

Instructions for Election Reconciliation – Official Totals

The **Election Reconciliation - Official Totals** form is filled out by the presiding judge of the central counting station after all counting has been completed for an election. It compares the number of voters who cast valid ballots with the number of ballots counted by the tabulation system. After being completed, it is signed by the presiding judge and posted to the county website. **Note:** Primary elections must have two reconciliation forms – one for each party, unless your primary is being conducted jointly.

1. Voters

The number of voters who were checked in to vote in the election (from reports in TEAM, ePollbook software, or voter registration software; if you cannot run these reports, you may hand count rosters, lists, or combo forms)

- A. How many voters were checked in to vote a regular ballot in person during early voting?
 - Include Limited Ballot voters
 - Do not include voters who submitted a provisional ballot
- B. How many voters were checked in to vote a regular ballot in person on election day?
 - Do not include voters who submitted a provisional ballot
- C. How many voters returned a voted mail ballot to your office?
 - Include ballots from ABBM and FPCA voters, late voting by disabled voters or because of a death in the family, confidential voters, and any other type of ballot that you count with mail ballots
 - Do not include surrendered mail ballots
- D. How many voters submitted a provisional ballot during early voting or on election day?
- E. Add together the numbers in section 1 to get the total number of voters in the election

2. Rejected ballots

The number of ballots that have been rejected for counting

- F. How many mail ballots have been finally rejected?
- G. How many provisional ballots have been finally rejected?
- H. Add together the numbers in section 2 to get the total number of ballots that have not been accepted for counting

3. Counted ballots

The number of ballots that have been counted by your tabulation software

- I. How many early voting ballots were counted by your tabulation software?
 - Do not include provisional ballots
- J. How many election day ballots were counted by your tabulation software?
 - Do not include provisional ballots
- K. How many mail ballots were counted by your tabulation software?
 - Include ballots from ABBM and FPCA voters, late voting by disabled voters or because of a death in the family, confidential voters, and any other type of ballot that you count with mail ballots
- L. How many provisional ballots were counted by your tabulation software?
- M. Add together the numbers in section 3 to get the total number of ballots that have been counted by your tabulation software

- This should match the total number of ballots cast on your results report

4. Comparison of voters and counted ballots

Compare the number of voters who cast valid ballots with the number of counted ballots

- N.** What is the difference between the number of voters who cast valid ballots and the number of ballots counted by your tabulation software?
- Subtract the total number of rejected ballots from the total number of voters, then subtract the number of ballots counted by your tabulation software (box E minus box H minus box M)
- O.** What is the difference between the number of voters who cast valid ballots and the number of ballots counted by your tabulation software, expressed as a percentage?
1. Find the number of ballots that were accepted for counting (box E minus box H)
 2. Divide line N by that number
 3. Multiply that number by 100 to get the percentage
- P.** If there is a difference (that is, if line N is not zero), why does the number of ballots that were counted not match the number of valid ballots cast by voters?
- If there is not enough space in box P, you may include an attachment explaining the difference
 - If you cannot explain the difference, note that here

5. Attestation

- Q.** The presiding judge of central count must sign and date the form to verify that the information is correct

6. Mail ballots

- R.** How many voters did you send a mail ballot during the election?
S. How many voters that you sent a mail ballot did not return it?
T. How many voters surrendered a mail ballot?

7. Provisional ballots

- U.** How many voters that were checked in as provisional did not complete a provisional ballot?

After the form is completely filled out and signed, post it on your website along with election returns and results.