Post-Election Audit
of the
April 4, 2017 Election

April 28, 2017

Room 351, City-County Building

Madison, WI

Debriefing Report

May 17, 2017

Anne Murphy-Lom, Lead Auditor

David Diamondstone, Auditor

Anne Habel, Auditor

Jeanne Thieme, Auditor

Daina, Zemliauskas, Auditor

Overall, April 28th Post-Election Audit went very well.

The two wards randomly selected for audit include:

- City of Madison, Ward 15
- Town of Albion, Wards 1-2

Auditors Anne Murphy-Lom (Lead) and Anne Habel served as ballot couriers on Thursday, April 27, 2017 to collect ballots from Julie Hanewall at the Town of Albion and Eric Christianson of the City of Madison Clerk's Office to transport ballots, maintaining chain of custody at all times, to Dane County Clerk, Scott McDonell.

Auditors Anne Murphy-Lom (Lead), David Diamondstone, Anne Habel, Jane Thieme, and Daina Zemliauskas went to Room 351, City-County Building, Madison, WI on Friday, April 28, 2017 to conduct an audit of paper ballots for City of Madison, Ward 15 and Town of Albion, from the April 4, 2017 election.

AuditTimeline:

Audit Preparation Timeline (Lead Auditor):

12:00 pm – 12:30 pm 3/30/17: April 2017 Post Election Audit scheduling/logistics

8:00 pm - 9:30 pm 4/9/17: April 2017 Post Election Audit scheduling/logistics including county clerk's office

12:00 pm - 12:30 pm 4/11/17: April 2017 Post Election Audit Scheduling/logistics – rescheduling audit

12:00 pm - 1:15 pm 4/17/17: Final emails for scheduling audit and setting up couriers

8:15 pm – 10:15 pm 4/25/17: Revision of final paperwork

12:00 pm – 12:45 pm 4/27/17: Printing materials, final details

Audit Courier Timeline (verifying Chain of Custody) April 27, 2017:

2:00 pm: Arrived at Dane County Clerk's Office; met co-auditor/courier Anne Habel; drove together in Lead Auditor's vehicle to Town of Albion Town Hall.

2:35 pm: Arrived at Town of Albion Town Hall and met with Town Clerk Julie Hanewall.

2:38 pm: Received 1 ballot bag (seal number 93200) and signed chain of custody report.

3:15 pm: Met Eric Christianson of the City Clerk's Office at East Washington Street storage location for City of Madison's ballots.

3:32 pm: Received 1 ballot bag (seal number 67770) and signed chain of custody report.

Drove ballots to City-County Building together in Lead Auditor's Vehicle with Anne Habel (maintaining chain of custody.)

3:55 pm: Arrived at City-County Building; Anne Murphy-Lom and Anne Habel transferred 2 ballot bags (seal number 93200 from Town of Albion and seal number 67770 from City of Madison) to Dane County Clerk's office (maintaining chain of custody.)

Audit Timeline (verifying Chain of Custody) April 28, 2017:

8:15 am: Lead Auditor arrived at City-County Building to verify room set-up/accessibility.

8:20 am: All auditors met in lobby of City-County Building to discuss procedure and receive audit paperwork.

8:30 am: Auditors obtained chain-of-custody initials; received ballot bags, and location-specific polling place incident reports with location-specific County election night tabulator report tapes; all Auditors maintained chain-of-custody during final transport of materials from County Clerk's Office to Room 351, City-County Building, arriving at 8:40 am.

8:40 am: Auditors entered Room 351; upon entry to room, auditors publicly announced *"We are auditors with the Dane County Clerk's Office. Our purpose is to conduct a public meeting regarding a post-election audit of paper ballots of select Dane County polling locations from the April 4, 2017 election. The randomly selected wards are City of Madison, Ward 15 and Town of Albion, Wards 1-2."*; Auditors unloaded audit materials and prepared audit room.

