



REGISTRAR OF VOTERS

# Performing a Pre-Audit for 1% Manual Tally Process

PROCEDURE DOCUMENT – Version 3.0

# Performing a Pre-Audit for 1% Manual Tally Process

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## Scope

During the official canvass of every election in which a voting system is used, the elections official shall conduct a 1% manual tally, which is a hand count of a random sample of 1% of the precincts and 1% of the vote by mail ballots cast in the election. The purpose of this process is to verify the accuracy of the automated machine count (EC §15360).

In order to conduct the 1% manual tally process the Audit Supervisor must first conduct a pre-audit. There are 2 steps to this pre-audit:

1. Extracting the selected precinct/ballot type ballots from the ballot boxes.
2. Verifying that the ballot count in the report matches the physical ballots extracted from the box.

This procedure outlines the steps to perform the Pre-audit.

## What you need

1. 2 people per team to pre-audit each precinct or mail ballot box
2. Election Summary Report from IT Dept
  - a. Election Summary Report for each selected precinct and mail ballot box
  - b. Spreadsheet listing the precincts and mail ballot boxes with the corresponding ballot count
3. Ballots from Ballot Storage
  - a. Original poll ballot boxes that contain the randomly selected precincts
  - b. Original mail ballot boxes that were randomly selected
4. Tally sheets
  - a. A set of tally sheets for each precinct and each mail ballot box
    - i. 1 Leader worksheet and 2 Scribe tally sheets for each contest
5. Supplies listed below

## Supplies

1. Baker's racks
2. Ballot Transfer Logs
3. Black markers
4. Box cutters
5. Colored scratch paper
6. Confidentiality Forms
7. Correction Tapes

8. Empty mail ballot boxes
9. Empty poll ballot boxes
10. Employee sign-in sheets
11. Gloves
12. Green colored vests
13. Large brown manila envelopes
14. Magnetic bulldog clips
15. Mail trays
  - a. 2 per pre-audit board and the following labels:
    - Selected Precinct
    - All Other Precincts
    - Card 1 (as needed) / Card 2 (as needed) / Card 3 (as needed)
16. Packing tape
17. Pens
18. Seals for the ballot boxes
19. Signs for the baker's racks
  - a. "Poll or Mail Ballots" Ready for Pre-Audit
  - b. "Poll or Mail Ballots" Pre-Audit Complete
  - c. "Poll or Mail Ballots" Ready for 1% Manual Tally

## Getting Started

### Poll Ballots - Defining Roles

#### 1. Pre-Audit Supervisor

- a. Provides general direction to the pre-audit team.
- b. Reviews the *Election Summary Report*. If the report states 0 ballot counts, pull it out and inform Supervisor.
- c. Ensures the *Election Summary Report* are annotated with the corresponding:
  - Precinct number
  - Batch number
  - Box number

Election Summary Report San Bernardino County Presidential Primary March 3, 2020 Precinct #120 - ICC01 - PP - Batch 83 - Box #10909
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- d. Provides the appropriate Leader Worksheets and Scribe Tally Sheets to enclose with the audited ballot boxes.

#### 2. Pre-Audit Team

- a. Pulls ballot boxes containing the randomly selected precincts.
- b. Verifies the box number against the Excel spreadsheet.
- c. Extracts the selected precinct ballots as directed by the pre-audit supervisor.
- d. Verifies extracted selected precinct ballot count against *Election Summary Report*.
- e. Places extracted selected precinct ballots in large manila envelopes.
- f. Completes the paperwork, seals the boxes, and notifies the pre-audit supervisor when the selected precinct was completed.
- g. Repeats the process under the direction of the pre-audit supervisor.

## Performing the Pre-Audit

### Ballot Counting

#### 1. Pre-Audit Supervisor

- a. Provide the *Election Summary Report* and corresponding tally sheets to a pre-audit team.

#### 2. Pre-Audit Team

- a. Locate the box number written on the *Election Summary Report*.
- b. Pull the corresponding numbered box from the baker's rack.
- c. Set up the box to the side of the work station.
- d. Set up two mail trays with their respective labels:
  - Selected Precincts
  - All Other Precincts
- e. Open the ballot box.
- f. Remove all ballots from the ballot box.
- g. Each team member sort the ballots into the Selected Precinct or All Other Precincts mail tray.
- h. First team member review the stack of ballots in the Selected Precinct mail tray and ensure it contains ONLY ballots of the selected precinct.
- i. Second team member review the stack of ballots in the All Other Precincts mail tray and ensure it contains ONLY ballots of all other precincts.
- j. Once the sorting of ballots has been verified, return the All Other Precincts mail tray ballots to the original poll ballot box.
- k. Remove the ballots from the Selected Precinct mail tray.

