

# Post-Election Audit Manual



Michigan Department of State  
Bureau of Elections

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# Post-Election Audits Manual - Table of Contents

This manual is designed to assist with the conduct of post-election audits.

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## Introduction to Post-Election Audits

MCL 168.319 instructs the Secretary of State to develop an election audit program that details the documents to be inspected and the procedures used in preparation for and during an election. The post-election audit process will thoroughly review procedures performed before, during, and after the conduct of an election, including a review of voted ballots with a hand tally of select contests. The review of voted ballots will verify the equipment used to count votes worked properly and yielded the correct result. Information collected as part of the post-election audit process will be used as an educational tool for all levels of election administration. Assignments will be made in the eLearning Center to reinforce deficiencies found of the local and/or county clerks.

### Key Points

#### ☆ *Audit Process*

Following the canvass of an election, counties and Bureau of Elections staff will conduct a thorough review of pre-election and election day documents to determine if procedures were properly followed according to state law and established procedure.

#### ☆ *Selection Process*

The Bureau of Elections will randomly select precincts and contests for counties following each election and may select additional precincts and contests to be audited at the state level.

#### ☆ *Focus of the Audit*

Election notices, election inspector appointments and training, ePollbook security, test deck procedures, military and overseas voter applications, and a review of the *Pollbook* and ballot containers used on election day will be the primary focus of the audit. In addition, an audit of the results of up to three contests in a General election and one contest in other elections on the ballot in each precinct will be conducted.

#### ☆ *Audit Findings*

Discrepancies and deficiencies found as a result of the post-election audit will be used as training points for the local clerk who is participating in the audit as well as aid in the determination of future training needs to be provided at both the county and state level. The audit of voted ballots will reinforce accuracy and security of the voting system.

### Important Considerations

Those subject to a post-election audit should continue to maintain the security of their election day materials until the post-election audit has been conducted. 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.

## Selection Process

The Bureau of Elections will randomly select precincts and contests for county audits the day after an election. The Bureau of Elections may select additional precincts to be audited at the state level as well. Participants will be contacted by their County Clerk or the State depending on who is conducting the audit. The list of those being audited will also be announced in a News Update following the election.

Participants must maintain security on all of their election day materials until the post-election audit has been conducted. Further, the participants should ensure the ePollbook (EPB) and associated encrypted flash drive for the precinct selected are kept secure and data is ***not*** deleted until the audit is completed. (Note: Per the EPB user agreement, data must be deleted seven days post canvass; this deadline is extended for precincts involved in post-election audits.

## Clerk Preparation

County clerks conducting audits will coordinate the scheduling of the audit with the local jurisdiction. The audit should take place in a public location and when possible in a location agreeable to the local clerk. As a subject of the audit, the local clerk and county clerk must provide all materials needed to conduct the audit of the specified precinct **and** associated absent voter counting board.

Materials needed to conduct a Post-Election Audit	
<input type="checkbox"/>	Noticer of Registration (Affidavit of Publication)
<input type="checkbox"/>	Election Notice (Affidavit of Publication)
<input type="checkbox"/>	Public Accuracy Test Notice (Affidavit of Publication)
<input type="checkbox"/>	Election Commission's election inspector appointment record (minutes or signed resolution from meeting)
<input type="checkbox"/>	Listing of appointed election inspectors
<input type="checkbox"/>	Election Inspector applications for all inspectors appointed
<input type="checkbox"/>	Confirmation that election inspectors attended training (dated or signed certificate or sign in sheet)
<input type="checkbox"/>	Confirmation that election inspector appointments were sent to the major political parties (fax or email verification or certified mail receipt) [partisan elections only]
<input type="checkbox"/>	ePollbook laptop used in the precinct and encrypted flash drive
<input type="checkbox"/>	Absent Voter Ballot Posting [partisan elections only]
<input type="checkbox"/>	Sealed container that contains all testing materials; including: <ul style="list-style-type: none"><li><input type="checkbox"/> Test deck</li><li><input type="checkbox"/> Chart of pre-determined results</li><li><input type="checkbox"/> Tabulator zero and results tapes</li></ul>
<input type="checkbox"/>	Tabulator Testing and Security Certification Form (may be sealed in the test container)
<input type="checkbox"/>	Election Commission Certification - Public Accuracy Test (if applicable)
<input type="checkbox"/>	Voter Assist Terminal Preparation Checklist and Test Certification Form
<input type="checkbox"/>	<i>Pollbook</i>
<input type="checkbox"/>	Applications to Vote
<input type="checkbox"/>	Affidavits of Voter Not in Possession of Picture Identification
<input type="checkbox"/>	AV apps for Military and Overseas Voters and confirmation of ballot sent (e.g., email or fax receipt, proof of mailing if available)
<input type="checkbox"/>	Sealed ballot container with ballots
<input type="checkbox"/>	Program container certificate (if applicable)
<input type="checkbox"/>	Provisional Ballot Forms
<input type="checkbox"/>	Master card for any voter issued an Affidavit or Envelope ballot
<input type="checkbox"/>	Final Canvass Report
<input type="checkbox"/>	Receiving Board Checklist

