### Post-Election Audit AVCB Printable Worksheet

**Updated as of 5.9.2019**

**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] [N/A]
- 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] [N/A]
- Tab Seal # Match w/T&S Certification & Pollbook: [Yes] [No] [N/A]
- Tab Serial # Match: [Yes] [No] [N/A]
- EC Addendum: [Yes] [No] [N/A]
- Prelim Test Date: ___________
- Public Test Date: ___________
- Tab Tape & Predetermined Results Match: [Yes] [No]
- Zero Tape Printed: [Yes] [No]

**Applications to Vote Review:**
- # apps to vote matches # of voters: [Yes] [No]
- Apps to vote properly completed: [Yes] [No]
- Number of ID Affidavits: [Yes] [No]
- Military/Overseas apps: [Yes] [No] [N/A]
- Ballots sent on time: [Yes] [No] [N/A]

**Receiving Bd checklist:** [Yes] [No]

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### 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

#### Program Container Certificate

1. Seal number properly recorded [Yes] [No] [N/A]
2. Signed by one election inspector [Yes] [No] [N/A] of each major political party
### Ballot Container & Voted Ballot Hand Count Audit:

<table>
<thead>
<tr>
<th>Ballot Container</th>
<th>Contest Candidates or Y/N</th>
<th>Hand Count</th>
<th>Canvass Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Container Seal #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Pollbook:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Certificate:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Seal:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate signed by one inspector of each major political party:</td>
<td>Yes □ No □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly Sealed:</td>
<td>Yes □ No □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Container Approved:</td>
<td>Yes □ No □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicated ballots properly duplicated:</td>
<td>Yes □ No □ N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic ballots properly duplicated:</td>
<td>Yes □ No □ N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of ballots matches number of ballots tabulated:</td>
<td>Yes □ No □</td>
<td>Write-in vote</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Over votes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Under votes</td>
<td></td>
</tr>
</tbody>
</table>

**Notes – all discrepancies should be noted below**

____________________________________________________________________________
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☐ 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.