

## Instructions for Preliminary Election Reconciliation – Unofficial Totals

The **Preliminary Election Reconciliation – Unofficial Totals** form is filled out by the presiding judge of the central counting station on election day after counting has been completed for the night. It compares the number of voters who cast valid ballots with the number of ballots counted by the tabulation system. After being completed, it is signed by the presiding judge and posted to the county website. **Note:** Primary elections may have two reconciliation forms – one for each party.

### 1. Voters

The number of voters who were checked in to vote in the election (from reports in TEAM, ePollbook software, or voter registration software; if you cannot run these reports, you may hand count rosters, lists, or combo forms)

- A. How many voters were checked in to vote in person?
  - Include early voting, election day, and limited ballot voters
  - If you are including counted provisional ballots in box G, include the number of provisional ballots that have been issued in box A
- B. How many voters returned a voted mail ballot to your office?
  - Include ballots from ABBM and FPCA voters, late voting by disabled voters or because of a death in the family, confidential voters, and any other type of ballot that you count with mail ballots
  - Do not include surrendered mail ballots
- C. Add together boxes A and B to get the total number of voters who participated in the election

### 2. Rejected or pending ballots

The number of ballots that have not been accepted for counting (either pending ballot board review, pending voter action, or finally rejected)

- D. How many provisional ballots are pending ballot board review, are pending voter action, or have been finally rejected?
  - If you are including counted provisional ballots in box G, include the number of provisional ballots that are either pending voter action, pending ballot board review, or rejected in box D
- E. How many mail ballots are pending voter action or have been finally rejected?
- F. Add together boxes D and E to get the total number of ballots that have not been accepted for counting

### 3. Counted ballots

The number of ballots that have been counted by your tabulation software

- G. How many ballots that were cast in person have been counted by your tabulation software?
  - If provisional ballots are included in your results reports, include them in box G
- H. How many mail ballots were counted by your tabulation software?
  - Include ballots from ABBM and FPCA voters, late voting by disabled voters or because of a death in the family, confidential voters, and any other type of ballot counted with mail ballots

- I. Add together boxes G and H to get the total number of ballots that have been counted by your tabulation software
  - This should match the total number of ballots cast on your results report

#### 4. Comparison of voters and counted ballots

Compare the number of voters who cast valid ballots with the number of counted ballots

- J. What is the difference between the number of voters who cast valid ballots and the number of ballots counted by your tabulation software?
  - Subtract the total number of rejected or pending ballots from the total number of voters, then subtract the number of ballots counted by your tabulation software (box C minus box F minus box I)
- K. What is the difference between the number of voters who cast valid ballots and the number of ballots counted by your tabulation software, expressed as a percentage?
  1. Find the number of ballots that were accepted for counting (box C minus box F)
  2. Divide line J by that number
  3. Multiply that number by 100 to get the percentage
- L. Provide any notes that may help explain why there is a difference in line J
  - If there is not enough space in box L, you may include an attachment with any additional notes

#### 5. Attestation

- M. The presiding judge of central count must sign and date the form to verify that the information is correct

#### 6. Ballots that could be added to the final count

- N. How many mail ballots have either not been returned or are pending voter action?
  - Include ballots from ABBM and FPCA voters, late voting by disabled voters or because of a death in the family, confidential voters, and any other type of ballot that you count with mail ballots
- O. How many provisional ballots are pending either voter action or review by the ballot board?
  - Do not include provisional ballots that have been finally rejected

After the form is completely filled out and signed, post it on your website along with election returns and results.

#### Version:

Current form is dated 9/2023\*.

*\*Previous version of the form dated 2/2022 may still be used.*