## Conducting the Post-Election Audit

The post-election audit must be conducted *within 30 days of Canvass completion unless a recount has been ordered*. The post-election audit will require the inspection of election documents and the procedures used prior to the election and on election day. A comprehensive worksheet will be used to uniformly conduct the post-election audit for precincts throughout the state. Detailed instructions on the use of the worksheet follow. All discrepancies should be documented on the back side of the worksheet. **Note:** If the Board of Canvassers corrected any item reviewed during the conduct of the post-election audit at the Canvass, the information provided by the election inspectors should be used to answer the appropriate questions. Corrections made by the Board of Canvassers should be noted on the reverse side of the worksheet.

### Pre-Election Requirements

#### *Public Notices*

Michigan Election Law requires a number of notices to be published in a local newspaper prior to an upcoming election. The newspaper should supply an Affidavit of Publication to the publisher to confirm publication. Review the following notices:

#### *Notice of Registration (MCL 168.498(3) – Ch. 16. Election Officials' Manual)*

- Publication date must be no later than 30 days before the election.

- Must include: name of the jurisdiction, date of the election, listing of the offices to be elected/nominated, a brief description of ballot proposals and where to find the full text, locations where registrations will be accepted, and days and hours when an authorized person will be available to accept the registration.

*Notice of Election (MCL 168.653a – Ch. 16. Election Officials’ Manual)*

- Publication date must be no later than the seventh calendar day before the election.
- Must include: date of the election and polling place hours, listing of the offices to be elected/nominated, a brief description of ballot proposals and where to find the full text, a listing of polling place locations, a statement regarding accessibility in the polling place, and if a millage increase is on the ballot, a tax rate limitation statement.

*Public Logic and Accuracy Test (MCL 168.798(1) Ch. 16 Election Officials’ Manual)*

- Publication date must be at least 48 hours prior to the conduct of the test.
- Test date must be conducted no later than the fifth day prior to the election.
- Must include: date of the election, date, time, and location of the test and a statement regarding the purpose of the test.

When reviewing these items, place a checkmark in the Yes box when all of the above criteria are met. If a component is missing, place a checkmark in the No box and explain the discrepancy on the backside of the worksheet.

*Weekend Hours in QVF*

Using QVF, verify the eight hours the clerk’s office is required to be open the Saturday and/or Sunday prior to the election was entered into the Clerk Contacts tab (MCL 168.761b).

*Election Inspectors – Ch. 13 Election Officials’ Manual*

The Election Commission of each jurisdiction must appoint precinct and receiving board inspectors at least 21 days but not more than 40 days before each election (MCL 168.674). Review Election Commission minutes and/or resolutions to ensure these appointments took place. Place a checkmark in the appropriate box to indicate if the Election Commission made the appointments. Ensure at least one Republican and one Democrat was appointed to the precinct.

Next, review the Election Inspector applications provided. Ensure there is an application for every inspector appointed (MCL 168.677). Place a checkmark in the appropriate box to indicate if all applications are available. Then verify each election inspector attended a training class (MCL 168.683). Place a checkmark in the appropriate box to indicate if proof was provided for each inspector appointed. Lastly, place a checkmark in the appropriate box to indicate if proof that the election inspector appointments were sent to the local major political parties if evaluating a partisan election (MCL 168.674).

