

## SVRS Webinar Training Series

### “WEDCS and the Canvass Reporting System”

Wednesday, March 19, 2014

10:00 a.m. – 11:00 a.m.

#### Program Presenters:

##### *Wisconsin Government Accountability Board Staff*

- *Ann Oberle, Testing Lead, Statewide Voter Registration System*
- *Diane Lowe, Lead Elections Specialist*
- *Brian Bell, Elections and Ethics Specialist*

#### Agenda

- *Introduction*
- *Procedures for the Board of Canvassers*
- *The Canvass Reporting System*
- *WEDCS*

#### **Summary:**

This webinar will feature the WEDCS website, as well as the G.A.B. Canvass Reporting System. We will cover how to submit the G.A.B. 190 report using WEDCS. We will briefly review the procedures for the Board of Canvassers, and describe how the G.A.B. Canvass Reporting system is used to send certified results to the state, and how it can be used to report unofficial election night results.



# PROCEDURES FOR COUNTY BOARDS OF CANVASSERS

Rev. June 2012



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Accountability Board**  
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# County Board of Canvassers

**Purpose of the County Board of Canvassers** is to certify the results of the elections and makes the official determination of election or primary winners.

The meeting of the Board of Canvassers is open to the public and is **subject to the state open meeting law**. Notice of the meeting which includes the date, time, place and subject matter of the meeting should be sent to the local media at least 24 hours in advance of the meeting. An individual must be designated to take minutes of the meeting.

**Not later than 9 a.m. on the Tuesday following each election** for federal, state and county offices or referenda, the county board of canvassers shall open and publicly examine the returns. Wis. Stats. § 7.60 (3).

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## Members of the Board of Canvassers Wis. Stats. § 7.60(2)

- The county clerk and two qualified electors of the county appointed by the clerk constitute the county board of canvassers.
- A member may not be a candidate at an election being canvassed by the board.
  - If the clerk is a candidate, the clerk may serve if he or she has no opponent whose name appears on the ballot.
- One of the members must be affiliated with a political party other than that of the county clerk.
- The county political parties may provide the county clerk with a list of individuals nominated to serve on the county board of canvassers. If lists are submitted, the county clerk must appoint the members from the lists.
- The county canvass board members serve 2-year terms which commence on January 1 of each odd-numbered year.

**Milwaukee County:** *In Milwaukee County, the County Board of Election Commissioners serves as the County Board of Canvassers.*

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## Vacancies in the Board of Canvassers – Wis. Stats. § 7.60(2)

- The county clerk must designate a deputy clerk who will perform the clerk's duties as a member of the board of canvassers in the event that the county clerk's office is vacant, the clerk cannot perform the duties, or the clerk is an opposed candidate at an election being canvassed.
- If the county clerk and deputy clerk are both unable to perform their duties, the county executive, or the county board chairperson if there is no county executive, shall designate another qualified elector of the county to perform the clerk's duties.
- If a member other than the clerk cannot perform the duties, the clerk shall appoint another qualified elector of the county to serve.
- A member who is appointed to fill a *permanent* vacancy serves for the unexpired term of the original member.

*Milwaukee County: In the case of a temporary vacancy in the Milwaukee County Board of Canvassers, the executive director of the County Board of Election Commissioners shall serve as a member of the board of canvassers to fill the vacancy.*

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## **Municipal Returns**

***NOTE: The county clerk's office must remain open to receive and post all returns on election night. Wis. Stats. § 7.60(1)***

The municipal clerk ensures that the following items are delivered to the county clerk no later than 4:00 p.m. on the day following the election. Where absentee ballots are canvassed at a central location, the municipal clerk delivers the following items to the county clerk no later than 4:00 p.m. on the 2<sup>nd</sup> day following the election. Wis. Stats. § 7.51(5)(b).

