

Post-Election Audit March 6, 2012 Primary Election

General Information	
Contest Audited	Strongsville Zoning Amendment
Number of Precincts within Contest	36
Number of Responses within Contest	2
Number of Ballots Cast within Contest	14,010
Number of Ballots Cast within Election	244,713
Selection Rate	3.00%
Minimum Ballots To Be Selected	420
Number of Precincts Audited	1
Number of Ballots Audited	424
Number of Tabulation Discrepancies	1
Error Rate	0.24%
Number of Precincts with Accurate Signature Tallies	34
Number of Precincts with Accurate Ballot Reconciliation	33
Total Cost of Post-Election Audit	\$215.89
Cost Per Ballot (Ballots Cast in Audited Contest Only)	\$0.0154
Cost Per Ballot (Ballots Cast in Entire Election)	\$0.0009
Tiered Audit Parameters	
Margin of Victory	18.97%
2% or Greater	3%
Less Than 2%	5%
Less Than 1%	10%
Candidate / Issue Responses	
Winning Candidate / Response	Yes
First Losing Candidate / Response	No
Explanation of Discrepancies	
Precinct Name	Explanation
STRONGSVILLE -02-F	(1) ballot not scanned

Selected Precincts						
Draw	Precinct Number	Precinct Name	Ballots Selected	Cumulative Ballots Selected	Percentage of Precincts Selected	Status
1	0015	STRONGSVILLE -02-F	424	424	101%	Stop

Sampling Data							
User Editable Columns					Calculated Columns (Do Not Edit)		
Precinct	No (Loser)	Yes (Winner)	Over Votes	Under Votes	Total	Selection	Selection - Precinct picked for audit
STRONGSVILLE -01-A	242	273	1	40	556	1	
STRONGSVILLE -01-B	26	43	0	8	77	2	
STRONGSVILLE -01-C	197	239	0	46	482	3	
STRONGSVILLE -01-D	218	317	0	49	584	4	
STRONGSVILLE -01-E	121	192	0	27	340	5	
STRONGSVILLE -01-F	156	233	0	36	425	6	
STRONGSVILLE -01-G	68	67	0	6	141	7	
STRONGSVILLE -01-H	19	30	0	9	58	8	
STRONGSVILLE -01-I	160	235	0	22	417	9	
STRONGSVILLE -02-A	191	299	0	17	507	10	
STRONGSVILLE -02-B	201	194	0	12	407	11	
STRONGSVILLE -02-C	169	279	0	23	471	12	
STRONGSVILLE -02-D	140	271	0	13	424	13	
STRONGSVILLE -02-E	178	101	0	7	286	14	
STRONGSVILLE -02-F	171	238	0	15	424	15	1
STRONGSVILLE -02-G	226	251	0	24	501	16	
STRONGSVILLE -02-H	177	238	0	20	435	17	
STRONGSVILLE -02-I	218	291	0	15	524	18	
STRONGSVILLE -03-A	148	265	0	33	446	19	
STRONGSVILLE -03-B	176	219	0	26	421	20	
STRONGSVILLE -03-C	163	318	0	44	525	21	
STRONGSVILLE -03-D	133	202	0	17	352	22	
STRONGSVILLE -03-E	102	263	0	23	388	23	
STRONGSVILLE -03-F	90	249	0	9	348	24	
STRONGSVILLE -03-G	152	310	0	37	499	25	
STRONGSVILLE -03-H	96	170	0	9	275	26	
STRONGSVILLE -03-I	164	227	0	30	421	27	
STRONGSVILLE -04-A	126	122	0	16	264	28	
STRONGSVILLE -04-B	152	204	0	14	370	29	
STRONGSVILLE -04-C	148	301	0	30	479	30	
STRONGSVILLE -04-D	119	175	0	13	307	31	
STRONGSVILLE -04-E	104	183	0	21	308	32	
STRONGSVILLE -04-F	161	241	0	23	425	33	
STRONGSVILLE -04-G	123	234	0	23	380	34	
STRONGSVILLE -04-H	117	190	0	16	323	35	
STRONGSVILLE -04-I	126	271	0	23	420	36	
36	5278	7935	1	796	14010	36	