**ePollbook Evaluation (if applicable)**

Certain security features must be employed in the ePollbook software and on the encrypted flash drive in order to maintain security of sensitive voter information (Reference User Agreement and ePollbook User Manual). Using the laptop and flash drive used in the precinct on election day, evaluate the following:

1. Open the EPB software and verify the encryption password is a strong password and not QVFSecure08. *A strong password contains a combination of at least eight upper and lower case characters with at least one number or symbol.*
2. Login to the software using the ADMIN username. Click on Sys Admin and User Administration. Verify additional usernames were created. Check Yes or No next to “Unique User/Pwd” on the worksheet.
3. Plug the encrypted flash drive in and ensure the V-Safe100 software is listed or Bitlocker is installed (check the BL box and skip to step 4 if the latter). If V-Safe 100 was used, double click on V-Safe 100. If a password is requested, answer Yes to the

File Name	File Type
EPB Back Up	ACCDB file
EPB_History	CSV file
rptBallot Summary	PDF file
rptRemarks	PDF file
rptVoter List	PDF file

“PrivacyZone Active” question on the worksheet. Otherwise answer *No*.

4. Request the Password from the local Clerk and enter into the V-Safe 100 or Bitlocker pop-up box. Verify the five files listed in the image to the right were saved. You may need to open a folder to verify. If all seven files are listed, mark *Yes* on the worksheet for “Docs Saved in PZ.” If some of the files are listed but not all, indicate which files are missing on the back side of the worksheet.
5. Record the date the hostservice.zip file was modified.

**Voting System Review – Test Procedure Manual for Tabulators & Voter Assist Terminals**

A vital component to a successful election is the conduct of the preliminary and public Logic and Accuracy Testing prior to the election. All Logic and Accuracy Testing materials should have been placed under seal in an approved ballot container (separate from the precinct container) after testing was completed. Verify the container containing the testing material is sealed and indicate *Yes or No* on the worksheet. Verify that the seal number on the container is the seal number that was recorded on the *Tabulator Program Testing and Security Certification Form* (which may be sealed in the container) and record the answer on the worksheet.

A record of the tabulator serial number and the seal number must also be recorded on the *Tabulator Program Testing and Security Certification* form after the preliminary accuracy test. When performing this portion of the audit, verify that the *Tabulator Program Testing and Security Certification Form* lists the seal and serial number for the tabulator. Verify the seal and serial numbers listed on the *Tabulator Program Testing and Security Certification Form* match the seal and serial numbers listed in the corresponding precinct’s Clerk’s Preparation Certificate portion of the *Pollbook*. Place appropriate checkmarks on the worksheet to indicate whether these seals and serial numbers matched. If the jurisdiction used a vendor for testing and that same vendor programmed the memory cards, verify that the *Election Commission Certification* form was also completed and place a checkmark in the appropriate EC Addendum box. If the ballot marks were printed by a vendor using non-precinct ballot stock, ensure at least three ballots were hand marked and place a checkmark in the appropriate Pre-printed TD – HM box.

Next write the dates the Preliminary and Public Tests were conducted on the appropriate line of the worksheet. Public Tests should have been conducted at least five days prior to the election. Preliminary tests should be conducted as soon after receiving ballots as possible and well before the public test.

**Test Deck Completion**

Next review the Logic and Accuracy Testing “test deck” and chart of pre-determined results. There are initially thirteen ballot creation instructions required to be marked on to test ballots and then additional test ballots must be created to ensure the vote totals are different for each candidate in a race. Place a checkmark in the appropriately numbered box on the checkbox to indicate proper completion of each test ballot. (*MCL 168.798(1), R 168.773 and R 168.776*). See Appendix for other election type charts.