9:00 am: Lead Auditor made introductory remarks. There were no observers or press in attendance throughout the audit.

9:00 am: Lead Auditor assigned Auditors David Diamondstone and Daina Zemliauskas to audit Town of Albion 1-2; assigned Auditors Jane Thieme and Anne Habel to audit City of Madison Ward 15.

9:10 am: Audit commenced:
- Auditors of Town of Albion wards: Ballot Bag #93200 with was opened and tallied.
- Auditors of Madison ward: Ballot Bag #67770 was opened and tallied. (Ballot bag contained ballots from Ward 13, 14 and Ward 15. Ballots were separated by ward and the tally of Ward 15 commenced.)

10:45 am: Auditors of City of Madison, Ward 15 completed final bag tally, arriving at totals which matched the election night tape totals (424 total ballots). Auditors reviewed and reconciled tally sheets.

11:05 am: Auditors of Town of Albion, Wards 1-2 completed final bag tally, arriving at totals which matched the election night tape totals (521 total votes). Auditors reviewed and reconciled tally sheets.

11:17 am: Auditors of Town of Albion, Wards 1-2 resealed ballots in new ballot bag.
- New Ballot Bag Seal #80331 (contains contents of ballot bag seal #93200)

11:18 am Auditors of City of Madison, Ward 15 resealed ballots in new ballot bag.
- New Ballot Bag Seal #80330 (contains contents of ballot bag seal #67770)

11:20 pm: Auditors completed and verified paperwork:
- Ballot bags were signed by all Auditors and seal numbers were added to Polling Location Inspectors Statements as well as Audit Inspectors' Statements.
- Lead auditor reviewed Audit Tally Sheets and Audit Inspectors' Statements. All auditors reviewed Audit Inspectors' Statements.
- Auditors gathered all paperwork and ballots; all auditors transferred audit materials to Dane County Clerk's Office (maintaining chain of custody). Auditors left the room at 11:25.

11:30 am: Dane County Clerk received all paperwork and ballots. Ballots were secured in Dane County Clerk's Office.

11:30 pm: Audit complete. Auditors left City-County Building.

Results of Post-Election Audit, 4/28/17

City of Madison, Ward 15

State Superintendent

Post-Election Audit Results: (424 total ballots)

Candidate	Vote Tally
Tony Evers	401
Lowell E. Holtz	20
Write-In	0
*Undetermined/Blank	3

 *Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (424 total ballots)

Candidate	Tally
Tony Evers	401
Lowell E. Holtz	20
Write-In	0

Town of Albion

State Superintendent

Post-Election Audit Results: (521 total ballots)

Candidate	Vote Tally
Tony Evers	313
Lowell E. Holtz	137
Write-In	1
*Undetermined/Blank	70

 *Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (521 total ballots)

Candidate	Tally
Tony Evers	313
Lowell E. Holtz	137
Write-In	1

Observations

The April 28, 2017 audit of paper ballots continues to take significantly less time to count than earlier audits due to a lower overall turnout, experienced auditors, and only auditing a single race. The audit took less than 3 hours from start to finish. Two auditors were easily able to conduct the audit of a ward efficiently. I would recommend 3 people for each ward when there is a presidential or other high turnout election.

The auditors used a new audit tally sheet based off one created and distributed by the WEC. All auditors agreed that the new tally sheet was easier to keep track of the overall count and to reconcile numbers throughout the process.

City of Madison, Ward 15

- The total number of ballots counted by auditors in City of Madison, Ward 15 equaled the total number of ballots reported on the tabulator tape from election night from City of Madison Ward 15.
- The total votes counted by auditors in City of Madison, Ward 15 in the State Superintendent race equaled the total number of votes reported on the tabulator tape from election night from City of Madison, Ward 15.
- All candidate vote totals counted by auditors in City of Madison Ward 15 in the State Superintendent race equaled the candidate vote totals reported on the tabulator tape from election night from City of Madison, Ward 15.