**NOTE: For an election with 2 ballot cards, change the mail tray labels to Card 1 and Card 2.**

- l. Each team member sort the selected precinct ballots into the Card 1 or Card 2 mail tray.
- m. First team member review the stack of ballots in the Card 1 mail tray and ensure it contains ONLY ballots of Card 1.
- n. Second team member review the stack of ballots in the Card 2 mail tray and ensure it contains ONLY ballots of Card 2.
- o. Once the sorting of ballots has been verified, remove the ballots from the Card 1 mail tray.
- p. One team member count out 10 ballots and provide to the other team member to verify quantity.
- q. Once verified, arrange the counted stacks of 10 ballots in a crisscross pattern.
- r. Remaining loose ballots (less than 10) can be set aside to be counted individually.
- s. When all ballots have been sorted into stacks of 10, first team member counts (aloud) the number of stacks, arranging them into a crisscross pattern as each stack is counted.
- t. Count all remaining loose ballots.

- u. Compare the total number of Card 1 ballots counted to the First Ballots Counted number on the *Election Summary Report*.

**Tabulator: 310 - Batch: 38**  
Precincts Reported: 0 of 1 (0.00%)  
Voters Cast: 58 of 2,011 (2.88%)  
Cards Cast: 58 ✓

This is an example of 1-Card ballot. Number of ballots for the precinct is 58.

**Tabulator: 304 - Batch: 29**  
Precincts Reported: 0 of 1 (0.00%)  
Voters Cast: 16 of 339 (4.72%)  
Cards Cast: 32

C1-16 / C2-16

This is an example of a 2-Card ballot. Total number of ballots is 32. Card 1 is 16, and Card 2 is 16.

- If the totals match, write the number of Card 1 on the *Election Summary Report*.  
Example: C1 - 16
- If the totals do not match, repeat the procedure to arrive at the same count. If the second hand count does not match the report, notify the Supervisor.
- Once Supervisor resolves discrepancy, proceed.
- v. Repeat the ballot counting process for Card 2. Then write the number of Card 2 on the Election Summary Report like the example below:
  - **C1 – 16/ C2 - 16**
- w. Once the counts have been verified, place the ballots in the large manila envelopes.
- x. If there are 2 cards, put them in separate envelopes.

## Large Manila Envelope Preparation

### Pre-Audit Team

- a. Place all Card 1 and Card 2 ballots in two separate large manila envelope.
- b. Write the following information on the envelope:

<b>BT 0431</b>
Original Box #: <u>3233</u>
Original Envelope #: _____
Ballot Category: <u>Poll or Mail</u>
Ballot Quantity: <u>Card 1 = 224 or Card 2 = 236</u>
Comments: <u>1% process</u>
_____
_____
11/8/2018 election
<small>Initial 11/10</small>
<small>Initial 11/10</small>

- c. Place the large manila envelopes inside a new poll ballot box.

- d. Use the information collected on the large manila envelopes to prepare two Ballot Transfer Logs with the following information:

<b>Ballot Transfer Log</b>						
<b>Presidential Primary Election – March 3, 2020</b>						
<b>Date</b>	<b>Box</b>	<b>BT/BS</b>	<b>Quantity</b>	<b>Initial</b>	<b>Initial</b>	<b>Notes</b>
3/9/20	10955	0120	15	<u>ini</u> 1	<u>ini</u> 2	1% - Card 1
3/9/20	10955	0120	15	<u>ini</u> 1	<u>ini</u> 2	1% - Card 2

- e. Paste one Ballot Transfer Log on the new poll ballot box and one on the original poll ballot box.
- f. Place the *Election Summary Report* and corresponding tally sheets inside the new poll ballot box.
- g. Two team members complete two ballot box seals.
- h. Seal both the original and new poll ballot boxes.
- i. On the short end of the new poll ballot box use a black marker to write:
- i. In the upper left corner – **1%**
  - ii. In the upper right corner – **BT 0431**
- j. Place the original poll ballot box on the rack labelled: **Pre-Audit Complete**.
- k. Place the new poll ballot box on the rack labeled: **Ready for 1% Manual Tally**.