- The ballot bags (or containers) containing all federal, state, county and technical college ballots.
- The brown carrier envelope GAB-102 containing rejected absentee ballots.
- The white carrier envelope GAB-103 containing used certificate envelopes from absentee voters.
- One copy of the Inspectors' Statement GAB-104.
- One original machine tape and one Tally Sheet GAB-105 for presidential, congressional, state, legislative, judicial, and county, offices and state, county and technical college referenda.
- One original voter list including the supplemental lists. If returns have not been received from any election district or ward in the county, the county board of canvassers shall dispatch a messenger and the person having them shall deliver the returns to the messenger. Wis. Stats. § 7.60(3).
- The Inspectors' Statement of Provisional Ballots Envelope (GAB-108) sealed in a ballot bag or container excluding any absentee ballots received after closing hour on election night and any provisional ballots.

If, on examination, any of the returns received are so informal or defective that the board of canvassers cannot intelligently canvass them, the board of canvassers shall direct the municipality to complete or remedy the defects. The county board of canvassers may adjourn for no more than 2 days while waiting for the returns to be completed or corrected. Wis. Stats. § 7.60(3).

Accurate and detailed Canvass Board meeting minutes must be kept.

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## **Process of Conducting the Canvass**

The following are suggested procedures for how the County Board of Canvassers should conduct the canvass.

- 1. Make sure that the required materials from each municipality have been gathered.***
- 2. Number of Voters vs. Number of Votes***

For each reporting unit, check to see that there is not a large difference between the total number of voters and the number of votes cast for the office that would have garnered the largest number

of votes at that election. For example, in a presidential election, the total number of voters should be compared to the total number of votes cast for the office of President of the United States. This is an important step in the process because a large drop off between these two numbers might signal a problem with the voting equipment. Additionally, the board of canvassers shall examine the Voter Statistics section of the Inspectors' Statement to ensure no large discrepancies are evident.

**THE NUMBER OF VOTES CAST SHOULD NEVER EXCEED THE NUMBER OF VOTERS!**

**3. *Proof data against original results.***

If municipalities modem results to the county, or if the county must manually enter the results received from the municipalities into a computer system, it is important to proof the compiled data from the computer system to the original results received from the municipality.

**4. *Write-in Votes***

The votes for non-ballot candidates need not be listed by write-in candidate. The votes for non-ballot candidates (write-in votes) may be compiled into one scattering column for each office.\*

If the Government Accountability Board has notified the county of registered state or federal write-in candidates, the votes for these write-in candidates must be listed on a separate document. **However, the votes for these candidates must still be included in the scattering column.**

**NOTE:** The procedure for reporting write-in votes may change when the SVRS Canvass Application is in place.

If the county has registered write-in candidates, the votes for those candidates should be recorded separately.

*\*Write-in votes are NOT allowed for independent candidates in a partisan primary. Please DO NOT include a scattering column for independent candidates at a partisan primary.*

**5. *Review Inspectors' Statements, electronic vote records and tally sheets***

Review tally sheets for accuracy. Where electronic equipment is used, review the tapes for any adjustments made on the tapes and review write-in tally sheets. If inspectors have added electronic votes and hand-count votes together, check the addition.

The County Board of Canvassers must verify that the tamper-evident serial numbers from the voting equipment have been recorded and initialed by the Chief Election Inspectors on at least 10 Inspectors' Statements (GAB-104). All Inspectors' Statements shall be verified in a recount.

**6. *Provisional Ballots***

If a municipal clerk notifies the county board of canvassers that a provisional voter has timely provided the necessary information in order for the voter's ballot to be counted, the Provisional

Certificate Envelope containing the provisional voter's ballot shall be removed from the Inspectors' Statement of Provisional Ballots carrier envelope (GAB-108). The ballot is removed from the certificate envelope, the votes are added to the affected candidates' totals, the voter is assigned the next voter number, and his or her name is added to the poll list. A record of additional votes cast is maintained for each affected reporting unit in each municipality. The record is transmitted to each affected municipal clerk so that he or she may adjust the municipal records. Additional votes for federal or state offices must be reported in writing to the

G.A.B. Additional votes for the office of Multi-jurisdictional Judge are transmitted to the appropriate county clerk. Additional votes for Technical College District Offices are transmitted to the clerk of the Technical College.

## **7. *Completing the Canvass Statement***

When the tally sheets, voter lists and inspectors' statements have been reviewed, and corrections, if any, have been made, a canvass statement is prepared in duplicate. The official canvass statement (GAB-106) contains three separate sections; the Tabular Statement of Votes Cast, the Summary Statement and the Certification. A sample of the GAB-106 is available at the end of this manual.