Instruction	Pre-determined result – General Election
<b>1</b>	All positions on the ballot voted.
<b>2</b>	All unused positions on the ballot voted.
<b>3</b>	A blank ballot.
<b>4</b>	One straight party vote cast (no other partisan votes).
<b>5</b>	Two straight party votes cast resulting in an overvote (no other partisan votes).
<b>6</b>	In a different office for each instruction: (a) One straight party vote, plus: (b) In a “vote for 1” partisan office, 1 vote for 1 candidate of the same party used in (a) (c) In a “vote for 1” partisan office, 1 vote for 1 candidate of a different party than used in (a) (d) In a “vote for 2” partisan office, 1 vote for 2 candidates, each from different parties (e) No votes in a partisan office where a candidate appears under the party selected in (a) (f) A vote for 1 write-in candidate in either a partisan or non-partisan office (g) Non-partisan offices and proposals voted
<b>7 (Ballot 1)</b>	No straight party vote and votes correctly voted in the partisan section with overvotes in the non-partisan and proposal sections

<b>7 (Ballot 2)</b>	No straight party vote and votes correctly voted in the non-partisan section with overvotes in the partisan and proposal sections
<b>7 (Ballot 3)</b>	No straight party vote and votes correctly in the proposal section with overvotes in the partisan and non-partisan sections
<b>8</b>	In a different office for each instruction: (a) Two straight party votes cast (b) In two "vote for 1" offices, 1 vote for 1 candidate listed under the first party selected in (a) and a vote for 1 candidate listed under second party selected in (a) (c) In two "vote for 1" offices, 1 vote for 1 candidate of the first party selected (d) In a "vote for 1" office, 1 vote for 1 candidate of the second party selected *Additional ballots may be required to complete (c) and (d).
<b>9</b>	In a different office for each instruction: (a) One straight party vote where 2 candidates of that party are in a "vote for 2" partisan race (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a), 2 votes for candidates of a different party than used in (a) (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a), 2 votes for candidates of two different parties than used in (a) *if a ballot contains a "vote for 3" office and there are 3 candidates from that party running, an additional test ballot must be included following this same instruction but subbing 3 for 2.
<b>10</b>	In a different office for each instruction: (a) One straight party vote where 2 candidates of that party are in a "vote for 2" partisan race (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a), 1 vote for a candidate of a different party than used in (a) (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a), 1 vote for a candidate of the party used in (a) and 1 vote for a candidate of a different party (d) In a third "vote for 2" office, where there are 2 candidates from the same party used in (a), 1 vote for a candidate of the same party used in (a) *Additional ballots may be required to complete this test
<b>11</b>	(a) One straight party vote where only 1 candidate of the same party is in a "vote for 2" partisan race (b) In a second "vote for 2" office, where there is only 1 candidate from the party used in (a), 1 vote for a candidate of a different party than used in (a) *Additional ballots may be required to complete this test
<b>12</b>	One straight party vote and individual votes for each candidate in that same party. Repeat for each party.
<b>13</b>	A ballot voted from a different precinct (if applicable).
<b>Dif. Totals</b>	Additional ballots voted to ensure at least 2 straight party votes have been cast for each party and a different total number of valid votes are cast for each party in the straight party section, each candidate within an office, and for and against each proposal.

Once each ballot and the chart of pre-determined results have been reviewed, compare the chart of pre-determined results with the tabulator tape. Check *Yes or No* on the worksheet provided to indicate whether the results from the chart of pre-determined results matched the tabulator tape or not. Lastly, indicate on the worksheet whether or not a zero tape for the test was provided.

### Voter Assist Terminal

1. Review the *Voter Assist Terminal Preparation Checklist and Test Certification Form* and verify it was properly completed.
2. Locate the VAT Test Deck to verify the VAT was tested before the Election.
3. Locate the blank "test" ballot used to test the VAT on Election Day (if any).
4. Count the number of voters that used the VAT by:
  - a. Reviewing the precinct list for an alternate ballot number (if stubbed stock was used); or by
  - b. Opening the VAT envelope used to invalidate precinct ballots (if regular ballot numbers were used); or by
  - c. Counting the number of VAT ballots found in the ballot container

## Application to Vote & Military and Overseas Voter Review

Review the *Applications to Vote*. Physically count the *Applications to Vote* and determine if there is the same number of *Applications to Vote* as voters in the *Pollbook*. Next, spot check the *Applications to Vote* to ensure they were properly completed by voters and election inspectors. Check *Yes or No* on the worksheet provided to indicate the answers to these questions.

Record the number of *Affidavits of Voter Not in Possession of Picture Identification* completed.