Audit															
Selection - Precinct picked for audit	Calculated Columns (Do Not Edit)						User Editable Columns			Calculated Columns (Do Not Edit)					User Defined Fields
	Precinct	No (Loser)	Yes (Winner)	Over Votes	Under Votes	Total	Audit No (Loser)	Audit Yes (Winner)	Audit Over Votes	Audit Under Votes	Total Differences	Cumulative Ballots	Complete	Status - Continue or stop audit	Reason For Differences
1	STRONGSVILLE -02-F	171	238	0	15	424	171	238	0	16	1	424	100.88%	Stop	ballot not scanned
Total		1	171	238	0	15	424	171	238		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. Do not modify the original spreadsheet.
2	Set global data on the sheet titled: 'General Info', overwriting the current text. <ol style="list-style-type: none">Enter the Election Date and Election Type in cell A2.Enter the name of the contest that is being audited in cell B5.Enter the total number of possible responses/candidates for the audited contest in cell B7.Enter the total number of ballots cast in the entire election in cell B9.Enter the number of precincts where the total number of signatures in the precinct poll books equals the total number of Election Day ballots cast in cell B16.Enter the number of precincts where the total number of ballots ordered equals the number of ballots voted, soiled and unused in cell B17.
3	Enter the candidate names or the issue responses in the 'Candidate/Issue Responses' table on the 'General Info' sheet. <ol style="list-style-type: none">Start with the winning candidate or issue response, entering all names/responses in descending order by the number of votes cast. Note: This spreadsheet is not configured to handle more than six (6) candidates or responses.Hide any remaining unused rows if desired (see item S2 below).
4	Enter/Import election data into the 'Sampling Data' spreadsheet. <ol style="list-style-type: none">Enter (or copy/paste as values) the precinct names in the first column.In the following columns, enter (or copy/paste as values) the votes cast by candidate/response. Note: The order of candidates/responses will be based on the number of votes received. Make sure you are entering votes cast into the appropriate column.Enter (or copy/paste as values) over/under votes in the last two columns.Determine the total number of rows needed and extend or shrink the table by the necessary amount (see items S4, S5 below). Note: This table will automatically <u>grow</u> to fit the data pasted.Ensure the data aligns with the correct columns, i.e. all of the over voted values are under the header for over votes. Also ensure none of the calculated cells have been overwritten.You may hide any column with the words 'UNDEFINED' in the header (see item S2 below).

Instructions	
5	Review the tiers outlined in the 'Tier Audit Parameters' section of the 'General Info' tab. a. If you will be using custom tiers i.e. not using the tiers in this spreadsheet, skip to step 8 below, otherwise continue with step 6 below.
6	Review each tiers respective audit percentage in cells B24, B25, and B26. If necessary, modify the values.
7	The cell (B24, B25, or B26) highlighted in green will be the selection rate used based on the margin of victory. a. Enter the rate for the audit for the calculated margin of victory in cell B10. b. Skip to step 9 below.
8	Only complete this step if using custom tiers a. Review the value in cell B23. This is the margin of victory for the current race. b. Refer to your tier rate chart to determine the rate for the audit. c. Enter your custom audit rate in cell B10.
9	Select the precincts to audit on the spreadsheet titled: 'Selected Precincts'. Note: This table will automatically grow as you enter data past the last line. a. Select, at random, values within your predefined range and enter it into the column labeled: 'Precinct Number', the corresponding Precinct name will appear in the adjacent cell. b. Continue selecting and entering values until the status for the current Precinct displays 'Stop'. Note: the color of that column will change from green to yellow to red to show the progress. c. Reduce the size of the table if extra rows are present (see item S5 below).
10	Enter the audit results in the spreadsheet titled: 'Audit'. a. Adjust the size of the table; see items S4, S5 below. Note: The number of rows will need to match the number of rows in 'Sampling Data'. b. Hide any columns that have 'Undefined' in the header, see item S2. c. Using the drop down filter button for the column labeled: 'Selection - Precinct picked for audit', first select 'Sort A to Z', to sort by Precinct, then uncheck 'Blanks'. d. Enter the data for each Precinct in the appropriately marked columns 'Audit'. e. If there are any differences, enter the reason for it in the column labeled: 'Reason For Differences'. f. Continue auditing the precincts until the status for the current Precinct displays 'Stop'. Note: the color of that column will change from green to yellow to red to show the progress. g. If more precincts must be audited due to errors, modify the cell B10 on spreadsheet titled 'General Info' with the increase in ballots needed. Example: If your initial Selection Rate was 5%, and due to the error count (B14, B15) exceeding your error threshold, you need to audit an additional 2%, you would change the value in B10 to 7%. Repeat previous steps above starting at 5.a.
11	Once the audit is completed, return to spreadsheet 'General Info' 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.
12	Optional: Type in the total cost for conducting the audit in cell B18.
14	Save results

Instructions

Supplemental Instructions:

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

S1	<p>To paste as values:</p> <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	<p>To hide rows/columns:</p> <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	<p>To show hidden rows/columns:</p> <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	<p>To extend a table:</p> <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	<p>To shrink a table:</p> <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.