### **Tabular Statement of Votes Cast**

The Tabular Statement of Votes Cast is a detail of the number of votes cast for each candidate in each ward or combination of wards for each federal, state and county office or referendum. Write-in votes are summed together in one scattering column for each office.\* If any votes are rejected, the board of canvassers shall specify the reasons in the minutes.

***\*Referenda results are reported by "yes" votes and "no" votes. There is no scattering column for a referendum.***

### **Summary Statement**

The summary statement is a summary of the Tabular Statement of Votes Cast. Each statement shall state the total number of votes cast in the county for each office; the names of all ballot candidates for each office, the number of votes cast for each candidate in each office, the number of scattering votes cast in each office, and the number of votes cast for and against any question submitted at a referendum.

### **Certification of the Board of Canvassers**

The certification is signed by the three members of the County Board of Canvassers.

## **8. *Delivery of the County Canvass***

The board of canvassers shall file one complete statement in the office of the county clerk or board of election commissioners.

When canvassing federal and state offices, the SVRS Canvass Application must be used to transmit the data electronically to the G.A.B. An original, signed Canvass Statement (including the Tabular Statement, Summary Statement and Certification), printed from the SVRS Canvass Application, must also be delivered to the G.A.B. The application may also be used to record and report county canvass data.

Immediately following the canvass, the county clerk or board of election commissioners shall deliver, or send by 1<sup>st</sup> class mail, a certified copy of the statement (tabular statement, summary statement and certification with original signatures) to the Government Accountability Board and to the filing officers for the other governmental levels or offices as follows:

<b><u>Offices to be Canvassed</u></b>	<b><u>Filing Officer to Whom Canvass is Delivered</u></b>
Federal and State Offices	Government Accountability Board*
County Offices	Retained by County Clerk
Technical College District Offices	Clerk of the Technical College
Multi-jurisdictional Municipal Judge	Clerk of the County Having the Largest Portion of the Population in the Jurisdiction Served by the Judge.

### **Mistakes in County Canvass**

The board of canvassers may petition the Government Accountability Board to reopen and correct the canvass upon discovery of a material mistake in the canvass of an election for state or national office. The petition must be received prior to the close of business on the day the Government Accountability Board receives returns from the last county board of canvassers with respect to that district or jurisdiction. The Government Accountability Board shall direct the canvass to be reopened and corrected if it determines that the public interest so requires. If the Government Accountability Board directs the canvass to be reopened, the board of canvassers shall reconvene and transmit a certified corrected copy of the canvass statement to the Government Accountability Board. Section 7.60 (5)(b), Wis. Stats.

## G.A.B. Canvass Reporting System

The G.A.B. Canvass Reporting System is an online database where county clerks enter their canvass results after each election. On Election Night, and during the official canvass, county and municipal clerks may upload electronic results from a file generated by their voting machines, or they may enter canvass results by hand. Clerks may also export files from the G.A.B. Canvass Reporting System if desired.

When canvassing federal and state offices, the G.A.B. Canvass Reporting System must be used to transmit the data electronically to the G.A.B.

A signed Certification Report printed from the Canvass System must be delivered to the G.A.B. no later than 9 days after each primary except the partisan primary, not later than 10 days after the partisan primary and any other election except the general election, and not later than 14 days after the general election. Wis. Stat. §7.60(5)(a).

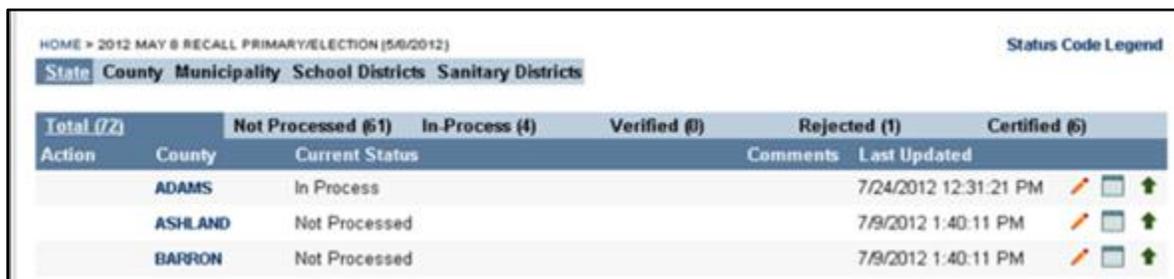
## Where Does the Canvass Reporting System Get Its Information?