Town of Albion, Wards 1-2

- The total number of ballots counted by auditors in the Town of Albion, Wards 1-2 equaled the total number of ballots reported on the tabulator tape from election night from Town of Albion, Wards 1-2.
- The total votes counted by auditors in Town of Albion, Wards 1-2 in the State Superintendent race equaled the total number of votes reported on the tabulator tape from election night from Town of Albion, Wards 1-2.
- All candidate vote totals counted by auditors in Town of Albion, Wards 1-2 in the State Superintendent race equaled the candidate vote totals reported on the tabulator tape from election night from Town of Albion, Wards 1-2.

Recommendation: There are no explicit recommendations from this audit as overall, both wards did very well. The Madison ward did very well with the complex issue of overseeing several types of ballots at one location. There were no errors seen by the auditors.

Creatively Marked Ballots

There were very few instances of ballots which intent could be determined but were marked in a way which in another instance might not have been detected by the tabulator. Instances included:

- Checkmarks in the ovals; ovals not filled in
- X's in the ovals; ovals not filled in
- Lines through circle, rather than filled-in

Recommendation: Voter outreach seems to be correcting this issue. We should continue voter education outreach at the polling place, emphasizing the best practice **to completely fill in the oval** to indicate voter intent on the ballot.

Action Plan:

- Lead Auditor should continue to refine audit procedures reflecting recommendations and best practices and continue to follow changes as they occur.

Addendum:

- Post-Election Audit Tally Sheet (Template), City of Madison, Ward 15, April 28, 2017 Audit
- Post-Election Audit Tally Sheet (Template), Town of Albion, Wards 1-2, April 28, 2017 Audit
- Post-Election Audit Inspectors Statement (Template), City of Madison, Ward 15, April 8, 2017 Audit
- Post-Election Audit Inspectors Statement (Template), Town of Albion, Wards 1-2, April 8, 2017 Audit
- Day of Audit Procedure Checklist
- April 28, 2017 Post-Election Audit Staff Timesheet

April 28, 2017 Post-Election Audit of Electronic Voting Equipment – Tally Sheet

County: Dane		Municipality: City of Madison			Ward(s): 15		Stack #:		
Ballot Bag #:		Auditor Name:					Total # of Ballots: 100		

OFFICE	Tally						Tally Totals		
	20	40	60	80	100	ST	Audit	EVM	Var.
State Superintendent									
Tony Evers									
Lowell E. Holtz									
WRITE-IN									
Undetermined									
Blank									
Total									
Race 2									
WRITE-IN									
Undetermined									
Total									
Race 3									
WRITE-IN									
Undetermined									
Total									
Race 4									
WRITE-IN									
Undetermined									
Total									

Tally Sheet (Ballots)

Audit Ballot Tally showing results for the 15 ward(s) of the CITY of MADISON in the County of DANE for the election on the 4th day of April, 2017 as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.

GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST _____

Name of Race (Nonpartisan) – Superintendent

Ballot Bag # _____

Name of Auditor _____

Results of Post-Election Audit, 4/28/2017

City of Madison, Ward 15
State Superintendent

Post-Election Audit Results: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
WRITE-IN	
*Undetermined	
Blank	

*Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
WRITE-IN	

Ballot Concerns:

April 28, 2017 Post-Election Audit of Electronic Voting Equipment – Tally Sheet

County: Dane		Municipality: Town of Albion		Ward(s): 1, 2	Stack #:
Ballot Bag #:		Auditor Name:			Total # of Ballots: 100

OFFICE	Tally						Tally Totals		
	20	40	60	80	100	ST	Audit	EVM	Var.
State Superintendent									
Tony Evers									
Lowell E. Holtz									
WRITE-IN									
Undetermined									
Blank									
Total									
Race 2									
WRITE-IN									
Undetermined									
Total									
Race 3									
WRITE-IN									
Undetermined									
Total									
Race 4									
WRITE-IN									
Undetermined									
Total									