If absentee ballots were processed in the precinct, use the *AV Applications to Vote* to determine whether the precinct processed any Military or Overseas voters. Then review the applications to ensure those ballots were sent within 24 hours of receipt of the application or if the application was received more than 45 days prior to the election the ballot was sent by the 45<sup>th</sup> day prior to the election (e.g., email or fax receipt, proof of mailing if available). Answer the appropriate questions on the worksheet and note any discrepancies on the backside of the worksheet. **NOTE:** In a precinct with no or minimal military and overseas absentee ballots, the local Clerk should bring all military and overseas absent voter ballot applications for the jurisdiction. Conduct a thorough review of those applications using the guidelines above. (*MCL 168.759a and Military and Overseas Voter for Election Administrators Manual*)

## Absent Voter Information Posting

If auditing an election with a state or federal office, review the absent voter information posting required to be posted before and on election day. Prior to 8 a.m. on election day the number of AV ballots distributed to absent voters, the number of absent voter ballots returned, and the number of absent voter ballots being delivered must be recorded and posted. Before 9 p.m. the number of absent voter ballots issued to same day registrants on election day, returned on election day, number of absent voter ballots returned and delivered for processing on election day and the grand totals for each must be recorded and posted. Finally, once all returns are complete, the total number of absent voter ballots returned by voters and the total number processed should be recorded and posted. Indicate completion on the worksheet. (*MCL 168.765(5) and Ch. 6 Election Officials' Manual*).

## Receiving Board Checklist

Verify the completion of a Receiving Board checklist on election day. Indicate completion of the worksheet. (*MCL 168.679a and Receiving Board Guide*)

## Paperwork Assessment

Finally, review the remaining components of the *Pollbook*. The following images are examples of properly completed *Pollbooks*. Please note, there are many styles of *Pollbooks* in use throughout the state and the layout may be different from what is displayed below.

### Pollbook

Items 1-4 are generally found on the front and inside cover of the *Pollbook*.

The image shows two examples of completed preparation certificates from a Michigan Pollbook. The top certificate is the 'CLERK'S PREPARATION CERTIFICATE' for Tabulator Serial No. 12345 and AutoMARK Serial No. 23456, with a Tabulator Seal No. of 34567 and AutoMARK Seal No. of 45678. It includes a signature and date before election. The bottom certificate is the 'ELECTION INSPECTORS' PREPARATION CERTIFICATE' with a checklist of items checked, including verification of serial numbers, equipment tests, and ballot verification. It also includes oaths for the Chairperson and the Person Administering Oath, both signed and dated.



1. Review the Clerk's Preparation Certificate. A completed Clerk's Preparation Certificate includes serial and seal numbers for both the tabulator and the Voter Assist Terminal. In addition, a signature and date prior to the election should be included.
2. Ensure all checkboxes are completed in the Election Inspectors' Preparation Certificate and that the inspectors signed. Many *Pollbooks* combine the signatures with step 3.
3. Ensure all inspectors (including the chairperson) subscribed to the Constitutional Oath of Office.
4. Ensure the oath administrator signed in the appropriate location(s).
5. Compare the signatures of the election inspectors with the Election Commission appointments to ensure all that signed the oath were appointed.
6. If applicable, ensure the write-in portion of the *Pollbook* was completed. Votes should be properly totaled after the tally marks.

**6** PRESS FIRMLY  
 ONE MACHINE 2 COPIES DETACH ONLY THE WHITE AND INK COPIES AT PERFORATIONS

**WRITE-INS ONLY** OPTICAL SCAN **STATEMENT OF VOTES**

Precinct # 3 Name of City, Township, Village or School District: ACME Date of Election: 11/7/07

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES										TOTAL WRITE-IN VOTES			
			5	10	15	20	25	30	35	40	45	50				
William Smith	Township Clerk	Republican	11													12
W. Smith	Township Clerk	Republican	11													2
Bill Smith	Township Clerk	Republican	11													2
Judith Jones	Township Clerk	Democrat	11													7
Judy Jones	Township Clerk	Democrat	11													3
Judith Jones	Township Clerk	Democrat	1													1
Judy Johns	Township Clerk	Democrat	1													1
Jim Taylor	State Rep- 33rd Dist	Republican	11													6
Jimmy Taylor	State Rep- 33rd Dist	Republican	11													2