All information specific to the contests candidates and reporting units for an election depends on the information entered by G.A.B. staff and clerks in the Statewide Voter Registration System (SVRS).

The information from SVRS does not instantly appear in the Canvass Reporting System. Then information from SVRS is refreshed nightly and any updates made in SVRS will appear in the Canvass Reporting System the next morning .

If you make an update in SVRS that you need sooner than overnight, or if you do not see the update that you expected, call the G.A.B. Help Desk at 608-261-2028. G.A.B staff have access to a data maintenance function that can immediately refresh the data in the Canvass Reporting System.

## Canvass Status Screen



HOME > 2012 MAY 8 RECALL PRIMARY/ELECTION [5/8/2012] Status Code Legend

State County Municipality School Districts Sanitary Districts

Total (72)	Not Processed (61)	In-Process (4)	Verified (0)	Rejected (1)	Certified (6)
Action	County	Current Status	Comments	Last Updated	
	ADAMS	In Process		7/24/2012 12:31:21 PM	  
	ASHLAND	Not Processed		7/9/2012 1:40:11 PM	  
	BARRON	Not Processed		7/9/2012 1:40:11 PM	  

**Canvass Status Screen** – Information for an election will display on the Canvass Status Screen when the election has been inherited or created in SVRS and Milestone #2 has been checked. The contests and candidates appear after they have been entered in SVRS.

Under **Elections** , click on the correct election. Information is displayed on the screen according to the jurisdiction level of the contests that you wish to view: State, County, Municipality, School District, and Sanitary Districts.

The **Status Bar** tells you where in the canvass process each jurisdiction is. An **Action**

- **Not Processed** means no results have been entered. Your canvass will start out here
- **In Process** means some results have been entered but data entry is not yet complete
- **Verified** means that your jurisdiction has finished entering the results and has sent them to the state for review. Verified results cannot be edited unless the reject action
- **Certified** means that the state has reviewed and certified the results. For State level contest the G.A.B. must click the certify action. For County and Municipal contests the County or Municipality must click the certified action.

You may also click the Status Code Legend to see a list of what the various statuses mean.

HOME > 2008 PRESIDENTIAL AND GENERAL ELECTION

[State](#) [County](#) [Municipality](#)

[Status Code Legend](#)

Total (1)	Not Processed (0)	In-Process (1)	Verified (0)	Rejected (0)	Certified (0)
Action	County	Current Status	Comments	Last Updated	
Verify	ROCK	Recount - In Process	Test Recount	6/22/2010 9:36:39 AM	

Status Codes - Microsoft Internet Explorer

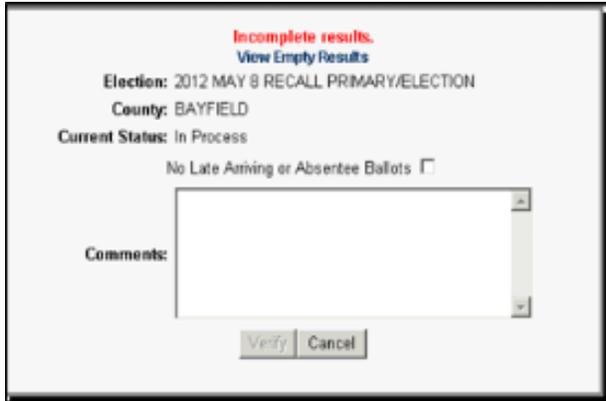
**CANVASS SYSTEM STATUS CODES**

- Not Processed - Results are not yet entered.
- In Process - In the process of entering results.
- Verified - County has approved the results.
- Certified - State has reviewed and certified the results.
- Rejected - State rejected the results. Check diary for explanation

## Verification of Results

When you have entered all state level election results and saved, and your canvassing board has verified those numbers, return to the Election screen. Under the **Action** column, you will now see the option to **Verify** your results. Click **Verify**. This will alert the G.A.B that your canvass is ready for review, and allow you to print the [Federal/State Office Certification Report for G.A.B.](#) that you must send in to the state. The **Verify** option is visible only to county-level users (or municipality-level users for **Municipal** offices).