Results of Post-Election Audit, 4/28/2017

Town of Albion, Wards 1 & 2
State Superintendent

Post-Election Audit Results: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
WRITE-IN	
*Undetermined	
Blank	

*Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
WRITE-IN	

Ballot Concerns:

Tally Sheet (Ballots)

Audit Ballot Tally showing results for the 1,2 ward(s) of the TOWN of ALBION in the County of DANE for the election on the 4th day of April, 2017 as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.

GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST _____

Name of Race (Nonpartisan) – Superintendent

Ballot Bag # _____

Name of Auditor _____

Audit Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an audit of the election held in the __15__ ward(s) of the __City__ of __Madison__
 (ward number(s))   _(Town, Village of City)_   _(Name of Municipality)_

County of __DANE__, State of Wisconsin, on the __28__ day of __April__ __2017__.
 (Name of County)   _(Day)_   _(Month)_   _(Year)_

Municipal Clerk provides the following information:

- Voting Unit Number   _____
- Memory Device Serial Number   _____
- Tamper-Evident Seal Serial Number   _____

❑ *Polling Place Inspectors' Statement provided by Municipal Clerk?*

*(*Chain-of-Custody records start on page 2 of this statement)*

AUDIT DATE: 04/282017

Signatures of Election Auditors/Inspectors	*Time Worked*
_____	_____to_____
_____	_____to_____
_____	_____to_____
_____	_____to_____
_____	_____to_____

Certification of Lead Auditor/Chief Inspector

I certify that: I have completed the required training administered by the Wisconsin Election Commission, and have been duly certified as a Chief Inspector. I served as the Lead Auditor for the Audit described above for the time period indicated below.

_____   ❑ ENTIRE DAY   ❑ FROM _____ a.m. / p.m.   TO: _____ a.m. / p.m.
(Signature of Lead Auditor/Chief Inspector)

_____   ❑ ENTIRE DAY   ❑ FROM _____ a.m. / p.m.   TO: _____ a.m. / p.m.
(Signature of Lead Auditor/Chief Inspector)

✓The completed form is retained in the office of the County Clerk.
✓A copy of the completed form is returned to the Municipal Clerk.
✓Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

DO NOT SEAL IN BALLOT BAG!

BALLOT CHAIN-OF-CUSTODY
CITY OF MADISON – Ward 15

Ballot Bags Received from Municipal Clerk

❑ *Polling Place Inspectors' Statement provided by Municipal Clerk?*

- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____

❑ Ballot Bags Received from **Municipal Clerk**: _____; _____
                                                      (Date)   (Time)

    ❑ **Auditors** Initials: _____ / _____
    ❑ **Clerk** Initials: _____

Ballot Bags Transferred to County Clerk

- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____

❑ Ballot Bags Transferred to **Dane County Clerk**: _____; _____
                                                      (Date)   (Time)

    ❑ **Auditors** Initials: _____ / _____
    ❑ **Clerk** Initials: _____

BALLOT CHAIN-OF-CUSTODY (continued)
CITY OF MADISON – Ward 15

Day of Audit:

- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____

❑ Ballot Bags Retrieved from **Dane County Clerk**: _____; _____
<div align="center">(Date)   (Time)</div>

  ❑ **Auditors** Initials: _____ / _____
  ❑ **Clerk** Initials: _____

New Ballot Bag Seal Numbers listed below *(Post Election Audit)*

- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____

❑ Ballot Bags Returned to **Dane County Clerk**: _____; _____
<div align="center">(Date)   (Time)</div>

  ❑ **Auditors** Initials: _____ / _____
  ❑ **Clerk** Initials: _____

This section to be completed by election inspectors and verified by chief inspector:

(from Polling Location Inspectors Statement)

<u>Voter Statistics</u>
Total Number of ballots cast (entered into voter machine on Election Day)_____

Audit Incident Log

Incident Number	Description of Incident	Time Incident Occurred	Auditor Initials
	Things to Document (*Other things may be added as well*): • Is Audit Location Open and Accessible? (*Lead Auditor*) • Time Auditors Entered Audit Room (*Lead Auditor*) • Location of Official Audit Clock (*Lead Auditor*) • Time and Number of Observers (Document length of time observers remained; Document any incidents with observers: *Lead Auditor*) • Time and Identification of Press Members (Get Business Card/Document Credential; Document length of time press remained: *Lead Auditor*) • Did Audit Start on Time? (*Lead Auditor*) • Names of Auditors Assigned to Wards (*Lead Auditor*) • Confirm Sealed Bag Integrity • Time/Serial Number Ballot Bag is Opened • Total Count of Ballot Bag (once verified) • Discrepancy of count between auditors (How was this reconciled?) • Write-Ins (Time Detected/Candidate) • Creatively Marked Ballots (X's, Colored Pen, Partial marking of oval, etc.) • Indicate Publicly Visible Location nearby, inaccessible to observer access, for unsealed but tallied ballots • Confirm and Document Final Tallies • Document Times – **completion of each bag/conclusion of audit of ward**		
1	**Audit Location Open and Accessible** (Yes / No) If not, Why not? _____ How remedied: _____	a.m. p.m.	
2	**Time Auditors Entered Audit Room**	a.m. p.m.	
3	**Location of Official Audit Clock**	a.m. p.m.	
4	**Did Audit Start on Time?** (Yes / No)	a.m. p.m.	
5	**Names of Auditors Assigned to Ward**:	a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	

Audit Incident Log (Continued)

Incident Number	Description of Incident	Time Incident Occurred	Auditor Initials
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	

Audit Incident Log (Continued)

Incident Number	Description of Incident	Time Incident Occurred	Auditor Initials
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
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		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	

Results of Post-Election Audit, 4/28/2017

City of Madison, Ward 15
State Superintendent

Post-Election Audit Results: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
John H. Humphries	
WRITE-IN	
*Undetermined	

*Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
John H. Humphries	
WRITE-IN	

Polling Place Inspectors' Statement AND Audit Inspectors' Statement:

Proofread/Verify:

- ❑ Check for seal number documentation
- ❑ Check for completeness
- ❑ Does the number of voters equal the number of ballots cast?
- ❑ Read Audit Incident Log – is it complete and does it make sense?
- ❑ Make sure nothing on the Audit Incident Log associates a voter's name with a particular ballot.
- ❑ Check Chain of Custody documentation

Audit Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an audit of the election held in the **1, 2** ward(s) of the **Town** of **Albion**

(ward number(s))   (Town, Village of City)   (Name of Municipality)

County of **DANE**, State of Wisconsin, on the **28** day of **April** **2017**.

(Name of County)   (Day)   (Month)   (Year)

Municipal Clerk provides the following information:

- Voting Unit Number   _____
- Memory Device Serial Number   _____
- Tamper-Evident Seal Serial Number   _____

❑ *Polling Place Inspectors' Statement provided by Municipal Clerk?*

(*Chain-of-Custody records start on page 2 of this statement)

AUDIT DATE: 4/28/2017

Signatures of Election Auditors/Inspectors	*Time Worked*
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

Certification of Lead Auditor/Chief Inspector

I certify that: I have completed the required training administered by the Wisconsin Election Commission, and have been duly certified as a Chief Inspector. I served as the Lead Auditor for the Audit described above for the time period indicated below.

_____   ❑ ENTIRE DAY   ❑ FROM _____ a.m. p.m.   TO: _____ a.m. p.m.

(Signature of Lead Auditor/Chief Inspector)

_____   ❑ ENTIRE DAY   ❑ FROM _____ a.m. p.m.   TO: _____ a.m. p.m.

(Signature of Lead Auditor/Chief Inspector)

✓The completed form is retained in the office of the County Clerk.

✓A copy of the completed form is returned to the Municipal Clerk.

✓Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

DO NOT SEAL IN BALLOT BAG!

BALLOT CHAIN-OF-CUSTODY
TOWN OF ALBION WARDS 1 & 2

Ballot Bags Received from Municipal Clerk

❑ *Polling Place Inspectors' Statement provided by Municipal Clerk*

- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____

❑ Ballot Bags Received from **Municipal Clerk**: _____; _____
                                              (Date)   (Time)

    ❑ **Auditors** Initials: _____ / _____
    ❑ **Clerk** Initials: _____

Ballot Bags Transferred to County Clerk

- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____

❑ Ballot Bags Transferred to **Dane County Clerk**: _____; _____
                                              (Date)   (Time)

    ❑ **Auditors** Initials: _____ / _____
    ❑ **Clerk** Initials: _____

BALLOT CHAIN-OF-CUSTODY (continued)
TOWN OF ALBION – WARDS 1 & 2

Day of Audit:

- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____

❑ Ballot Bags Retrieved from **Dane County Clerk**: _____; _____
                                          (Date)   (Time)
    ❑ **Auditors** Initials: _____ / _____
    ❑ **Clerk** Initials: _____

New Ballot Bag Seal Numbers listed below *(Post Election Audit)*
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____
- Chain of Custody Seal # (Ballot Bag): _____
  - Corresponding Old Seal # (Ballot Bag): _____

❑ Ballot Bags Returned to **Dane County Clerk**: _____; _____
                                          (Date)   (Time)
    ❑ **Auditors** Initials: _____ / _____
    ❑ **Clerk** Initials: _____

This section to be completed by election inspectors and verified by chief inspector:
(from Polling Location Inspectors Statement)
<u>Voter Statistics</u>
Total Number of ballots cast (entered into voter machine on Election Day)_____

Audit Incident Log

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1	**Audit Location Open and Accessible** (Yes / No) If not, Why not? _____ How remedied: _____	a.m. p.m.	
2	**Time Auditors Entered Audit Room**	a.m. p.m.	
3	**Location of Official Audit Clock**	a.m. p.m.	
4	**Did Audit Start on Time?** (Yes / No)	a.m. p.m.	
5	**Names of Auditors Assigned to Ward**:	a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	

Audit Incident Log (Continued)

Incident Number	Description of Incident	Time Incident Occurred	Auditor Initials
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	

Audit Incident Log (Continued)

Incident Number	Description of Incident	Time Incident Occurred	Auditor Initials
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
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		a.m. p.m.	
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		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	

Results of Post-Election Audit, 4/28/2017

Town of Albion - Wards 1 & 2
State Superintendent

Post-Election Audit Results: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
WRITE-IN	
*Undetermined	

*Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (_____ total votes)

Candidate	Vote Tally
Tony Evers	
Lowell E. Holtz	
WRITE-IN	

Polling Place Inspectors' Statement AND Audit Inspectors' Statement:

Proofread/Verify:
- ❑ Check for seal number documentation
- ❑ Check for completeness
- ❑ Does the number of voters equal the number of ballots cast?
- ❑ Read Audit Incident Log – is it complete and does it make sense?
- ❑ Make sure nothing on the Audit Incident Log associates a voter's name with a particular ballot.
- ❑ Check Chain of Custody documentation

Audit Procedure Checklist (Day of Audit):

Confirm Audit Room Accessibility/Audit Preparation:

- ❑ Confirm Audit location is open and accessible (Lead Auditor)
- ❑ (Dane County Clerk) Provide publicly reported totals for the select races to be audited; (Lead Auditor) Record totals on Audit Inspectors' Statement
- ❑ All auditors meet at Dane County Clerk's Office 15 minutes prior to audit
- ❑ Distribute Paperwork to auditors
- ❑ (Dane County Clerk) Provide Polling Location Inspectors' Statements to Lead Auditor (if possible)
- ❑ Auditors examine all ballot bags for each select polling place to be audited
    - o Bags intact
    - o Seal Numbers match Polling Location Inspectors' Statements
- ❑ Document Ballot Bag Seal Numbers on Audit Inspectors' Statement and Audit Tally Sheets

Transport Ballots to Audit Room/Commence Audit Meeting:

- ❑ 2+ auditors at all times transport ballot bags to audit room maintaining chain-of-custody
- ❑ (Upon entry to audit room) Publicly announce "***We are auditors with the Dane County Clerk's Office. Our purpose is to conduct a public meeting regarding a post-election audit of paper ballots of select Dane County polling locations from the XXXXXX Election (list select polling locations)***."
- ❑ Brief observers on audit procedure (Allow 5 minutes total for public comment per Public Meeting rules)

Set Up Audit Stations:

- ❑ Assign auditors in pairs (3's) per polling location (set up within view of observers)
- ❑ Designate a **publicly visible location nearby**, inaccessible to observer access, for unsealed but tallied ballots.
- ❑ Distribute polling location ballot bags to auditors for count and tally

Confirm Bag Ballot Count:

The following procedures should be conducted for **<u>each and every bag</u>** presented for audit (conducted by auditors in pairs/3s):

❑ **Confirm seal numbers as well as that the seal is intact.** (Only once the seal information is confirmed and initial information on the tally sheets is filled in can the ballot bag be opened and ballots removed for tally.)
❑ **Divide ballots in half;** assign each half to an auditor
❑ **Count the ballots <u>in stacks of 20</u>,** alternating stacks (Landscape/Portrait) into piles of 100, until they are complete. (***IMPORTANT***<u>: Each auditor should NOT announce how many ballots to the other auditor, but make a note for later comparison.</u>)
❑ Once counted, **pass the respective ballot stack to the other auditor**, who will conduct a *similar count. *(*Look for ballots which may have stuck together.)*
❑ **Once the stacks have been counted by each auditor, the counts should be announced to one another.** <u>Only after confirmation of totals by each auditor has been reached should the audit proceed.</u> (A third auditor can assist if needed.) It is ***critical*** that an accurate count of ballots be confirmed prior to tally, in order to confirm results upon completion.

Ballot Tally/Reconciliation:

Once a ballot total for the bag has been confirmed, the following procedure is recommended (based upon previous audits conducted in 2016):

Each auditor maintains either an **Audit Tally Sheet** for their assigned polling location.

Auditor #1 Duties (switched throughout count to maintain alertness):

❑ Publicly announce indicated selection of each ballot (in groups of **20**); place tally mark as indicated on **<u>Audit Tally Sheet</u>**.

Auditor #2 Duties (switched throughout count to maintain alertness):

❑ Visually confirm indicated selection of each announced ballot (in groups of **20**); place tally mark as indicated on **<u>Audit Tally Sheet</u>**.

Auditor #3 Duties (or Auditor #2 if not enough personnel):

❑ Keep a running tally (in groups of **20**), confirming arrival at every **20**. Also, ask each auditor to confirm their totals at every group of **20**. If there is a discrepancy**, auditors <u>must </u>reconcile the discrepancy prior to proceeding to the next group of 20.**

Repeat process though every group of 20 until bag is successfully tallied. Once bag is tallied, each auditor shall confirm their bag tallies for later calculation.

> ❑ Place ballots with their unsealed ballot bag in designated **publicly visible location nearby**, inaccessible to any observer access, but **unsealed** should there be additional questions upon completion of the audit
> ❑ Confirm tally totals of bag. (Once all auditors have confirmed tally totals of the bag, they may proceed to the next ballot bag, following the same rules, until all ballot bags have been tallied.)

Confirm Polling Location Results:

Once tallies have been completed and confirmed by all involved auditors, Lead Auditor shall present Publicly Announced Results. (**Troubleshooting tip**: in the event results do not match, auditors should determine if ballots were stuck together.)

Upon final confirmation of polling location results:

- ❑ Each auditor completes Audit Tally Sheet
- ❑ (Pair/3 Auditors): Reseal ballots according to their unsealed original ballot bags (along with the original, unsealed bags) in new ballot bags. **Each new bag should match the contents of the original bag *plus the original bag*, resulting in an appropriate number of bag seal numbers with identical ballot contents to the original bags.**
- ❑ **Log the new bag seal numbers** to confirm chain-of-custody:
  - o Audit Tally Sheets
  - o Audit Inspectors' Statement
  - o Polling Location Inspectors' Statement

Each new bag should match the contents of the original bag *plus the original bag*, resulting in appropriate bag numbers with identical ballot contents to the original bags.

Upon completion of a polling location, 2 auditors should monitor the newly-sealed ballot bags for security, with remaining auditors offering to assist if necessary with any remaining polling location audit.

Complete Paperwork/Return Audit Materials to County Clerk:

- ❏ Upon completion of all polling location audit reconciliation, all auditors review Audit Tally Sheets and Audit Inspectors' Statement to confirm identical reporting
- ❏ Upon completion of audit, return all paperwork and ballots to Dane County Clerk to be secured and chain-of-custody completed
- ❏ 2+ auditors at all times transport ballot bags to Dane County Clerk maintaining chain-of-custody

Post Election Staff Timesheet

April 23, 2017 PE Audit

Personnel	Date	Time	Hours	Purpose
David Diamondstone	4/28/2017	8:30 am - 11:30 am	5	Conduct Post-Election Audit of 4/4/17 Election
	TOTAL HOURS David Diamondstone		**5**	Guaranteed 5 hours
Anne Habel	4/27/2017	2:00 pm - 4:00 pm	2	Ballot Co-Courier (with Anne Murphy-Lom) prior to 4/28/17 Post-Election Audit
	4/28/2017	8:30 am - 11:30 am	5	Conduct Post-Election Audit of 4/4/17 Election
	TOTAL HOURS Anne Habel		**7**	Guaranteed 5 hours
Daina Zemliauskas	4/28/2017	8:30 am - 11:30 am	5	Conduct Post-Election Audit of 4/4/17 Election
	TOTAL HOURS Daina Zemliauskas		**5**	Guaranteed 5 hours
Jane Thieme	4/28/2017	8:30 am - 11:30 am	5	Conduct Post-Election Audit of 4/4/17 Election
	TOTAL HOURS Jane Thieme		**5**	Guaranteed 5 hours
Anne Murphy-Lom	3/30/2017	12:00 - 12:30	0.5	April 2017 Post Election Audit scheduling/logistics
	4/9/2017	8:00 pm - 9:30 pm	1.5	April 2017 Post Election Audit scheduling/logistics including county clerk's office
	4/11/2017	12:00 pm - 12:30 pm	0.5	April 2017 Post Election Audit Scheduling/logistics – rescheduling audit
	4/17/2017	12:00 pm - 1:15 pm	1.25	Final emails for scheduling audit and setting up couriers
	4/25/2017	8:15 pm - 10:15 pm	2	Revision of final paperwork
	4/27/2017	12:00 pm - 12:45 pm	0.75	Printing materials, final details
	4/27/2017	2:00 pm - 4:00 pm	2	Ballot Co-Courier (with Anne Habel) prior to 4/28/17 Post-Election Audit
	4/28/2017	8:00 am - 11:30 am	5	Conduct Post-Election Audit of 4/4/17 Election
	TOTAL HOURS Anne Murphy-Lom		**13.5**	
TOTAL Hours			**35.5**	