

EARLY VOTING DAILY RECONCILIATION FORM

Use the digital version of this form in the 'Audit Tracker' (found in the Election Admin Folder) and transfer the data here.

Date Site Beg. Unused Ballot Cnt.

Tabulator and Voter History

Daily Beginning Count Daily Ending Count

(Daily Ballots Cast = Daily Ending Count – Daily Beginning Count)

Daily Early Voting Apps Daily Ballots Cast

Total Early Voting Applications Received (Do not include canceled Early Voting applications)

SOSA Laptop Number	<input style="width: 100%; height: 30px;" type="text"/>	SOSA Laptop Count	<input style="width: 100%; height: 30px;" type="text"/>
			+
SOSA Laptop Number	<input style="width: 100%; height: 30px;" type="text"/>	SOSA Laptop Count	<input style="width: 100%; height: 30px;" type="text"/>
			+
SOSA Laptop Number	<input style="width: 100%; height: 30px;" type="text"/>	SOSA Laptop Count	<input style="width: 100%; height: 30px;" type="text"/>
			+
SOSA Laptop Number	<input style="width: 100%; height: 30px;" type="text"/>	SOSA Laptop Count	<input style="width: 100%; height: 30px;" type="text"/>
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			+
SOSA Laptop Number	<input style="width: 100%; height: 30px;" type="text"/>	SOSA Laptop Count	<input style="width: 100%; height: 30px;" type="text"/>
			+
SOSA Laptop Number	<input style="width: 100%; height: 30px;" type="text"/>	SOSA Laptop Count	<input style="width: 100%; height: 30px;" type="text"/>
			=
Total SOSA Laptop Counts (Should equal the "Daily Early Voting Apps")			<input style="width: 100%; height: 30px;" type="text"/>

Reconciliation Report

Does "Daily Ballots Cast" = "Daily Early Voting Apps"? YES NO

Does "Daily Early Voting Apps" = "Total SOSA Laptop Counts"? YES NO

If you answered "No" to any of the questions above, please complete an incident report explaining the discrepancy.

Forms/Ballot Reconciliation

Machine-Rejected Ballots	<input style="width: 100%; height: 30px; border: 2px solid red;" type="text"/>	Spoiled Ballots	<input style="width: 100%; height: 30px; border: 2px solid red;" type="text"/>
Absentee-By-Mail Ballots	<input style="width: 100%; height: 30px;" type="text"/>	Provisional Ballots	<input style="width: 100%; height: 30px; border: 2px solid red;" type="text"/>
Change Forms	<input style="width: 100%; height: 30px;" type="text"/>	Same-Day Registrations	<input style="width: 100%; height: 30px;" type="text"/>
Ending Unused Ballot Count	Should = 'Beg. Unused Ballot Cnt.' + New 'Supplemental Ballots' MINUS (('Daily Ballots Cast' + 'Provisional Ballots' + 'Machine-Rejected Ballots' + 'Spoiled Ballots'))		<input style="width: 100%; height: 30px; border: 3px solid black;" type="text"/>

Certification of Reconciliation

Site Coordinator (Signature) _____

Asst. Site Coordinator (Signature) _____

Asst. Site Coordinator (Signature) _____

TO BE COMPLETED BY BOE STAFF

Auditors are to complete the sections below. All forms must be grouped by Site and Day and organized.

Returns Verification

Please verify the following has been completed:

Type	Returned?	Placement Location	Placed?
Daily Reconciliation Form	YES <input type="checkbox"/>	Daily Reconciliation Binder	YES <input type="checkbox"/>
Regular Voted Ballots	YES <input type="checkbox"/>	Site-Specific Ballot Box	YES <input type="checkbox"/>
Provisional Ballots	YES <input type="checkbox"/>	Provisional Ballot Bin (All Sites)	YES <input type="checkbox"/>
Absentee Ballots	YES <input type="checkbox"/>	Absentee Ballot Bin (All Sites)	YES <input type="checkbox"/>
Spoiled Ballots	YES <input type="checkbox"/>	Spoiled Ballot Bin (All Sites)	YES <input type="checkbox"/>
Spoiled Absentee Ballots	YES <input type="checkbox"/>	Spoiled Absentee Ballots Bin (All Sites)	YES <input type="checkbox"/>
Machine Rejected Ballots	YES <input type="checkbox"/>	Machine Rejected Ballot Bin (All Sites)	YES <input type="checkbox"/>
Early Voting Applications	YES <input type="checkbox"/>	Site-Specific Application Box	YES <input type="checkbox"/>
Same-Day Registration Forms	YES <input type="checkbox"/>	Green VR Forms Polybag	YES <input type="checkbox"/>
Address Change Forms	YES <input type="checkbox"/>	Green VR Forms Polybag	YES <input type="checkbox"/>
Regular Registration Forms	YES <input type="checkbox"/>	Green VR Forms Polybag	YES <input type="checkbox"/>
Deceased Voter Forms	YES <input type="checkbox"/>	Green VR Forms Polybag	YES <input type="checkbox"/>
Challenge Forms	YES <input type="checkbox"/>	Green VR Forms Polybag	YES <input type="checkbox"/>
Spoiled Ballot Logs	YES <input type="checkbox"/>	White Logs Polybag	YES <input type="checkbox"/>
Curbside Logs	YES <input type="checkbox"/>	Yellow Logs Polybag	YES <input type="checkbox"/>
Voter Assistance Logs	YES <input type="checkbox"/>	Black Logs Polybag	YES <input type="checkbox"/>
Canceled/Misc Documents	YES <input type="checkbox"/>	Red Canceled/Misc Documents Polybag	YES <input type="checkbox"/>
Help Desk Referral Forms	YES <input type="checkbox"/>	Red Canceled/Misc Documents Polybag	YES <input type="checkbox"/>
SOSA User Logs	YES <input type="checkbox"/>	Black Logs Polybag	YES <input type="checkbox"/>
Configuration Report Tapes*	YES <input type="checkbox"/>	Configuration Report Tapes Wire Basket	YES <input type="checkbox"/>

*Exception – The tape from Day 1 is stored with the zero tape in the Red Anti-Static bag in the Early Voting Admin Binder throughout the Early Voting period.

If documents were forgotten, please notify the Director of Elections for further instructions.

Reconciliation Verification

Did the site reconcile their counts? YES NO

Audit Notes

BOE Staff Signature _____ BOE Staff Signature _____