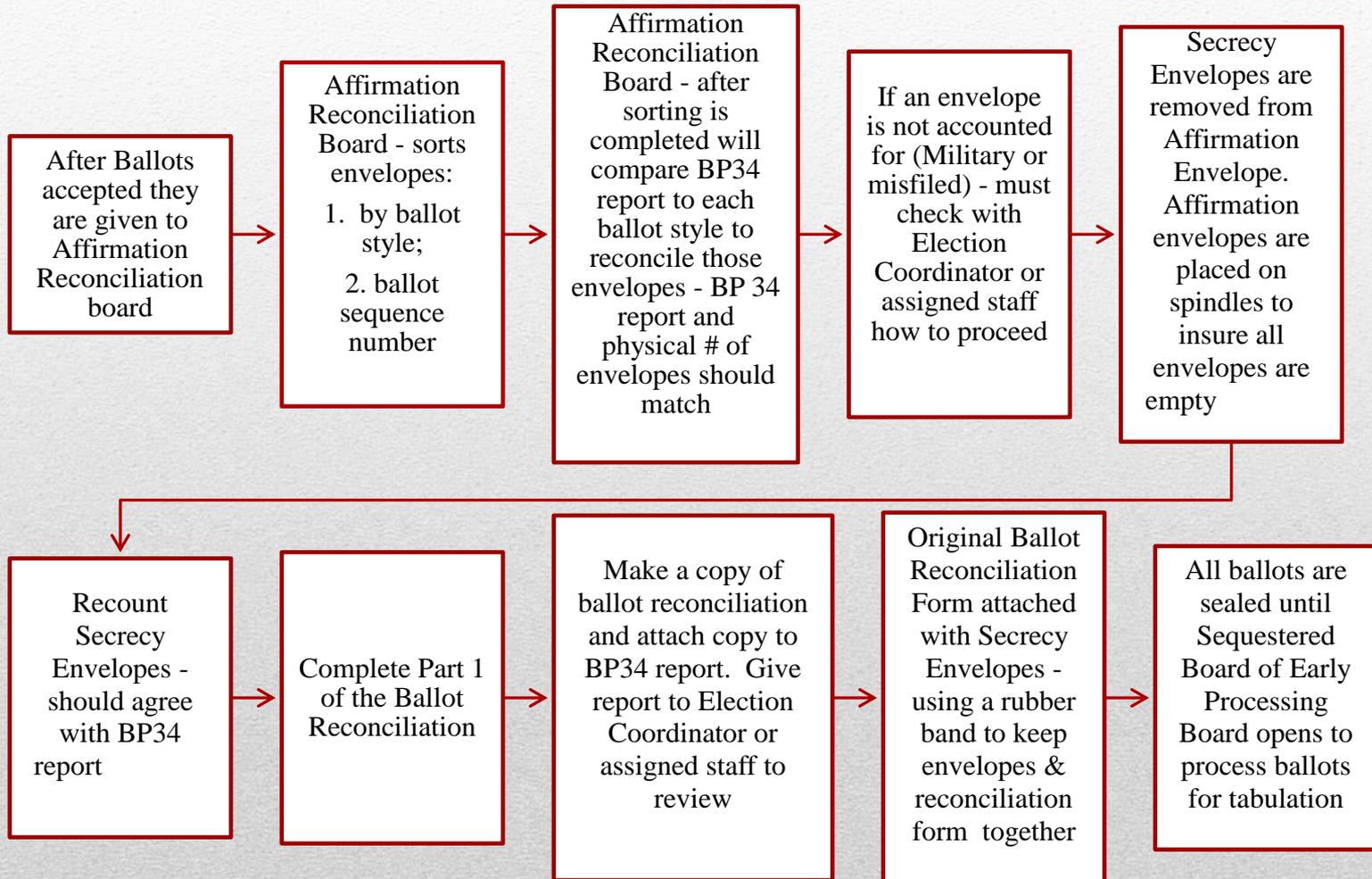
Early Preparation of
Absentee Ballots
Reconciliation

Absentee Ballot
Reconciliation (Daily
or as Needed)