After you click verify under the Action column a pop-up box will appear. This box will alert you to any contest where you have not entered results before verifying. It will also allow you to indicate whether or not you have any Late Arriving Absentee or Provisional Ballots.



Incomplete results.  
View Empty Results  
Election: 2012 MAY 8 RECALL PRIMARY/ELECTION  
County: BAYFIELD  
Current Status: In Process  
No Late Arriving or Absentee Ballots   
Comments:  
Verify Cancel

By check the box next to No Late Arriving or Absentee Ballots, you indicate that you have no Late Arriving or Provisional Ballots outstanding. If you leave the check box unchecked when you verify your results you can create a separate **original** results set that is a record of the unofficial election night results, and a separate result set that is a record of the official results including any late arriving absentee or provisional ballots. We strongly recommend that if you have late arriving absentee or provisional ballots you main a record of the fact by creating two result sets: an original and a late arriving absentee result set.

***If you wish to create an original result set and a separate Late Arriving Absentee and Provisional Result set. Contact the G.A.B. and our staff will certify your results and help you move into your Late Arriving Absentee Result set.***

If you have no outstanding absentees or provisional ballots check the box when you verify, you will have only an original result set.

*Once you have clicked **Verify**, you will be unable to change your canvass results. If you find an error in a state level contest, you must contact the G.A.B. and get them to reject the results.*

## Certifying Your Results

**Only the Federal/State Office Certification Report for the G.A.B. printed from the G.A.B. Canvass Reporting System will be accepted by the state as certification of your canvass results.**

**Reports**

Please click the links below to view the reports.

**For Use by Clerks**

**Federal/State Office Certification Report for G.A.B.**

**Pre-Election Reports**

Pre-Canvass Reporting Unit List  
Reporting Unit Exception Report  
Election Night Call-In Return Sheet (Blank)

**Post Election Reports**

Election Night Call-In Sheet (Worksheet with Totals)  
Canvass Report - GAB 106  
Contests By Reporting Unit For County Use

*Before running this report, final data should be entered into the Canvass System. You may not print the Federal/State Office Certification Report for G.A.B. before you verify results. This is only a certification report and does not show vote totals for individual reporting units. If you need a report to help you verify vote totals, you should print the Canvass Report – GAB 106 or the Election Night Call-In Sheet (Worksheet with Totals).*

SUMMARY STATEMENT OF THE BOARD OF CANVASSERS			
The total number of votes cast for the	<b>State Superintendent of Public Instruction</b>		
was			6,682
of which	TONY EVERS	received	3,448
	ROSE FERNANDEZ	received	3,234
	SCATTERING	received	0
The total number of votes cast for the	<b>JUSTICE OF THE SUPREME COURT - 2009-2019</b>		
was			165
of which	SHIRLEY ABRAHAMSON	received	110
	RANDY KOSCHNICK	received	55
	SCATTERING	received	0
The total number of votes cast for the	<b>GRANT COUNTY CIRCUIT COURT JUDGE, BRANCH 2</b>		
was			437
of which	CRAIG DAY	received	273
	GEORGE CURRY	received	164
	SCATTERING	received	0

**Certification of the Board of Canvassers**

We, the undersigned, certify that we are the members of the board of Canvassers for GRANT County.

We certify that the attached tabular statement of Votes Cast and Summary Statement of the board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the GRANT County Clerk.

**BOARD OF CANVASSERS**

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_

(Date) Saturday, September 04, 2010

For federal and state offices, you must print this report out and have the Board of Canvassers sign it. Once it is signed, scan the entire document (summary statement and certification) and email it to the G.A.B. at [wired@seb.state.wi.us](mailto:wired@seb.state.wi.us).

Immediately send the original signed document (summary statement and signed certification) to the G.A.B. at P.O. Box 7984, Madison, WI 53707-7984.

