

# Reconciliation of Ballots



*Montana Secretary of State*

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# Reconciliation of Ballots

## *Why Reconcile?*

- Reconciling ballots is an administrative tool that allows the EA to determine whether the number of ballots received, issued and returned balances with the number of ballots cast.
- Reconciling ballots is simple and transparent, and helps to instill confidence in the election process.



# Reconciliation of Ballots

## *When to Reconcile?*

- When sending ballots to polls
- The day before Election Day if doing early preparation
- On Election Day at polls
- Daily (or as often as necessary) for Absentee Ballots



# Reconciliation of Ballots

## *What Forms to Use?*

1. Certificate of Number of Ballots Sent to Polling Place
2. Absentee Ballot Daily Reconciliation Report
3. Early Preparation of Absentee Ballots Form
4. Poll Book Ballot Reconciliation Report

Certificate of Number of  
Ballots Sent to Polling Place

Total Ballots  
Cast

Ballot Reconciliation  
Report (Poll Book  
Reconciliation)

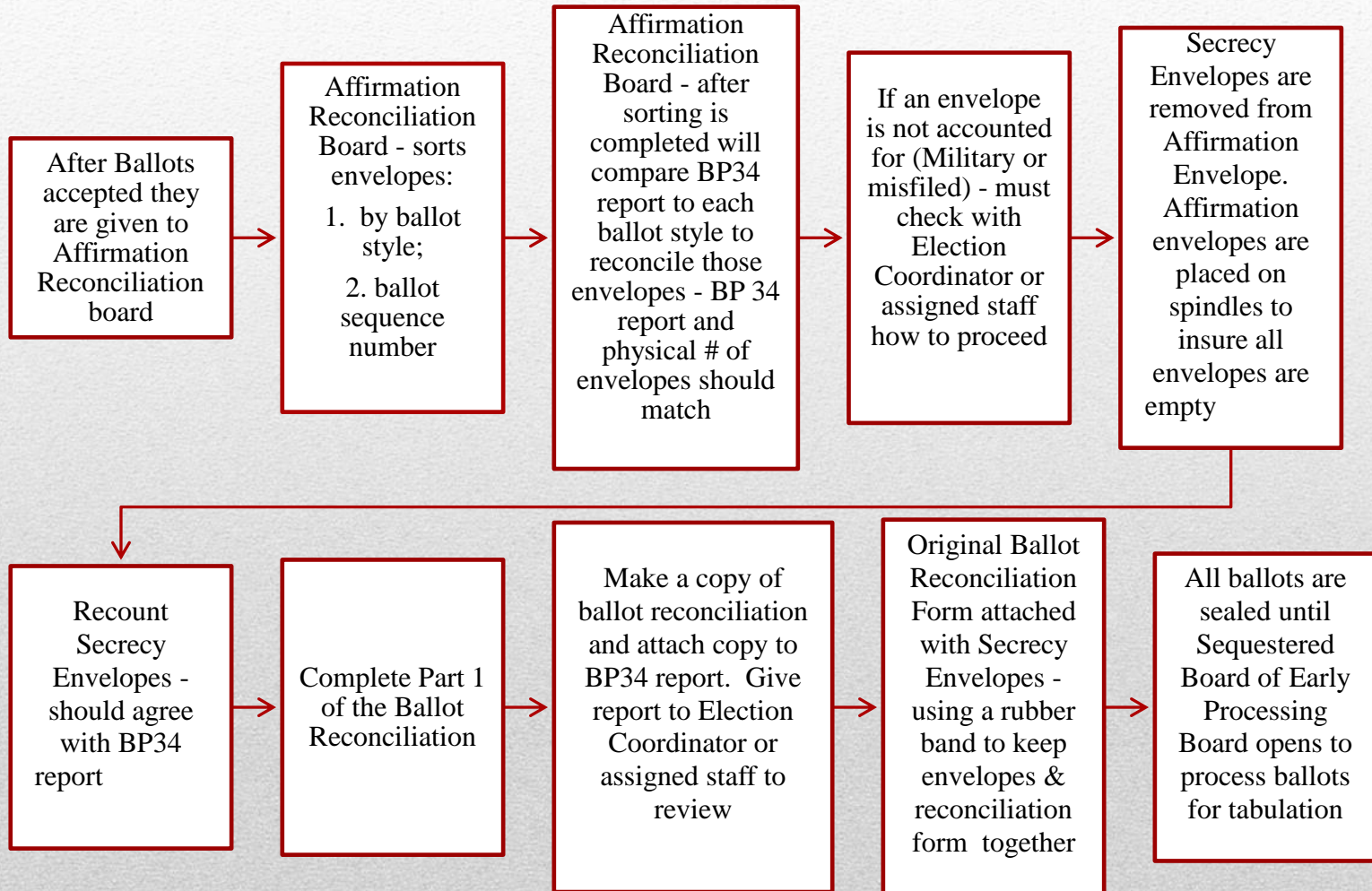
Early Preparation of  
Absentee Ballots  
Reconciliation