**7** ATTACH PRECINCT TABULATOR STATEMENT OF VOTES TAPE HERE.

W-05 Mandatory School Funding Levels

YES 0  
 NO 0  
 Over Votes 0  
 Under Votes 0  
 Total Votes 0

Grassroots Public Safety By Amendment

YES 1  
 NO 0  
 Over Votes 0  
 Under Votes 0  
 Total Votes 1

IF THE UNDERSIGNED SO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE RECORD OF ALL VOTES CAST AND THAT ALL CONSTITUTIONAL PROVISIONS WHEN THE POLLS CLOSED AND THAT THE ELECTION WAS HELD TRANSPARENTLY WITHIN THE LAWS OF THE STATE OF MICHIGAN.

*Judy Jones*  
 PRECINCT CHAIRPERSON

*Miss Williams*  
 PRECINCT INSPECTOR

*John Smith*  
 PRECINCT INSPECTOR

*Bob Carrick*  
 PRECINCT INSPECTOR

*Sam Best*  
 PRECINCT INSPECTOR

PRECINCT INSPECTOR

PRECINCT INSPECTOR

PRECINCT INSPECTOR

7. Ensure the tabulator tape/statement of votes (should be affixed to the Statement of Votes signature page in the back of *Pollbook*) was signed by all election inspectors.
8. Ensure the number of ballots tabulated on the totals tape matches the number of voters listed in the *Pollbook*.

**BALLOT SUMMARY**

**WE CERTIFY THE FOLLOWING:**

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
[None]	00000001	00000200	200
			200

B. Number of absent voter return envelopes received by board: 2

**C. Total of lines A and B (Must match Line K below): 202**

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

- D. Number of ballots tabulated: 15
- E. Number of AV ballot envelopes delivered to precinct which did not contain ballot or were not processed for any reason: 0
- F. Number of ballots reissued to voters who spoiled their ballot at the pollin place (spoiled or defective ballots): 2
- G. Number of ballots rejected: 0
- H. Number of ballots used by election inspectors for ballot duplications: 0
- I. Number of PROVISIONAL "envelope" ballots issued: 1
- J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
[None]	00000017	00000200	184
			184

**K. Total of Lines D, E, F, G, H, I, and J (Must math Line C above): 202**

L. Difference: 0

9. Ensure the Ballot Summary (found in the *Pollbook*) is completed, balanced, and totals are accurate. The **Difference** should always be zero. If there is a valid discrepancy, was it remarked? If so, check the Remark box.

Items 10-13 are usually found on the last page or two in the *Pollbook*.

10. Ensure all checkboxes are completed in the Election Inspectors' Completion Certificate and that the inspectors signed.
11. Ensure the ballot container seal number is properly recorded. Most containers only require one seal.
12. Ensure the program container seal number is properly recorded (if applicable).
13. Ensure one inspector of each major political party signed the seal certification.

