

## HOW TO USE THE DAILY RECONCILIATION WORKBOOK

The forms in the Daily Reconciliation Workbook are designed for tracking of returned mail envelopes, the ballots removed from the envelopes and the flow of ballots from manual inspection through tabulation in a primary or election. Detailed “how to” instructions are designed to guide the first-time user through all three of the work sheets. If there are formulas imbedded in a column, the formula, indicated by brackets, has been provided in the line-by-line instructions. **An asterisk (\*) in the column header or numbers defined in bold type, indicate a column populated by a formula.**

### Creating a template

To create a template you must first open the Daily Reconciliation Workbook ( a file with multiple pages) from the c.d. Select “save as” and save as a “template” (not as a document) to the folder automatically is selected by Windows. Close the template.

### Opening a copy of the template for an election

To create a new workbook from a template, begin in the Excel program. Select: File > New. (You cannot access templates by using icon shortcuts on the tool bar). The template choices will appear on your computer, either as a drop down or in separate window on the side, depending on the version of Windows. Open the Daily Reconciliation Workbook. Save the workbook as an Excel workbook to your election folder and you are ready to begin entries.

Open the workbook saved in your election folder (See “Opening the file as work book for an election”). There are three spreadsheet tabs at the bottom. Select the appropriate tab to view the spreadsheet.

### **Spreadsheet 1 – Absentee and Mail Envelopes**

#### ***DATE***

- (Column A) – enter the date ballot envelopes are received, batched and voters credited. This is normally a daily activity (excluding Sundays). The column is formatted so the date will appear in a consistent fashion.

#### ***RECEIVED ENVELOPES***

- *MAIL*, (Column B) – The number of ballot envelopes received by mail that day.
- *IN PERSON*, (Column C) – The daily physical count of ballot envelopes dropped into a box (manned or unmanned) that day.

- \*DAILY TOTALS (Column D) – Formula filled: the sum of ballot envelopes received by mail and in person for the day. [D = B+C]

***REJECTED ENVELOPES (“rejected” refers to the inability of the ballot envelope to be determined as “valid” at this stage of the process)***

- UNSIGNED (Column E) – The number of unsigned ballot envelopes received that day.
- SIGNATURE NOT MATCHING (Column F) –the number of ballot envelopes “rejected or pending” because of questionable signatures
- OTHER (Column G) – Suspended ballot envelopes that can not be deemed valid at this time such as faxed ballots, special absentees or ballot envelopes that have some impediment to being valid other than unsigned, signature not matching or late return.
- LATE RETURN (Column H) – Ballot envelopes returned with late postmark or at a drop site after 8:00 P.M. Election Night.
- \*DAILY REJECTED TOTAL (Column I) – Formula filled: the sum of ballot envelopes ‘rejected’ for reasons of “Unsigned”, “Signature not matching”, “Other” and “Late Return” for that day [I = E+F+G+H]

***\*DAILY VALID CT***

- \*(Column J) – Total ballot envelopes that are valid and accepted for opening. Formula filled: the difference of the Daily Total minus the Daily Rejected Total. [J=D-I ] Note: This number should be the same number reported by the Election Management System for valid (accepted) ballots (envelopes). If the number in the EMS is not the same, stop entry at this point and seek to reconcile. Document all steps taken to reconcile the numbers.

***RESOLVED ENVELOPES***

- (Column K) – Number of ‘rejected’ envelopes that can now be accepted as ‘valid’. (These may be envelopes for which a signature was obtained, or identification was confirmed for a voter). Because ‘rejected’ ballot envelopes have already been reported as received, the envelopes that were rejected but are now valid should be added back in using this column.

***TOTALS***

- \*DAILY TOTALS (Column L) – Formula filled: sum of envelopes received minus rejected envelopes plus rejected envelopes now valid. [L=D-I+K]
- \*RUNNING TOTAL (Column M) – Formula filled: total of all entries. [sum of M2= (M1+L2)]

It may be necessary to create additional notes on the bottom of the spreadsheet to track ballots from voters not appearing in the Voter Registration Database (i.e. Address Confidentiality Program). If this is the case, make an entry at the bottom of the spreadsheet of the extra ballots with explanation of the additional entry.

## **Spreadsheet 2 –Envelope to Ballot Relationship**

### ***DATE***

- (Column A) – enter the date ballot envelopes are opened. The column is formatted so the date will appear in a consistent fashion.