Absentee Ballot  
Reconciliation (Daily  
or as Needed)

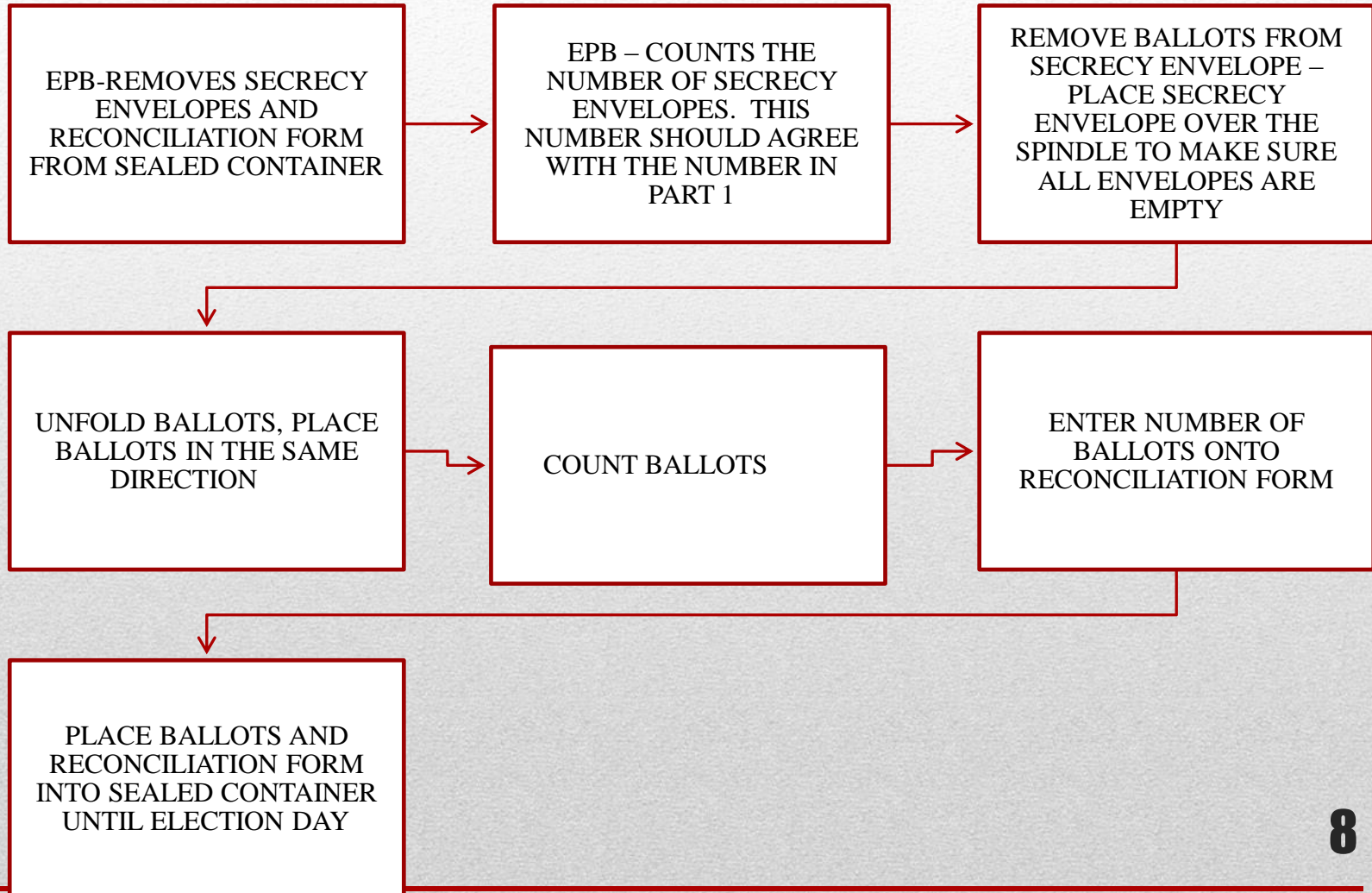
# Reconciling Absentee Ballots – Process

- Reconcile daily, or as often as necessary for each county
- Complete a separate form for each precinct, each day (or as often as necessary)
  - Forms can be found at <http://sosmt.gov/Elections/Officials/Forms/>
- Process is easy, efficient and transparent