STATEMENT OF VOTES - CERTIFICATE OF ELECTION INSPECTORS		
JURISDICTION: <b>Jurisdiction</b>	WARD/PRECINCT: #	DATE OF ELECTION: <b>Election Date</b>
<b>WE CERTIFY THE FOLLOWING:</b>		
<b>10 AT THE CLOSE OF THE POLLS</b> (Except as noted on the Remarks Page of this Poll Book)		
<input checked="" type="checkbox"/>	The number of voters according to this Poll Book is (Include absent voter ballots if processed in precinct and the number of voters in addendum poll book(s) if any). Record on cover of poll book.):	###
<input checked="" type="checkbox"/>	The number of ballots tabulated is: .....	###
<input checked="" type="checkbox"/>	Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.	
<input checked="" type="checkbox"/>	Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.	
<input checked="" type="checkbox"/>	Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).	
<input checked="" type="checkbox"/>	Verified that any ballots requiring duplication have been accurately duplicated and tabulated.	
<input checked="" type="checkbox"/>	Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.	
<input checked="" type="checkbox"/>	Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.	
<input checked="" type="checkbox"/>	Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.	
<input checked="" type="checkbox"/>	Verified that the number of ballots issued to the precinct, the number of ballots issued to voters, the number of spoiled ballots and the number of unused ballots are accurately reflected in the Ballot Summary Report.	
<input checked="" type="checkbox"/>	Verified that if the number of ballots tabulated does not agree with the number of voters according to the List of Voters report, the discrepancy is noted in the Remarks section.	
<b>11</b>	By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER(S) by affixing seal(s):	
	Seal No. #####	Seal No. Possible
<b>12</b>	We further certify that if the Tabulator Program (Pron Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing Seal No. #####	
<b>13</b>	<i>X</i> <b>Inspector Signature Party #1</b> <small>Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER.</small>	<i>X</i> <b>Inspector Signature Party #2</b> <small>Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)</small>
<b>ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW</b> <small>(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)</small>		
<b>10</b>	<i>X</i> <b>Signature</b> <small>Chairperson</small> _____ Phone _____	<i>X</i> _____ Phone _____
	<i>X</i> <b>Signature</b> _____ Phone _____	<i>X</i> _____ Phone _____
	<i>X</i> <b>Signature</b> _____ Phone _____	<i>X</i> _____ Phone _____
	<i>X</i> <b>Signature</b> _____ Phone _____	<i>X</i> _____ Phone _____
	<i>X</i> <b>Signature</b> _____ Phone _____	<i>X</i> _____ Phone _____
	<i>X</i> <b>Signature</b> _____ Phone _____	<i>X</i> _____ Phone _____
DETACH CERTIFICATE OF ELECTION INSPECTORS (RED AND WRITE-IN SECTION (GREEN), AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES. WHITE - DO NOT DETACH!! THIS PART REMAINS IN POLL BOOK!!		

*Program Container Certificate (if applicable)*  
 Finally, the Program Container Certificate should be reviewed.  
 Ensure proper completion by:

1. Verifying the seal number was properly recorded.
2. Verifying one inspector of each major political party signed the seal certification.

NOTE: If the Certificate is not available, the *Pollbook* may be used.

### TABULATOR PROGRAM(S) STORAGE CONTAINER CERTIFICATE

We, the undersigned Election Officials, certify that the transfer container for this precinct was properly sealed and the seal number agreed with the seal number recorded on the Precinct Transfer Container Certificate.

We further certify that the Program (Memory Unit) and the original seal(s) were returned to the transfer container **1** which was properly sealed by affixing seal **#####**.

**2** *Inspector Signature Party #1*  
Signature of member who sealed the container.

*X* **Inspector Signature Party #2**  
Signature of member who verified the sealing.  
 (May not represent same political party as member who sealed transfer container.)

**Election date**

Date of Election

**Jurisdiction**

**#**

City, Township, Village or School District

Ward/Precinct No.

## Provisional Ballot Form Review

Review the *Provisional Ballot Forms* with the *Pollbook* to ensure the number issued matches the number in the Ballot Summary.

- For a voter issued an Affidavit ballot, review the *Provisional Ballot Form* and verify the election inspector marked Question 3 *Yes*.
- For a voter issued an Envelope ballot, review the *Provisional Ballot Form* and verify the election inspector marked Question 3 *No*.

Without researching the registration of each voter, review the uncouneted Envelope ballot *Provisional Ballot Forms*.

- Determine based on the information provided on the form if the Envelope ballot was appropriately processed by the election inspector and/or the local Clerk.

Ensure a master card is available for each voter issued an Affidavit or Envelope ballot verifying the voter was registered to vote after the election. Finally, if an envelope ballot was counted, verify it was sealed in an approved ballot container.

Answer the appropriate questions on the worksheet after review of all *Provisional Ballot Forms*. Explain any discrepancies on the backside of the worksheet (*MCL 168.523a and Ch. 11 Election Officials' Manual*).

## Ballot Container Examination

Locate the ballot container seal number recorded in the *Pollbook* and enter it on to the worksheet. Then examine the ballot container. Record the seal number found on the *Ballot Container Certificate* (below left) and then the seal number on the actual container on to the worksheet. Indicate on the worksheet whether the *Ballot Container Certificate* was signed by one election inspector of each major political party. Now verify the container was properly sealed. A properly sealed container is one in which the seal has been affixed securely and the ballot container is unable to be opened. The last check in this section is to ensure the Board of Canvassers approval certificate (below right) is affixed to the ballot container. Record the answer to these questions on the worksheet by selecting the appropriate *Yes or No* boxes. (*Ch. 12 Election Officials' Manual*).