### ***REMOVAL OF BALLOT FROM ENVELOPE***

- \*VALID ENVELOPES READY FOR OPENING (Column B) –Formula filled: auto populated by Spreadsheet 1, \*Daily Total. The numbers as entered into Spreadsheet 1 will replicate into this column.
- NO BALLOT IN ENVELOPE (Column C) – enter total number of envelopes without ballots for the day
- ENVELOPE & BALLOT HELD FOR CANVASS (Column D) – total number of envelopes containing ballots held for the canvassing board for any reason
- \*VALID BALLOTS READY FOR INSPECTION (Column E) – Formula filled: Valid envelopes ready for opening minus the envelopes held for canvass or without ballots. [E= B-(C+D)]

### ***MANUAL INSPECTION OF BALLOT: WITHHELD FROM TABULATION***

- HELD FOR CANVASS (Column G) – total number of ballots referred to the county canvassing board for determination that day
- HELD FOR DUPLICATION (Column H) – total number of ballots withheld for duplication that day

### ***MANUAL INSPECTION OF BALLOT: APPROVED FOR TABULATION***

- \*ACCEPTED FOR TABULATION (Column I) – Formula filled: the total valid ballots ready for inspection minus the sum of ballots withheld from tabulation. [I=E-(G+H)]
- ACCEPTED AFTER DUPLICATION (Column J) – Ballots duplicated that day to permit tabulation.
- \*TOTAL READY FOR TABULATION (Column K) – Formula filled: the total ballots accepted for tabulation plus the ballots accepted after duplication. [K=I+J]

### ***\*TOTAL BALLOTS INSPECTED***

- (Column M) – Formula filled: Sum of ballots withheld from tabulation and ballots accepted for tabulation. [M=G+H+I] This total should be the same as the Valid Ballots Ready for Inspection (Column E).

Note: Column L, Storage Box # is provided for the convenience of the opening procedure. The information is not necessary to the reconciliation process, but may be helpful in preparing for tabulation.

### Spreadsheet 3 –Ballot Tabulation

#### **RESULTS OF MANUAL INSPECTION**

- HELD FOR CANVASS (Column A) – Formula filled: auto populated by Spreadsheet 2, \*Total Ballots Held for Canvass). The numbers as entered into Spreadsheet 2 will replicate into this column.
- **\*TOTAL READY FOR TABULATION** (Column B) – Formula filled: auto populated by Spreadsheet 2, \*Total Ready for Tabulation. The numbers as entered into Spreadsheet 2 will replicate into this column.

#### **TABULATION OF BALLOTS**

- *DATE OF TABUALTION* (Column E) – enter the date ballots are tabulated. The column is formatted so the date will appear in a consistent fashion.
- **BALLOTS HELD FOR CANVASS/DUPLICATION** (Column F) – record ballots outsourced by the tabulators or identified as needing resolution that day.
- **REVIEWED, DUPLICATED & COUNTED** (Column G) – enter the number of outsourced ballots that were returned and counted by the tabulators that day. (This permits ballots withheld to be accounted for if tabulated at a later date).
- **\*TOTAL BALLOTS TABULATED** (Column H) – Formula filled: the sum of the ballots ready for tabulation plus ballots reviewed, duplicated and counted minus the ballots held for canvass/duplication. [G =B-F+G]
- **NOTES** (Column I) Free form.

Note: Columns B and H are provided for your convenience. The information is not required, but may be helpful for tabulation and retention processes.

FINAL RECONCILIATION RESULTS – Auto filled.

#### Changing the template or any of the spreadsheets

You may make changes to the template. An example of a permanent addition to the template would be the addition of the county name to the header of each spreadsheet. Once the template is configured to your specifications save and close the file. Closing the template as soon as you are through with making template design additions will prevent accidental changes from occurring.

**An asterisk (\*) in the column header or numbers defined in bold type, indicate a column populated by a formula.** Because formulas are already built into the spreadsheets, inserting new rows or columns could distort the calculations. It is better to

have extra rows or delete rows, rather than add in new rows. If you add columns, test the calculations throughout the workbook.

There are also links between the spreadsheets. These links are to make the entries on the first spreadsheet appear in the proper location on the second spreadsheet. Use of links makes your entries faster. The cell relationship of the link is explained in the line by line entry information for each spreadsheet. Saving this workbook as a template and using only copies will preserve these links.

If at anytime you wish to make permanent changes to the template, you can do so by selecting “save as”. Choose to save the workbook as a “template” rather than a document. It is best to make the changes on a freshly-opened document rather than saving a copy already used for data entry.

### Why are there three spreadsheets?

To fully reconcile mail ballots it is necessary to account for three different processes and items: 1) the management of envelopes received; 2) the opening envelopes and removal of ballots from the envelopes; and 3) the processing of ballots. Three different work sheets have been created to track these items. The first spreadsheet is designed to audit and reconcile the envelopes received. The second spreadsheet tracks the relationship of envelopes received and opened to the number of ballots removed from the envelopes and inspected. The final spreadsheet accounts for the number of ballots readied for tabulation and tabulated.

Daily numbers for ballots received, valid and invalid should reconcile with the daily entries in the Election Management System. You will need to resolve issues and discrepancies immediately. If the numbers on the spreadsheet does not match the numbers in the Election Management System, document every step you followed to resolve the discrepancy.