County __Kalamazoo__   Jurisdiction __City of Galesburg__   Precinct __1__   Audit Date __12/14/23__

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

Pre-Election Requirements:
Notices:
Notice of Registration ☑Yes☐No
Election ☑Yes☐No
Public Accuracy Test ☑Yes☐No
Weekend Hours in QVF ☑Yes☐No

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

E-Pollbook: ☐N/A
Encryption Pwd: ☑Yes ☐No
Unique User/Pwd: ☑Yes☐No
PrivacyZone Active:☐Yes☐No☑BL
Docs Saved: ☑Yes☐No
Date hostservice.zip modified: 10/27/23

Voting System & Test Deck:
Test Deck Sealed: ☑Yes ☐No
Seal # Recorded: ☑Yes ☐No
Test Deck & T&S Certification Seal # Match: ☑Yes ☐No
Tab Seal # Match w/T&S Certification & Pollbook ☑Yes ☐No
Tab Serial # Match w/T&S Certification & Pollbook ☑Yes ☐No
EC Addendum ☐Yes ☐No ☑N/A
Pre-printed TD– HM ☑Yes ☐No ☐N/A
Prelim Test Date: 9/28/23
Public Test Date: 11/2/23

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

Voter Assist Terminal
Test Certification Form: ☐Yes ☑No
Tested before Election: ☐Yes ☑No
Tested on Election: ☑Yes ☐No
Number of voters: 2

Applications to Vote Review:
apps to vote matches # of voters: ☑Yes☐No
Apps to vote properly completed: ☑Yes☐No
Number of ID Affidavits: 0
Military/Overseas apps: ☐Yes☑No
Ballots sent on time:☐Yes☐No☑N/A

AV ballot posting:☐Yes ☑No ☐N/A

Receiving Bd checklist: ☑Yes☐No

Paperwork Assessment:

Poll Book & Statement of Votes

1. Clerk's Preparation Certificate completed and signed ☑Yes ☐No

2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened ☑Yes ☐No

3. All inspectors (including chair) subscribed to the Constitutional Oath of Office ☑Yes ☐No

4. Oath administrator signed ☑Yes ☐No

5. All election inspectors that signed the oath were appointed by the Election Commission ☑Yes ☐No

6. All spoiled, affidavit, envelope, challenged, and AV ballots noted ☑Yes ☐No

7. Challenges recorded (if nec.) ☐Yes ☐No ☑N/A

8. Write-in votes totaled (if nec.) ☐Yes ☐No ☑N/A

9. Totals tape signed by inspectors present when poll closed ☑Yes ☐No

10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. ☑Yes ☐No

11. Ballot summary is completed, balanced, and totals are accurate ☑Yes ☐No ☐ Remark

12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed ☑Yes ☐No

13. Ballot container seal number is properly recorded in pollbook ☑Yes ☐No

14. Program container seal number is properly recorded in pollbook ☑Yes ☐No

15. Seal number verification signed by one inspector of each major political party in pollbook ☑Yes ☐No

Program Container Certificate

1. Seal number properly recorded ☑Yes ☐No ☐N/A

2. Signed by one election inspector of each major political party ☑Yes ☐No ☐N/A

Provisional Ballot Forms

1. Affidavit ballot Question 3 PB form marked Yes ☐Yes ☐No ☑N/A

2. Envelope ballot Question 3 PB form marked No ☐Yes ☐No ☑N/A

3. Envelope ballots were processed appropriately ☐Yes ☐No ☑N/A

4. Affidavit & Envelope Voters were registered to vote ☐Yes ☐No ☑N/A

5. Counted envelope ballots sealed in an approved container ☐Yes ☐No ☑N/A

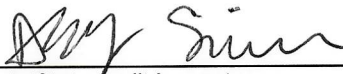## Ballot Container & Voted Ballot Hand Count Audit:

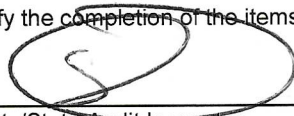| Ballot Container:	Contest Candidates or Y/N	Hand Count	Canvass Total
Ballot Container Seal #: 93300 In Pollbook: 93300 On Certificate: 93300 Actual Seal: 93300	Yes	157	157
	No	130	130
Certificate signed by one inspector of each major political party: ☑Yes ☐No			
Properly Sealed: ☑Yes ☐No			
Container Approved: ☑Yes ☐No			
Number of spoiled ballots matches Pollbook: ☐Yes ☐No ☑N/A			
Duplicated ballots properly duplicated: ☐Yes ☐No ☑N/A			
Electronic ballots properly duplicated: ☐Yes ☐No ☑N/A	Write-in vote	0	0
	Over votes	0	0
Number of ballots matches number of ballots tabulated: ☑Yes ☐No	Under votes	0	0

Notes – all discrepancies should be noted below

Express vote test deck wasn't locked and secured with the other test deck in a sealed container.

Express vote test certification form was missing to confirm test was done before election day.

Missing training certificates for election workers.

AV ballot posting sheet wasn't completed.

☑ **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.

_____
County/State Audit Inspector

_____
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.