**Post-Election Audit Printable Worksheet**

Updated as of 10.3.2014

<table>
<thead>
<tr>
<th>County</th>
<th>Jurisdiction</th>
<th>Precinct</th>
<th>Audit Date</th>
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**NOTE:** All discrepancies should be explained on the reverse side of this checklist.

**Pre-Election Requirements:**

**Notices:**
- Close of Registration: Yes/No
- Election: Yes/No
- Public Accuracy Test: Yes/No

**Election Inspectors:**
- Appointed by Election Commission: Yes/No
- At least 1 R & 1 D: Yes/No
- Apps available: Yes/No
- Proof of Training: Yes/No
- Proof list sent to parties: Yes/No/N/A

**E-Pollbook:** N/A
- Encryption Pwd: Yes/No
- Unique User/Pwd: Yes/No
- Privacy Zone Active: Yes/No
- Docs Saved in PZ: Yes/No
- Date epub.zip modified: ______

**AV ballot posting:** Yes/No N/A

### Voting System & Test Deck:

| Test Deck Sealed: | Yes/No
| Test 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
| EC Addendum: Yes/No/N/A

**AutoMARK**
- Test Certification Form: Yes/No
- Tested before Election: Yes/No
- Tested on Election: Yes/No

**Applications to Vote Review:**
- # of votes: 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

**Ballot Container:**
- Ballot Container Seal #: Yes/No/N/A
- In Pollbook: Yes/No/N/A
- On Certificate: Yes/No/N/A
- Actual Seal: Yes/No/N/A
- Certificate signed by 2 inspectors of differing party affiliation: Yes/No
- Properly Sealed: Yes/No
- Container Approved: Yes/No
- Number of spoiled ballot matches: Yes/No/N/A
- Pollbook: Yes/No/N/A
- Duplicated ballots properly duplicated: Yes/No/N/A
- Electronic ballots properly duplicated: Yes/No/N/A

### Paper Review:

**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

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 two inspectors of differing party affiliation in pollbook: Yes/No

**Program Container Certificate**

1. Seal number properly recorded: Yes/No
2. Signed by two election inspectors: Yes/No of differing party affiliation

**Provisional Ballot 4-Step Procedure Forms**

1. Affidavit ballot 4-step forms: Yes/No/N/A had 4 Yes answers marked
2. Envelope ballot 4-step forms: Yes/No/N/A had at least 1 No marked
3. Envelope ballots were processed appropriately: Yes/No/N/A
4. Affidavit & Envelope Voters were registered to vote: Yes/No/N/A
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 Checklist Online within two days of audit completion.