Print the Canvass Report – GAB 106 (or the Election Night Call-In Sheet (Worksheet with Totals), if your canvass board reviewed results by reporting unit, instead of by contest) and retain with your copy of the Summary Statement and Certification from the Federal/State Office Certification Report for G.A.B.

*If you canvass **County** or **Municipal** level offices using the Canvass System, you may use the Canvass Report – GAB 106 report to certify your results, since it includes a certification statement for county and municipal-level offices. **You may NOT use the Canvass Report – GAB 106 to certify state or federal-level offices.***

## Recount Result Sets

After the original canvass results have been certified, another results set may have to be created if there is a Recount. Any changes found when votes are recounted are recorded in the Recount result set.

For state-level contests, only the state will be able to create the Recount results set. For county and municipal-level contests, the county or municipality may initiate the Recount process. When the original results are certified, the words Allow ReCount will appear in the data entry screen next to each contest. If you have a recount for more than one office, you will click Allow ReCount for each contest. State-level users may initiate this process from any county, and it will create a Recount results set for all counties in the district being recounted.

<b>Election:</b>	2009 SPRING ELECTION (4/7/2009)	
<b>County:</b>	GRANT	
<b>Status:</b>	Certified	
<b>Result Set:</b>	Original	
Contests 1 of 3		
<	State Superintendent of Public Instruction	>
Save	Save & Next	<b>Allow ReCount</b>
Certification Report		

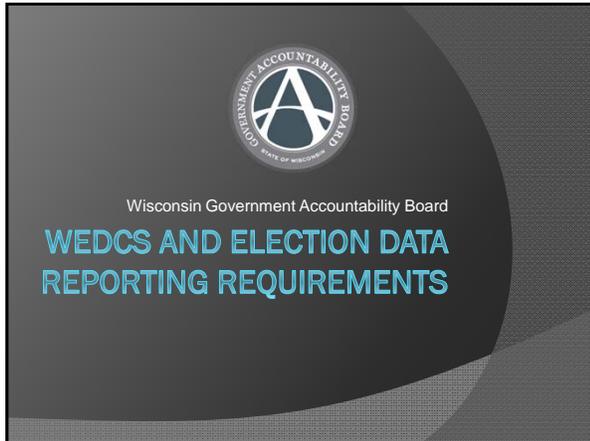
The Contest ReCount screen will appear. Enter any desired comments in the Comments field and click the ReCount button.

In the data entry screen under each county, the **Results Set** will now show **Recount** and **Original**. **Late Arriving Absentee** may be displayed as well.

Reporting Unit	Total	Result Set
TONY EV (IND)	17,226	State Superintendent of Public Instruction - Recount
	17,816	State Superintendent of Public Instruction - Recount Late Arriving Absentee and Provisional
		Original

The Original results will be locked and not editable.

The **Recount** results will be filled in with the **Original** results that were certified. You may enter changes manually or upload a new file. Follow the same steps you did for the original canvass to enter results, verify, and certify your **Recount** results.




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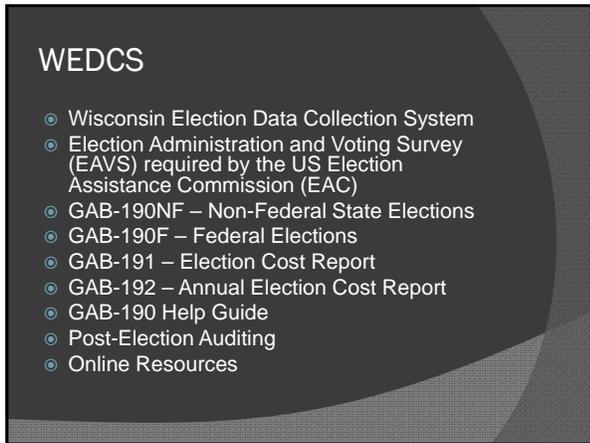
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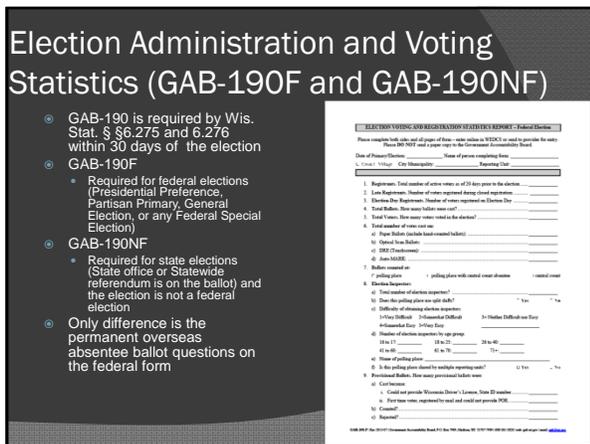
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**ELECTION VOTING AND REGISTRATION STATISTICS REPORT - Federal Elections**