# Absentee Ballot Reconciliation

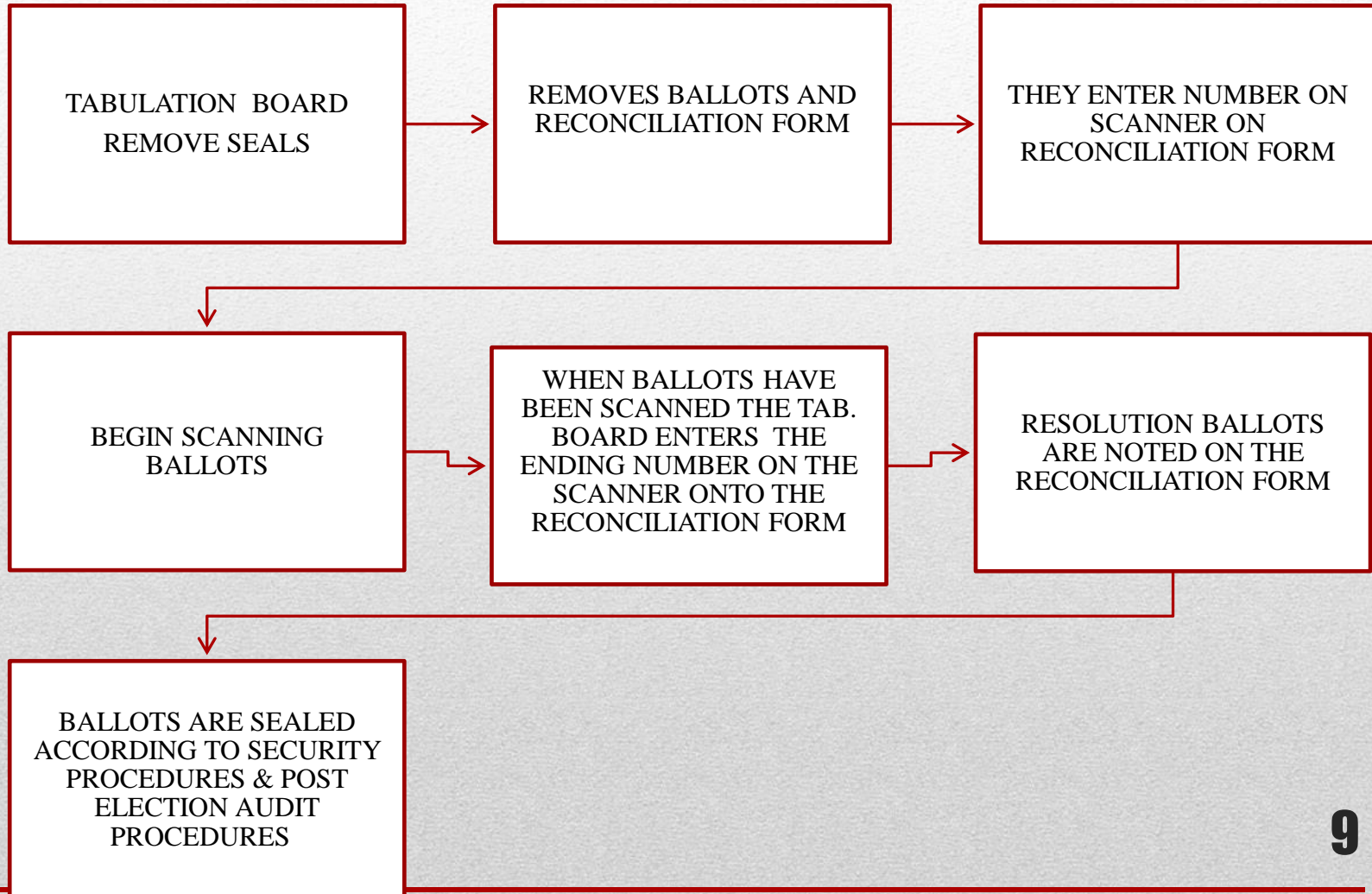


# SEQUESTERED BOARD OR EARLY PREPARATION BOARD





# TABULATION BOARD



# PREPARING FOR CANVASS

## POLL ELECTIONS

1. ENTER TOTALS INTO A SPREADSHEET FROM:
  - POLLBOOK
  - BALLOT RECONCILIATION FORM(S)
  - PROVISIONAL BALLOTS
2. ENTER TOTALS FROM:
  - 650 SCANNERS
  - M100 SCANNERS
  - HAND COUNT BALLOTS

TOTALS SHOULD AGREE

# Reconciling Ballots Will Save You Time and Headaches!

- Reconcile as often as necessary
- Make sure poll workers are trained on how to complete the poll book ballot reconciliation form
- Reconciling ballots protects your office, and your poll workers, and is a paper trail that you can produce in the event of an election challenge