

Post-Election Audit Printable Worksheet

Updated as of 11/8/2024

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

<p>NOTE: All discrepancies should be explained on the reverse side of this checklist.</p> <p>Pre-Election Requirements:</p> <p><i>Notices:</i></p> <p>Notice of Registration <input type="checkbox"/>Yes<input type="checkbox"/>No Election <input type="checkbox"/>Yes<input type="checkbox"/>No Public Accuracy Test <input type="checkbox"/>Yes<input type="checkbox"/>No Weekend Hours in QVF <input type="checkbox"/>Yes<input type="checkbox"/>No</p> <p><i>Election Inspectors:</i></p> <p>Appointed by Election Commission <input type="checkbox"/>Yes<input type="checkbox"/>No At least 1 R & 1 D <input type="checkbox"/>Yes<input type="checkbox"/>No Apps available <input type="checkbox"/>Yes<input type="checkbox"/>No Proof of Training <input type="checkbox"/>Yes<input type="checkbox"/>No Proof sent to parties<input type="checkbox"/>Yes<input type="checkbox"/>No<input type="checkbox"/>N/A</p> <p>E-Pollbook: <input type="checkbox"/>N/A</p> <p>Encryption Pwd: <input type="checkbox"/>Yes <input type="checkbox"/>No Unique User/Pwd: <input type="checkbox"/>Yes<input type="checkbox"/>No PrivacyZone Active:<input type="checkbox"/>Yes<input type="checkbox"/>No <input type="checkbox"/>BL Docs Saved: <input type="checkbox"/>Yes<input type="checkbox"/>No Date hostservice.zip modified:</p>	<p>Voting System & Test Deck:</p> <p>Test Deck Sealed: <input type="checkbox"/>Yes <input type="checkbox"/>No Seal # Recorded: <input type="checkbox"/>Yes <input type="checkbox"/>No Test Deck & T&S Certification Seal # Match: <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>Tab Seal # Match w/T&S Certification & Pollbook <input type="checkbox"/>Yes <input type="checkbox"/>No Tab Serial # Match <input type="checkbox"/>Yes <input type="checkbox"/>No w/T&S Certification & Pollbook EC Addendum <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A Pre-printed TD– HM <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p> <p>Prelim Test Date: _____ Public Test Date: _____</p> <p>Test Deck Properly Created: <input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5 <input type="checkbox"/>6 <input type="checkbox"/>7 <input type="checkbox"/>8 <input type="checkbox"/>9 <input type="checkbox"/>10 <input type="checkbox"/>11 <input type="checkbox"/>12 <input type="checkbox"/>13 <input type="checkbox"/>Dif Totals</p> <p>Tab Tape & Predetermined Results Match: <input type="checkbox"/>Yes <input type="checkbox"/>No Zero Tape Printed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Voter Assist Terminal</p> <p>Test Certification Form: <input type="checkbox"/>Yes <input type="checkbox"/>No Tested before Election: <input type="checkbox"/>Yes <input type="checkbox"/>No Tested on Election: <input type="checkbox"/>Yes <input type="checkbox"/>No Number of voters: _____</p> <hr/> <p>Applications to Vote Review:</p> <p># apps to vote matches # of voters: <input type="checkbox"/>Yes<input type="checkbox"/>No Apps to vote properly completed : <input type="checkbox"/>Yes<input type="checkbox"/>No Number of ID Affidavits: _____ Military/Overseas apps: <input type="checkbox"/>Yes<input type="checkbox"/>No Ballots sent on time:<input type="checkbox"/>Yes<input type="checkbox"/>No<input type="checkbox"/>N/A</p> <hr/> <p>AV ballot posting:<input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p> <p>Receiving Bd checklist: <input type="checkbox"/>Yes<input type="checkbox"/>No</p>
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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 Yes No

Program Container Certificate

1. Seal number properly recorded Yes No N/A
2. Signed by one election inspector of each major political party Yes No N/A

Provisional Ballot Forms

1. Affidavit ballot Question 3 PB form marked Yes Yes No N/A
2. Envelope ballot Question 3 PB form marked No Yes NoN/A
3. Envelope ballots were processed appropriately Yes NoN/A
4. Affidavit & Envelope Voters were registered to vote Yes NoN/A
5. Counted envelope ballots sealed in an approved container Yes NoN/A