Please complete this form and report of these data within 30 days of the election to the Government Accountability Board. Please fill out F and report only to the Government Accountability Board.

Date of Report/Election: \_\_\_\_\_ Date of Report/Election: \_\_\_\_\_

1. Reporters: Total number of voters who are 18 or 20 days prior to the election: \_\_\_\_\_

2. Low Registration: Number of voters registered during closed registration: \_\_\_\_\_

3. Election Day Registration: Number of voters registered on Election Day: \_\_\_\_\_

4. Total Ballots: How many ballots were cast? \_\_\_\_\_

5. Total Votes: How many votes were cast on Election Day? \_\_\_\_\_

6. Total number of votes cast on: \_\_\_\_\_

7. Total number of votes cast on: \_\_\_\_\_

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73. Total number of votes cast on: \_\_\_\_\_

74. Total number of votes cast on: \_\_\_\_\_

75. Total number of votes cast on: \_\_\_\_\_

76. Total number of votes cast on: \_\_\_\_\_

77. Total number of votes cast on: \_\_\_\_\_

78. Total number of votes cast on: \_\_\_\_\_

79. Total number of votes cast on: \_\_\_\_\_

80. Total number of votes cast on: \_\_\_\_\_

81. Total number of votes cast on: \_\_\_\_\_

82. Total number of votes cast on: \_\_\_\_\_

83. Total number of votes cast on: \_\_\_\_\_

84. Total number of votes cast on: \_\_\_\_\_

85. Total number of votes cast on: \_\_\_\_\_

86. Total number of votes cast on: \_\_\_\_\_

87. Total number of votes cast on: \_\_\_\_\_

88. Total number of votes cast on: \_\_\_\_\_

89. Total number of votes cast on: \_\_\_\_\_

90. Total number of votes cast on: \_\_\_\_\_

91. Total number of votes cast on: \_\_\_\_\_

92. Total number of votes cast on: \_\_\_\_\_

93. Total number of votes cast on: \_\_\_\_\_

94. Total number of votes cast on: \_\_\_\_\_

95. Total number of votes cast on: \_\_\_\_\_

96. Total number of votes cast on: \_\_\_\_\_

97. Total number of votes cast on: \_\_\_\_\_

98. Total number of votes cast on: \_\_\_\_\_

99. Total number of votes cast on: \_\_\_\_\_

100. Total number of votes cast on: \_\_\_\_\_

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## Post-Election Audit

- WEDCS Information is used to compare to the Statewide Voter Registration System (SVRS) and Canvass Reporting System (CRS) to validate data accuracy by comparing for each reporting unit:
  - the voter participation recorded in SVRS
  - The total voters reported in WEDCS
  - The total votes cast for the office with the highest turnout in CRS (e.g. President in November 2012)

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## Online Resources

Resource	Link
GAB-190F	<a href="http://gab.wi.gov/forms/gab-190-federal">http://gab.wi.gov/forms/gab-190-federal</a>
GAB-190NF	<a href="http://gab.wi.gov/forms/gab-190-non-federal">http://gab.wi.gov/forms/gab-190-non-federal</a>
GAB-191	<a href="http://gab.wi.gov/forms/gab-191">http://gab.wi.gov/forms/gab-191</a>
GAB-192	<a href="http://gab.wi.gov/forms/gab-192">http://gab.wi.gov/forms/gab-192</a>
GAB-190 Help Guide	<a href="http://gab.wi.gov/manuals/gab190">http://gab.wi.gov/manuals/gab190</a>
WEDCS	<a href="https://wedc.gab.wi.gov/">https://wedc.gab.wi.gov/</a>

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