|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ballot Record Report**  **Place in Envelope 2**  Election Date/Type  Precinct   |  | | --- | | 1. **Start here at the beginning of the day** |   How many unopened ballot **packs** are inside the blue pouch? \_\_\_\_\_\_\_\_  How many unopened ballot **packs** are inside Envelope/Box #6? \_\_\_\_\_\_\_\_  Assume that each pack of ballots has 100 ballots. Do you have 1000 ballots? **YES NO**  If you answered no, call the main office (xxx) xxx-xxxx   * With two officers, **open** and **count** the ballots from the blue pouch. * **Record** that number in the column on the far right beside the number 1. * With 2 officers,continue to **open, count** and **record** new ballot packs as needed.  |  |  | | --- | --- | | 1. **What to do with spoiled, voided and provisional ballots** | | | **a** | **Spoiled ballots** *This is a ballot spoiled by the voter.*   * Hand the voter a new ballot. * Cross off or circle the next number below. * Place the spoiled ballot in Envelope #4/ask the Chief.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | | | **b** | **Voided ballots** *This is a ballot found abandoned.*   * Cross off or circle the next number below. * Place the voided ballot in Envelope #4/ask Chief. | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | **c** | **Provisional ballots** *This is a ballot for a provisional voter.*   * Cross off or circle the next number below.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | | | **d** | **Spoiled and returned absentee ballots**  *This is an absentee ballot that the voter returns. This is rare.*   * Cross off or circle the next number below. * Place the returned ballot in Envelope #4.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. **What to do at the end of the day** | | | | | | **a** | **Total ballots NOT used** | | | | Count the number of ballots **not used** in the last pack(s) you opened | | **+** | | Count the total number of unopened ballot **packs** and multiply by 10  *Include all ballots still in Envelope/Box #6.* | | **+** | | **How many total ballots were not used? *Add the two rows above***  | | | **=** | | **b** | **Total ballots used** | | | | Record the number of ballots scanned from the voting machine tape | | **+** | | Record number of spoiled ballots from 3A above | | **+** | | Record number of voided ballots from 3b above | | **+** | | Record number of provisional ballots from 3c above | | **+** | | **How many total ballots were used? *Add the four rows above***  | | | **=** | | **c** | **Final review** | | | | | **Add the total number of ballots from section 4a and 4b** | | | **=** | | **Subtract the number of ballots created on the ballot marking device** | | | **-** | | **Does this number equal 1000?** | **YES NO** | | **=** | | **If you circled no to the question above, check the reason(s) why.**   * There were more or less than 100 ballots in one or more of the packs * We don’t know why the numbers do not match * Other: Please explain on the back | | | | |  |  | | --- | --- | | 1. **Open Packs** | | | **Ballot pack #** | **# of ballots in pack** | | **1** |  | | **2** |  | | **3** |  | | **4** |  | | **5** |  | | **6** |  | | **7** |  | | **8** |  | | **9** |  | | **10** |  | | **11** |  | | **12** |  | | **13** |  | | **14** |  | | **15** |  | | **16** |  | | **17** |  | | **18** |  | | **19** |  | | **20** |  | | **21** |  | | **22** |  | | **23** |  | | **24** |  | | **25** |  | | **26** |  | | **27** |  | | **28** |  | | **29** |  | | **30** |  | | **31** |  | | **32** |  | | **33** |  | | **34** |  | | **35** |  | | **36** |  | | **37** |  | | **38**  **3** |  | | **39** |  | | **40** |  | | **41** |  | | **42** |  | | **43** |  | | **44** |  | | **45** |  | | **46** |  | | **47** |  | | **48** |  | | **49** |  | | **50** |  | |