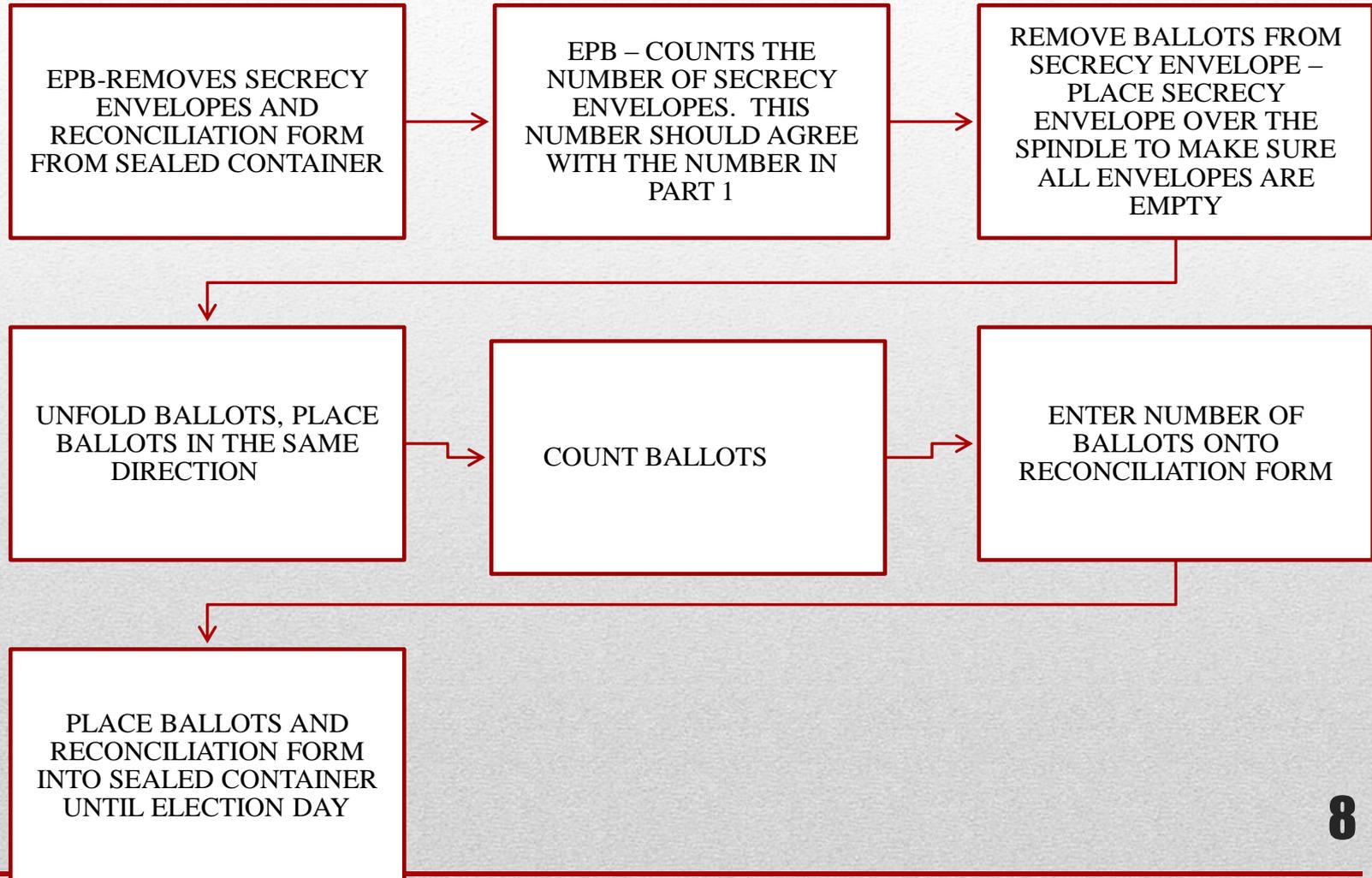
Reconciling Absentee Ballots – Process

- Reconcile daily, or as often as necessary for each county
- Complete a separate form for each precinct, each day (or as often as necessary)
 - Forms can be found at <http://sos.mt.gov/Elections/Officials/Forms/>
- Process is easy, efficient and transparent