Ballot Container Certificate	
Date of Election: _____	
City, Township, or Village _____	Ward/Pct # _____
<b>This ballot container contains:</b>	
<input type="checkbox"/> Voted Ballots	
<input type="checkbox"/> Unvoted Ballots	
<input type="checkbox"/> Spoiled Ballot Envelope	
<input type="checkbox"/> Original Ballot Envelope	
We, the undersigned members of the Board of Election Inspectors, certify that the ballot container was properly sealed by affixing seal # _____.	
<input checked="" type="checkbox"/> DEMOCRATIC INSPECTOR	<input checked="" type="checkbox"/> REPUBLICAN INSPECTOR
<small>Signature of member who sealed/verified the ballot container.</small>	<small>Signature of member who sealed/verified the ballot container.</small>

<b>THIS BALLOT CONTAINER HAS BEEN APPROVED UNTIL MAY 31, 2022</b>	
By the _____ County Board of Canvassers for the storage of ballots in accordance with the provisions of Public Act 207 of 2000.	
Date _____	
_____	
_____	
<small>ED 4 (12/17) Authority Granted By P.A. 116 of 1954</small>	<small>MICHIGAN DEPT. OF STATE</small>

### ***Spoiled & Duplicated Ballots***

Open the ballot container and pull out the Spoiled and Original Ballot Envelopes. Does the number of spoiled ballots in the *Spoiled Ballot Envelope* equal the number of spoiled ballots listed in the *Pollbook*? Answer the appropriate question on the worksheet. Next, open the Original Ballot Envelope. If the envelope contains ballots, attempt to locate the matching duplicate with the voted ballots in the ballot container. Verify the ballots were properly duplicated and indicate that verification on the worksheet. Finally, indicate whether any of the duplicated ballots were electronic (MOVE) or FWAB ballots and if they were duplicated properly as well on the worksheet. Do this in a manner which avoids identifying the voter. (*Ch. 12 Election Officials' Manual*).

### **Voted Ballot Hand Count Audit**

The final step in the post-election audit is a review of voted ballots with a hand tally of select contests. As done in a recount, two people should count to ensure the number of ballots matches the number tabulated and/or the number of voters. One person will count the ballots, placing them in a stack while the second person looks on to ensure two ballots aren't stuck together and the count is accurate. Count ballots one at a time and place them in stacks of 25 as you count. Then ballots should be separated into piles based on the vote cast in the contest being audited. This should be done in the same manner as the initial count and the vote cast should be determined based on Michigan Validity Standards. Add up the totals for:

Each Candidate (if applicable)  
Yes (if applicable)  
No (if applicable)  
Write-ins (if applicable)  
Overvotes  
Undervotes

Record both the hand counted totals and the totals provided in the Board of Canvassers Report on the Worksheet (attach additional pages if necessary). Note any changes from the tabulator tape totals. Repeat these steps for other contests if applicable.

### **Final Review**

Ensure all aspects of the worksheet have been completed and that any discrepancies have been explained on the backside of the worksheet. Once the verification is complete, replace the *Pollbook* and Statement of Votes into the appropriate envelopes and reseal as necessary. Each auditor should sign the backside of the worksheet verifying the completion of the process. After the post-election audit is conducted, the worksheet should be reviewed with the local Clerk.

The worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion. Auditors should retain the worksheet for 2 years post-election in case clarification is needed. Once the data has been submitted electronically, the Bureau of Elections will make assignments in the eLearning Center to those jurisdictions with deficiencies. The assignments could be a manual, reference document, online course, and/or video tutorial reinforcing proper procedures.

## Appendix

### Additional Test Deck Charts

<b>Instruction</b>	<b>Pre-determined result – Proposal Only Election</b>
<b>1</b>	All positions on the ballot voted.
<b>2</b>	All unused positions on the ballot voted.
<b>3</b>	A blank ballot.
<b>4</b>	One ballot voted correctly
<b>5</b>	A ballot voted from a different precinct.
<b>Dif. Totals</b>	Additional ballots voted to ensure a different total number of valid votes are cast for and against each proposal.