

Ballot Reconciliation November 8, 2011 General Election

General Information	
Total Number of Precincts	22
Number of Precincts Reconciled	21
Number of Precincts with Discrepancies	1
Percentage of Precincts with Discrepancies	4.55%
Total Number of Ballots Ordered	14,115
Total Number of Ballot Discrepancies	1
Percentage of Ballot Discrepancies	0.01%

Explanation of Discrepancies	
Precinct Name	Explanation
BEACHWOOD -00-F	(1) Checked three times

Ballot Reconciliation									
User Editable Columns				User Editable Columns		Calculated Columns (Do Not Edit)			User Editable Columns
City/Ward/Precinct	Ballots Ordered	Ballots Used (Physically Counted)	Ballots Cast (from Tabulation System)	Soiled/ Defaced	Provisional Ballots	Reconciled?	Differences	Absolute Differences	Comments / Explanations
BAY VILLAGE -01-A	545	114	110	2	2	YES	0	0	
BAY VILLAGE -01-B	510	113	111	2	0	YES	0	0	
BAY VILLAGE -01-C	640	131	126	1	4	YES	0	0	
BAY VILLAGE -02-A	605	123	118	2	3	YES	0	0	
BAY VILLAGE -02-B	510	96	92	2	2	YES	0	0	
BAY VILLAGE -02-C	650	121	119	0	2	YES	0	0	
BAY VILLAGE -03-A	550	88	84	0	4	YES	0	0	
BAY VILLAGE -03-B	475	90	89	0	1	YES	0	0	
BAY VILLAGE -03-C	465	95	92	2	1	YES	0	0	
BAY VILLAGE -04-A	530	74	74	0	0	YES	0	0	
BAY VILLAGE -04-B	510	104	97	4	3	YES	0	0	
BAY VILLAGE -04-C	555	119	113	2	4	YES	0	0	
BEACHWOOD -00-A	730	110	105	3	2	YES	0	0	
BEACHWOOD -00-B	655	95	90	0	5	YES	0	0	
BEACHWOOD -00-C	840	102	100	1	1	YES	0	0	
BEACHWOOD -00-D	820	128	125	0	3	YES	0	0	
BEACHWOOD -00-E	885	138	135	0	3	YES	0	0	
BEACHWOOD -00-F	880	91	86	0	4	NO	1	1	Checked three times
BEACHWOOD -00-G	830	107	104	1	2	YES	0	0	
BEACHWOOD -00-H	615	64	57	0	7	YES	0	0	
BEACHWOOD -00-I	575	43	42	0	1	YES	0	0	
BEACHWOOD -00-J	740	67	53	1	13	YES	0	0	
Total						21	1	1	

Instructions

Note: The columns that can be safely edited are marked in the header as "User Editable Columns" and are shaded in a lighter blue.

Note: Do not remove/overwrite the header rows or the total row.

Note: Paste data as values only (see item S1 below).

Note: Many columns contain calculation fields and are hidden from view.

1	Save a new copy to work from using the 'Save As' option in the menu. <i>Do not modify the original spreadsheet.</i>
2	In the spreadsheet titled 'Summary', enter the Election Date and Election Type in cell A2.
3	Enter/Import election data into the 'General' spreadsheet. <ul style="list-style-type: none"> a. Enter (or copy/paste as values) the precinct names in the first column. b. Determine the total number of rows needed and extend or shrink the table by the necessary amount (see items S4, S5 below). <p>Note: This table will automatically <u>grow</u> to fit the data pasted.</p>
4	In the following columns, enter (or copy/paste as values) the values for: <ul style="list-style-type: none"> a. Ballots Ordered. b. Ballots Used, which is determined by finding out how many ballots are missing from the unused ballot stock. c. Ballots Cast, which does not include any numbers for ballots that were not pulled from the Election Day ballot stock (e.g. vote by mail ballots). d. Soiled / Defaced, which are used ballots that are not counted. e. Election Day Provisional Ballots (Valid and Invalid), which does not include any numbers for ballots that were not pulled from the Election Day ballot stock (e.g. absentee provisionals). f. The 'Difference' column will show the number of Election Day ballots that are not accounted for. NOTE: There is also a Absolute Difference column which can be used to determine the absolute differences. g. The 'Reconciled' column will show "NO" if there are differences. If it does show "NO," further investigation is required. h. If there are any differences, enter the reason for it in the column labeled: 'Comments / Explanations'.
6	Once the data has been entered, return to spreadsheet 'Summary' and adjust the size of table 'Explanation of Discrepancies' until all of the reasons are displayed (see item S4 below). Note: The precinct name will change to 'END' when there are no more discrepancies to report.
7	Save results

Instructions

Supplemental Instructions:

Note: These steps may differ slightly depending on your Excel settings and version.

S1	To paste as values: <ol style="list-style-type: none">On the Office Ribbon click on the tab titled: 'Home'.Locate on the left of the 'Home' tab an image of a clipboard with word 'Paste' and a down arrow below it.Click on the down arrow, then click on 'Paste Values'.
S2	To hide rows/columns: <ol style="list-style-type: none">Select row/column identifier (i.e. Letter 'A' at the top of the spreadsheet for first column, Number '1' at the left of the spreadsheet for the first row).With the entire row/column selected, right click on the identifier to bring up the popup menu.Click on 'Hide' in the popup menu.
S3	To show hidden rows/columns: <ol style="list-style-type: none">Select the first row/column before the row/column you wish to unhide using the method outlined in S2 above.While holding down the 'Shift' key, select the row/column after the row/column you wish to unhide (refer to S2 above).With the rows/columns selected, right click on the identifier to bring up the popup menu.Click on 'Unhide' in the popup menu.
S4	To extend a table: <ol style="list-style-type: none">Locate the bottom right cell in the table.On the bottom, right corner of the cell there is a handle, click and hold this handle, dragging down to the number of additional rows needed.Remember to take into consideration the header rows at the top as well as the totals row at the bottom. i.e. If you need 100 rows for your data, then you must drag the handle down to row 104. Four (4) rows are designated for the header.
S5	To shrink a table: <ol style="list-style-type: none">Locate the bottom right cell in the table.On the bottom, right corner of the cell there is a handle, click and hold this handle, dragging up to the number of rows needing to be removed.Remember to take into consideration the header rows at the top as well as the totals row at the bottom. i.e. If you need 50 rows for your data, you must drag the handle up to row 54. Four (4) rows are designated for the header.Select and delete any leftover data that is below the table.