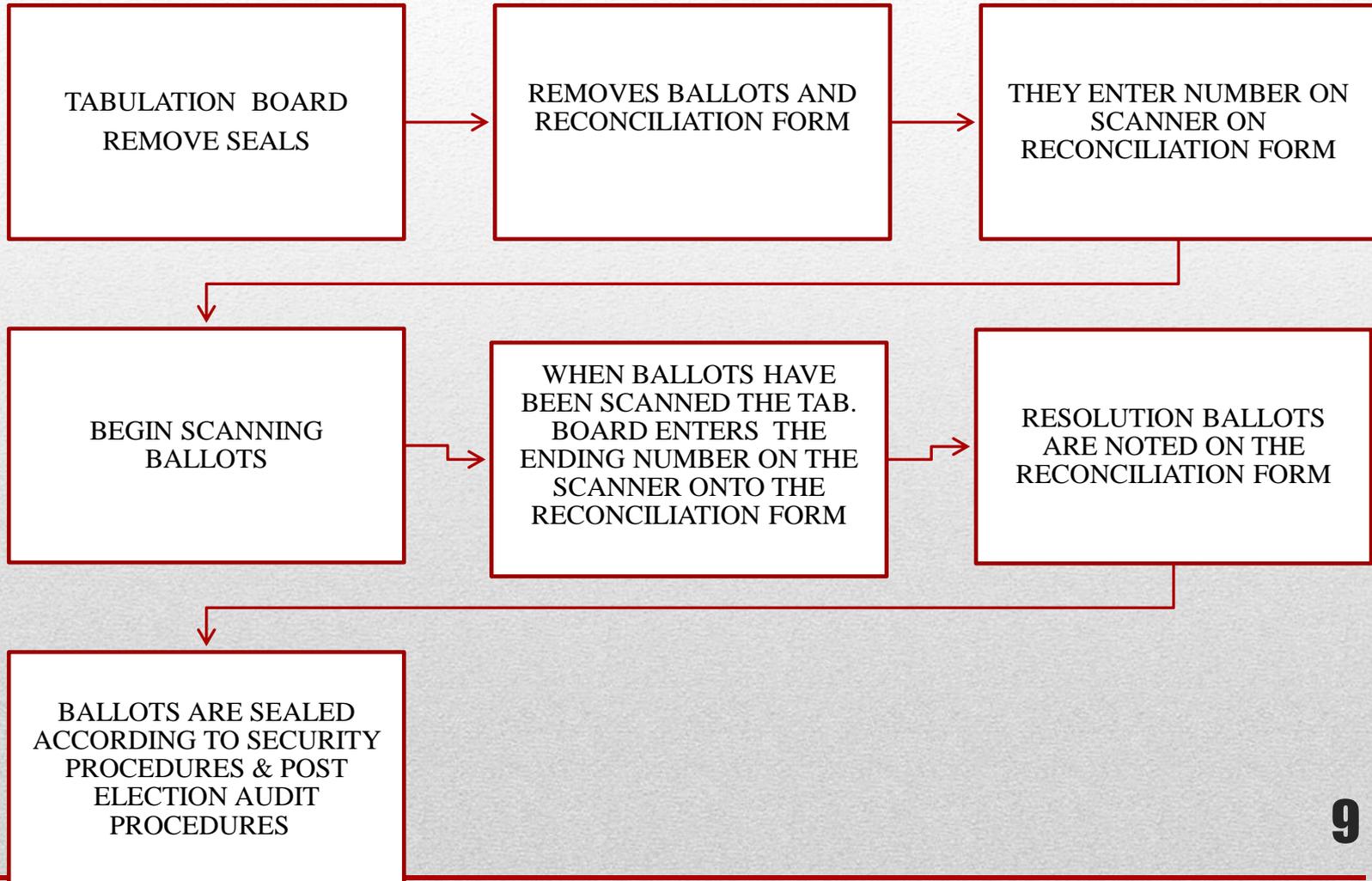
Absentee Ballot Reconciliation



SEQUESTERED BOARD OR EARLY PREPARATION BOARD



TABULATION BOARD



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