

Post-Election Audit PRE-AV Printable Worksheet

W.2 P.5

Updated as of 11/9/2024.

County Ottawa

Jurisdiction Holland City

AVCB Site          Audit Date 1/31/2025

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

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 sent to parties  Yes  No  N/A

Submitted written notice to process or tabulate AV ballots to SOS by deadline  Yes  No

Voting System & Test Deck:

- Test Deck Sealed:  Yes  No
- Seal # Recorded:  Yes  No
- No Test Deck & T&S Certification Seal # Match:  Yes  No

Tab Seal # Match w/T&S Certification & Pollbook  Yes  No  N/A

Tab Serial # Match  Yes  No  N/A w/T&S Certification & Pollbook

EC Addendum  Yes  No  N/A Pre-printed TD- HM  Yes  No  N/A

Prelim Test Date: 10/4/2024  
Public Test Date: 10/4/2024

Test Deck Properly Created:  1  2  3  4  5  6  7  8  9  10  11  12  13  Dif

Totals Tab Tape & Predetermined Results Match:  Yes  No  
Zero Tape Printed:  Yes  No

Pollbook Daily Reports:

Oath of Chairperson:  1  2  3  4  5  6  7  8

Election Inspectors' Preparation Certificate & Oath:  1  2  3  4  5  6  7  8

Zero Tape Day 1:  Yes  No

Printed Daily List of Voters:  1  2  3  4  5  6  7  8

Opening Tabulator Suspend/Interrupt Report:  1  2  3  4  5  6  7  8

Closing Tabulator Suspend/Interrupt Report:  1  2  3  4  5  6  7  8

Ballot Container seal numbers noted and signed for correctly in pollbook, on ballot container certificate for each day of early voting:  1  2  3  4  5  6  7  8

Record of Seals Completed  Yes  No

Early AV Ballot Processing Information Posting each day in office/on website.  1  2  3  4  5  6  7  8

Pollbook Daily Reports Cont'd:

Daily Reconciliation & Balance Summary Completed:  1  2  3  4  5  6  7  8

Number of voters processed from AV List match daily status tapes.  1  2  3  4  5  6  7  8

Were remarks made if out of balance?  
Day 1  Yes  No  
Day 2  Yes  No Day 3  Yes  No  
Day 4  Yes  No Day 5  Yes  No  
Day 6  Yes  No Day 7  Yes  No  
Day 8  Yes  No

Receiving Bd checklist:  Yes  No

\*AV Apps to Vote  
# of Apps  Yes  No  
\* Apps properly completed  
 Yes  No

<b>Paperwork Assessment:</b>	
1. Clerk's Preparation Certificate completed and signed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	11. End of Day Tabulator Report Status/Interrupt signed by inspectors present when poll suspended all 8 days <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	12. Number of ballots tabulated on totals tape matches the number of voters processed from the AV List <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. All inspectors (including chair) subscribed to the Constitutional Oath of Office <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	13. Final Reconciliation and Ballot summary is completed, balanced, and totals are accurate <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Remark
4. Oath administrator signed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. Certificate of Election Inspectors completed and signed by inspectors present when polls closed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. All election inspectors that the oath were appointed by the Election Commission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	15. Ballot container seal number is properly recorded in pollbook <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	16. Program container seal number is properly recorded in pollbook <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Challenges recorded (if nec.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	17. Seal number verification signed by one inspector of each major political party in pollbook <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Write-in votes totaled (if nec.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Start of the Day Tabulator Report attached x 8 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Program Container Certificate</b>
10. End of Day Tabulator Status/Interrupt Report signed by inspectors present when poll suspended all 8 days <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1. Seal number properly recorded <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Ballot Container & Voted Ballot Hand Count Audit:**

**Ballot Container:**

Ballot Container Seal #:  
 In Pollbook: 16950/55525/165984  
 On Certificate: 16950/55525/165984  
 Actual Seal: 16950/55525/165984

Certificate signed by one inspector of each major political party:  Yes  No  
 Properly Sealed:  Yes  No  
 Container Approved:  Yes  No

Duplicated ballots properly \* duplicated:  Yes  No  N/A  
 Electronic ballots properly duplicated:  Yes  No  N/A

Number of ballots matches number of ballots tabulated:  Yes  No

Contest Candidates or Y/N	Hand Count	Canvass Total
Harris	266	266
Trump	54	54
Oliver	0	<del>3</del> 0
Terry	0	0
Stein	3	3
Kennedy	2	2
Kishore	0	0
Write-in vote	3	3
Over votes	0	0
Under votes	2	2
West	0	0

Notes – all discrepancies should be noted below

\* Duplicated ballot # 3 on Election Day tabulation did not have "Duplicate #3" on top / was not identified - ballot was found and cross-referenced - the votes were duplicated correctly but the procedure was not followed.

\* AV Applications checked - not on checklist

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.

*Kathy Borel*  
 County/State Audit Inspector

*John A. ...*  
 County/State Audit Inspector

**NOTE:** Worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion.