

**Post-Election Audit
of February 21, 2017
Election**

March 3, 2017
Room 351, City-County Building
Madison, WI

Debriefing Report

March 23, 2017

Anne Murphy-Lom, Lead Auditor

Jon Becker, Auditor

David Diamondstone, Auditor

Anne Habel, Auditor

Jeanne Thieme, Auditor

Overall, March 3rd Post-Election Audit went very well.

The two wards randomly selected for audit include:

- City of Madison, Ward 81
- Village of Shorewood Hills, Wards 1-2

Auditors Anne Murphy-Lom (Lead) and Jon Becker served as ballot couriers on Thursday, March 2, 2017 to collect ballots from Village of Shorewood Hills' Clerk Cokie Albrecht to transport ballots, maintaining chain of custody at all times, to Dane County Clerk, Scott McDonell. Ballots for City of Madison, Ward 81, were transferred to Dane County Clerk Scott McDonell via Eric Christianson of the City of Madison Clerk's Office (Maribeth Witzel-Behl, Madison City Clerk).

Auditors Anne Murphy-Lom (Lead), Anne Habel, Jon Becker, David Diamondstone, and Jane Thieme went to Room 351, City-County Building, Madison, WI on Friday, March 3, 2017 to conduct an audit of paper ballots for City of Madison, Ward 81 and Village of Shorewood Hills, from the February 21, 2017 primary election.

Audit Timeline:

Audit Preparation Timeline (Lead Auditor):

12:00 pm - 1:00 pm & 3:30-4:30 pm 2/22/17: February 2017 Post Election Audit Scheduling/Logistics

12:00 pm - 1:00 pm 2/23/17: February 2017 Post Election Audit Scheduling/Logistics

12:30 pm - 1:00 pm 2/23/17: February 2017 Post Election Audit Scheduling/Logistics

6:30pm - 11:00 pm 2/26/17: Notified County Clerk's Office of wards randomly selected for February 21st audit. Reviewed and revised materials (inspectors statements, chain of custody records, tally sheets, etc.) received from former lead auditor

7:00 pm – 8:00 pm 2/27/17: February 2017 Post Election Audit Scheduling/Logistics

11:00 am – 12:00 pm 2/28/17: – Final confirmation emails to auditors and County Clerk's office

4:00 pm – 9:00 pm 3/2/17: February 2017 Audit Logistics Preparation/final revision and printing of materials

Audit Courier Timeline (verifying Chain of Custody) March 2, 2017:

2:00 pm: Arrived at Dane County Clerk's Office; met co-auditor/courier Jon Becker; drove together in Lead Auditor's vehicle to Shorewood Hills Village Center

2:15 pm: Arrived at Shorewood Hills Village Center and met with Village Clerk Cokie Albrecht

2:19 pm: Received 1 ballot bag (seal number 57896) and signed chain of custody report

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

2:45 pm: Arrived at City-County Building; Anne Murphy-Lom and Jon Becker transferred 1 ballot bag (seal number 57896) to Dane County Clerk's office (maintaining chain of custody)

9:02 am: Madison City Clerk officials Eric Christianson (maintaining chain of custody)

transported Ward 81 ballot bags to Dane County Clerk):

- Ballot Bag 1 of 1: Seal Number 00075798

Audit Timeline (verifying Chain of Custody) March 3, 2017:

7:30 am: Lead Auditor arrived at City-County Building to verify room set-up/accessibility.

8:30 am: All auditors met in lobby of City-County Building to discuss procedure and receive audit paperwork.

8:40 am: Auditors obtained chain-of-custody initials; received ballot bags, 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 8:44 am.

8:44 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 February 21, 2017 election. The randomly selected wards are City of Madison Ward 81 and Village of Shorewood Hills, 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 Jon Becker to audit Village of Shorewood Hills 1-2; assigned Auditors Jane Thieme and Anne Habel to audit City of Madison Ward 81.

9:10 am: Audit commenced:

- Auditors of Village of Shorewood Hills wards: Ballot Bag #57896 with was opened and tallied.
- Auditors of Madison ward: Ballot Bag #75798 was opened and tallied. (Ballot bag contained ballots from Ward 80 and Ward 81. Ballots were separated by ward and the audit of Ward 81 commenced.)

9:20 am: During the separation of the ballots between Ward 80 and Ward 81, it was determined that 8 ballots had the wrong ward number, based on the ballot header code. This was confirmed by comments on the original Inspectors' Statement. Ballots were counted based on header code in line with what the tabulator would have read.

11:10 am: Auditors of Village of Shorewood Hills Wards 1-2 completed final bag tally, arriving at totals which matched the election night tape totals. Auditors reviewed and reconciled tally sheets.

11:25 am: Auditors of City of Madison, Ward 81 completed final bag tally, arriving at totals which matched the election night tape totals (680 total votes). Auditors reviewed and reconciled tally sheets.

11:30 am: Auditors of Village of Shorewood Hills, Wards 1-2 resealed ballots in new ballot bag.

- New Ballot Bag Seal #80329 (contains contents of ballot bag seal #57896)

11:35 am Auditors of City of Madison, Ward 81 resealed ballots in new ballot bag.

- New Ballot Bag Seal #80328 (contains contents of ballot bag seal #75798)

11:35 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 11:45.

11:50 am: Dane County Clerk received all paperwork and ballots. Ballots were secured in Dane County Clerk's Office.

12:00 pm: Audit complete. Auditors left City-County Building

Results of Post-Election Audit, 3/3/17

City of Madison, Ward 81

State Superintendent

Post-Election Audit Results: (680 total votes)

Candidate	Vote Tally
Tony Evers	637
Lowell E. Holtz	19
John H. Humphries	20
Write-In	1
*Undetermined	3

*Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (680 total votes)

Candidate	Tally
Tony Evers	637
Lowell E. Holtz	19
John H. Humphries	20
Write-In	1
Undervotes	3

Village of Shorewood Hills

State Superintendent

Post-Election Audit Results: (523 total votes)

Candidate	Vote Tally
Tony Evers	484
Lowell E. Holtz	13
John H. Humphries	17
Write-In	3
*Undetermined	6

*Undetermined: ballots which the auditors could not determine intent

Publicly Reported Results provided by County Clerk: (523 total votes)

Candidate	Tally
Tony Evers	484
Lowell E. Holtz	13
John H. Humphries	17
Write-In	3
Undervotes	6

Observations

The March 3, 2017 audit of paper ballots took significantly less time to count than other 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 81

- The total number of ballots counted by auditors in City of Madison, Ward 81 equaled the total number of ballots reported on the tabulator tape from election night from City of Madison Ward 81. As noted in the timeline, the auditors found that 8 ballots had the wrong ward number written on them. Ward 80 does vote at the same location. This incident was noted on the original Inspectors' Statement. The auditors counted the ballots according to the header code on the ballots as the purpose was to audit voting machine equipment.
- The total votes counted by auditors in City of Madison, Ward 81 in the State Superintendent race equaled the total number of votes reported on the tabulator tape from election night from City of Madison, Ward 81.
- All candidate vote totals counted by auditors in City of Madison Ward 81 in the State Superintendent race equaled the candidate vote totals reported on the tabulator tape from election night from City of Madison, Ward 81.

Village of Shorewood Hills, Wards 1-2

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

Recommendation: There are no explicit recommendations from this audit as overall, both wards did very well. The only recommendation would be to continue training election officials on the difficulties of multiple wards in the same location and that they continue to share strategies to avoid the officials handing out incorrect ballots.

Creatively Marked Ballots

There were less 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: It is suggested that additional voter education outreach at the polling place emphasizes 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.
- Lead Auditor needs to schedule a date and room for the April 2017 Post Election Audit, secure audit staff and materials, and arrange for parking for auditors on the days of the audit.

Addendum:

- Post-Election Audit Tally Sheet (Template), City of Madison, Ward 81, March 3, 2017 Audit
- Post-Election Audit Tally Sheet (Template), Village of Shorewood Hills, Wards 1-2, March 3, 2017 Audit
- Post-Election Audit Inspectors Statement (Template), City of Madison, Ward 81, March 3, 2017 Audit
- Post-Election Audit Inspectors Statement (Template), Village of Shorewood Hills, Wards 1-2, March 3, 2017 Audit
- Day of Audit Procedure Checklist
- March 3, 2017 Post-Election Audit Staff Timesheet

Tally Sheet (Ballots)

Audit Ballot Tally showing results for the 81 ward(s) of the CITY of MADISON in the County of DANE for the election on the 21st day of February, 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 _____

February 21, 2107 Post-Election Audit of Electronic Voting Equipment – Tally Sheet

County: Dane			Municipality: City of Madison			Ward(s): 81		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										
John H. Humphries										
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, 3/3/2017

City of Madison, Ward 81

State Superintendent

Post-Election Audit Results: (_____ total votes)

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

Ballot Concerns:

Tally Sheet (Ballots)

Audit Ballot Tally showing results for the 1,2 ward(s) of the Village of Shorewood Hills in the County of DANE for the election on the 21st day of February, 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 _____

February 21, 2107 Post-Election Audit of Electronic Voting Equipment – Tally Sheet

County: Dane			Municipality: Village of Shorewood Hills			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										
John H. Humphries										
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, 3/3/2017

**Village of Shorewood Hills Wards 1 & 2
State Superintendent**

Post-Election Audit Results: (_____ total votes)

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

Ballot Concerns:

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 81 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 3 day of March 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: 03/03/2017

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.

(Signature of Lead Auditor/Chief Inspector)

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

(Signature of Lead Auditor/Chief Inspector)

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

- ✓ 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 81

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 81

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)

Voter Statistics

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): <ul style="list-style-type: none"> Is Audit Location Open and Accessible? (<i>Lead Auditor</i>) Time Auditors Entered Audit Room (<i>Lead Auditor</i>) Location of Official Audit Clock (<i>Lead Auditor</i>) Time and Number of Observers (Document length of time observers remained; Document any incidents with observers: <i>Lead Auditor</i>) Time and Identification of Press Members (Get Business Card/Document Credential; Document length of time press remained: <i>Lead Auditor</i>) Did Audit Start on Time? (<i>Lead Auditor</i>) Names of Auditors Assigned to Wards (<i>Lead Auditor</i>) 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.	
		a.m. p.m.	

Audit Incident Log (Continued)

[illegible]

Audit Incident Log (Continued)

[illegible]

Results of Post-Election Audit, 3/3/2017

City of Madison, Ward 81
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 Village of Shorewood Hills
(ward number(s)) (Town, Village of City) (Name of Municipality)

County of DANE, State of Wisconsin, on the 3 day of March 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: 3/3/2017

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.

(Signature of Lead Auditor/Chief Inspector)

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

(Signature of Lead Auditor/Chief Inspector)

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

- ✓ 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
VILLAGE OF SHOREWOOD HILLS 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)
VILLAGE OF SHOREWOOD HILLS – 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)

Voter Statistics

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): <ul style="list-style-type: none"> Is Audit Location Open and Accessible? (<i>Lead Auditor</i>) Time Auditors Entered Audit Room (<i>Lead Auditor</i>) Location of Official Audit Clock (<i>Lead Auditor</i>) Time and Number of Observers (Document length of time observers remained; Document any incidents with observers: <i>Lead Auditor</i>) Time and Identification of Press Members (Get Business Card/Document Credential; Document length of time press remained: <i>Lead Auditor</i>) Did Audit Start on Time? (<i>Lead Auditor</i>) Names of Auditors Assigned to Wards (<i>Lead Auditor</i>) 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.	
		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.	
		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.	
		a.m. p.m.	
		a.m. p.m.	

Results of Post-Election Audit, 3/3/2017

**Village of Shorewood Hills Wards 1 & 2
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 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
 - Bags intact
 - 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 each and every bag 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 in stacks of 20,** alternating stacks (Landscape/Portrait) into piles of 100, until they are complete. (**IMPORTANT: Each auditor should NOT announce how many ballots to the other auditor, but make a note for later comparison.**)
- ☐ 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. Only after confirmation of totals by each auditor has been reached should the audit proceed.** (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 **Audit Tally Sheet**.

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 **Audit Tally Sheet**.

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 must 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:
 - Audit Tally Sheets
 - Audit Inspectors' Statement
 - 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

March 3, 2017 PE Audit

Personnel	Date	Time	Hours	Purpose
David Diamondstone	3/3/2017	8:30 am - 11:45 am	5	Conduct Post-Election Audit of 2/21/17 Election
	TOTAL HOURS David Diamondstone		5	Guaranteed 5 hours
Anne Habel	3/3/2017	8:30 am - 11:45 am	5	Conduct Post-Election Audit of 2/21/17 Election
	TOTAL HOURS Anne Habel		5	Guaranteed 5 hours
Jon Becker	3/2/2017	2:00 pm - 3:30 pm	1.5	Ballot Co-Courier (with Anne Murphy-Lom) prior to 3/3/17 Post-Election Audit
	3/3/2017	8:30 am - 11:45 am	5	Conduct Post-Election Audit of 2/21/17 Election
	TOTAL HOURS Jon Becker		5	Guaranteed 5 hours
Jane Thieme	3/3/2017	8:30 am - 11:45 pm	5	Conduct Post-Election Audit of 2/21/17 Election
	TOTAL HOURS Jane Thieme		5	Guaranteed 5 hours
Anne Murphy-Lom	2/22/2017	12:00 pm - 1:00 pm	1	February 2017 Post Election Audit Scheduling/Logistics
	2/22/2017	3:30 pm - 4:30 pm	1	February 2017 Post Election Audit Scheduling/Logistics
	2/23/2017	12:00pm - 1:00 pm	1	February 2017 Post Election Audit Scheduling/Logistics
	2/24/2017	12:00 pm - 12:30 pm	0.5	February 2017 Post Election Audit Scheduling/Logistics
	2/26/2017	6:30 pm - 11:00 pm	4.5	Reviewed/revised materials/ selected wards for audit
	2/27/2017	7:00 pm - 8:00 pm	1	February 2017 Post Election Audit Scheduling/Logistics
	2/28/2017	11:00 am - 12:00 pm	1	Finalize February 2017 Post Election Auditor Details
	3/2/2017	2:00 pm - 3:30 pm	1.5	Ballot Co-Courier (with Jon Becker) prior to 3/3/17 Post-Election Audit
	3/2/2017	4:00 pm - 9:00 pm	5	Final audit logistics preparation/final revision and printing of materials
	3/3/2017	7:30 an - 12:00 pm	5	Conduct Post-Election Audit of 2/21/17 Election
TOTAL HOURS Anne Murphy-Lom			21.5	
TOTAL Hours			41.5	