### Post-Election Audit Printable Worksheet

**Pre-Election Requirements:**

**Notices:**
- Close of Registration
- Election
- Public Accuracy Test

**Election Inspectors:**
- Appointed by Election
- Commission
- At least 1 R & 1 D
- Apps available
- Proof of Training
- Proof sent to parties

**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

**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
- w/T&S Certification & Pollbook
  - Yes
  - No
- Pre-printed TD– HM
  - Yes
  - No
  - N/A
- Prelim Test Date:
  - Yes
  - No
- Public Test Date:
  - Yes
  - No
- Test Deck Properly Created:
  - Yes
  - No
- Match:
  - Yes
  - No
- Zero Tape Printed:
  - Yes
  - No
- Tab Tape & Predetermined Results Match:
  - 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
  - Yes
  - No
- # of voters:
  - Yes
  - No
- Apps to vote properly completed:
  - Yes
  - No
- Number of ID Affidavits:
  - Yes
  - No
- 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
  - N/A

**EC Addendum**

- Yes
  - No
  - N/A

**Program Container Certificate**

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

**Provisional Ballot Forms**

1. Affidavit ballot Question 3
   - Yes
   - No
   - N/A
   - PB form marked Yes
2. Envelope ballot Question 3
   - Yes
   - No
   - N/A
   - PB form marked No
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
   - Yes
   - No
   - N/A
   - Sealed in an approved container

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

**E-Pollbook:**

- Yes
  - No
  - N/A

- Encryption Pwd:
  - Yes
  - No

- Unique User/Pwd:
  - Yes
  - No

- PrivacyZone Active:
  - Yes
  - No
  - N/A

- Docs Saved:
  - Yes
  - No

- Date epb.zip modified:

**Updated as of 5.15.2018**
### 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: □Yes □No</td>
<td></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>
</tbody>
</table>

Number of spoiled ballot matches
Pollbook: □Yes □No □N/A

Duplicated ballots properly duplicated: □Yes □No □N/A

Electronic ballots properly duplicated: □Yes □No □N/A

Number of ballots matches number of ballots tabulated: □Yes □No

<table>
<thead>
<tr>
<th>Write-in vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over votes</td>
</tr>
<tr>
<td>Under votes</td>
</tr>
</tbody>
</table>

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.