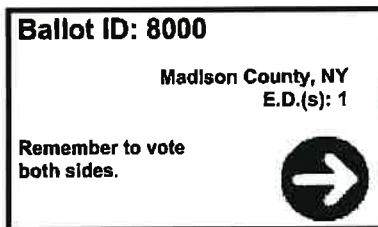# ELECTION DAY BALLOT TRACKING
INSTRUCTIONS

1 The top of this form should match your Town/Ward/District & should have your correct polling location.

2 Record the seal that your **blue ballot bag** is locked with at the beginning of Election Day.
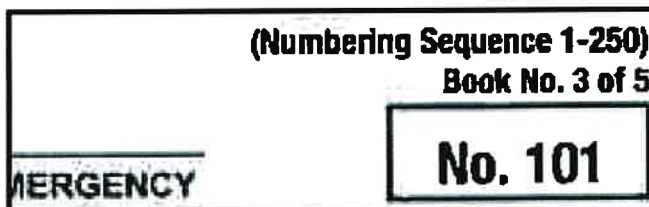
3

> **Ballot ID: 8000**
>
> Madison County, NY
> E.D.(s): 1
>
> Remember to vote both sides.
>
> →

The Ballot ID is found at the bottom right hand corner of the ballot, as shown here.

4 The total number of **wrapped ballot BOOKLETS** received for the specified Ballot ID above.

5

> (Numbering Sequence 1-250)
> Book No. 3 of 5
>
> **No. 101**
>
> 1ERGENCY

The Ballot Sequence is found on the perforated tab that the ballot is ripped from.

6 Match the Ballot ID on your closing tape from the machine & record the **TOTAL CAST** for that specific ID. If you have more than one machine, be sure to add the two totals together.

7 Record the number of ballots left on your **OPEN** book, plus the number of **CLOSED** booklets you still have, to get your **TOTAL UNUSED** ballots.

8 Record the number of any spoiled &/or unscanned ballots.

MADISON COUNTY ELECTION DAY BALLOT TRACKING

Election: TRAINING
SAMPLE 1

1

TRAINING TOWN
Anywhere, NY 12345

OPENING SEAL NUMBER (blue ballot bag) ➤ **2** 123456

If any seals are broken or the numbers do not match this report, call the Board of Elections immediately!
315-366-2231

BALLOT ID: **3** 8000

POLLS OPEN: Number of BLANK BALLOT BOOKLETS received **4** 2

BALLOT SEQUENTIAL RANGE on received ballots **5** 101-200

GRAND TOTAL OF BALLOTS RECEIVED   100   BOE CONFIRMED _____

We verify the Election Day ballot count listed above is true;

A bi-partisan team must confirm everything listed above & sign here.

DEMOCRATIC INSPECTOR   REPUBLICAN INSPECTOR

POLLS CLOSE: 1 - Number of TOTAL CAST (use closing tape) **6** 75

2 - Number of BALLOTS UNUSED (OPEN & CLOSED BOOKS)	**OPEN** +	**CLOSED** =	
	25	0	25
7	LEFT ON BOOK	? X 50	TOTAL UNUSED

3 - Number of BALLOTS SPOILED **8** 0

4 - Number of BALLOTS ABANDONED/EMERGENCY 0

ADD TOTALS FROM 1, 2, 3, & 4 FOR GRAND TOTAL OF BALLOTS RECEIVED **9** 100

CLOSING SEAL NUMBER (blue ballot bag) ➤ **10** 987654

We verify the Election Day ballots have been accounted for in the manner listed above;

Upon closing, a bi-partisan team must AGAIN sign for confirmation.

DEMOCRATIC INSPECTOR   REPUBLICAN INSPECTOR

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9   Add the number of **TOTAL CAST, TOTAL UNUSED, BALLOTS SPOILED, & BALLOTS ABANDONED/EMERGENCY** to get the **GRAND TOTAL OF BALLOTS RECEIVED**. This total should match the total from the top of the form.

10   Place a new seal on your **blue ballot bag** & record it here.

Be sure this form is COMPLETED ENTIRELY & placed in your yellow Communication Folder