## Mail Ballots - Defining Roles

### 1. Pre-Audit Supervisor

- a. Provides general direction to the pre-audit team.
- b. Reviews the *Election Summary Report* for 0 counts. And if so, pull it out and inform Supervisor.
- c. Ensures the *Election Summary Report* are annotated with the corresponding:
  - Box number
  - Tabulator number
  - Batch number
  - Ballot count

Election Summary Report  
San Bernardino County  
Presidential Primary  
March 3, 2020  
ICCo3 - MB - Batch 13 - Box #119

**Tabulator: 103 - Batch: 13**

Precincts Reported: 0 of 2,256 (0.00%)

Voters Cast: 584 of 1,017,699 (0.06%)

Cards Cast: 584

- d. Provides the appropriate Leader Worksheets and Scribe Tally Sheets to enclose with the audited ballot boxes.

### 2. Pre-Audit Team

- a. Pulls the randomly selected mail ballot batch boxes.
- b. Verifies mail ballot batch totals against *Election Summary Report*.
- c. Completes the paperwork, seals the boxes, and notifies the pre-audit supervisor when the selected precinct was completed.
- d. Repeats the process under the direction of the pre-audit supervisor.

## Performing the Pre-Audit

### Ballot Counting

#### 1. Pre-Audit Supervisor

- a. Provide the *Election Summary Report* and corresponding tally sheets to a pre-audit team.
- b. Look at the *Election Summary Report* and determine the ballot count that you need to verify.

<b>Tabulator: 103 - Batch: 10</b> Precincts Reported: 1,749 of 1,749 (100.00%) Voters Cast: 690 of 1,133,110 (0.06%) Cards Cast: 690
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This example is a One Card ballot election. Total ballots in the box is 690.

<b>Tabulator: 109 - Batch: 9</b> Precincts Reported: 0 of 2,327 (0.00%) Voters Cast: 298 of 1,103,939 (0.03%) Cards Cast: 596	C1-298 C2-298
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This example is a Two-Card ballot election. Total ballots are 596 where there 298 Card 1 and 298 Card 2. Voter Cast number of 298 indicates Card 1.

#### 2. Pre-Audit Team

- a. Locate the box number written on the *Election Summary Report*.
- b. Pull the corresponding numbered box from the baker's rack.
- c. Set up the box to the side of the work station.
- d. Set up two mail trays with their respective labels:
  - Card 1
  - Card 2
- e. Open the ballot box.
- f. Remove all ballots from the ballot box.
- g. Each team member sort the ballots into the Card 1 or Card 2 mail tray.
- h. First team member review the stack of ballots in the Card 1 mail tray and ensure it contains ONLY ballots of Card 1.

- i. Second team member review the stack of ballots in the Card 2 mail tray and ensure it contains ONLY ballots of Card 2.
- j. Once the sorting of ballots has been verified, remove the ballots from the Card 1 mail tray.
- k. One team member count out 10 ballots and provide to the other team member to verify quantity.
- l. Once verified, arrange the counted stacks of 10 ballots in a crisscross pattern.
- m. Remaining loose ballots (less than 10) can be set aside to be counted individually.
- n. When all ballots have been separated, first team member counts (aloud) the number of stacks, arranging them into a crisscross pattern as each stack is counted.
- o. Count all remaining loose ballots.
- p. Compare the total number of Card 1 ballots counted to the First Ballots Counted number on the *Election Summary Report*.
  - If the totals match, write only the Card 1 ballots counted on the *Election Summary Report*.  
Example: C1 = 257
  - If the totals do not match, repeat the procedure to arrive at the same count. If the second hand count does not match the report, notify the Supervisor.
  - Once Supervisor resolves discrepancy, proceed.
- q. Repeat the ballot counting process for Card 2.
- r. Place the verified Card 2 stack of ballots back in its original box.
- s. Lay down a sheet of colored paper on top the Card 2 stack.
- t. Place the verified Card 1 stack of ballots back in its original box.
- u. Place the *Election Summary Report* and corresponding tally sheets inside the original mail ballot box.
- v. Two team members complete a ballot box seal.
- w. Seal the original mail ballot box.
- x. Place the original mail ballot box on the rack labeled: Ready for 1% Manual Tally.

## Authorization

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