**Election ID: District: Site ID/Location: Election Date:**

**The ballot receipt contains the totle number of ballots sent to you. Each ballot you receive must be accounted for.**

**This accountability report is for recording the number of ballots used.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Column 1*** | ***Column 2*** |  | ***Column 3*** |  | ***Column 4*** | ***Column 5*** | ***Column 6*** | ***Column 7*** | ***Column 8*** |
| **Ballot Type** | **Total # Ballots Recieved** | **First UNUSED Ballot Sequence #** |  | **Starting Ballot Sequence #** |  | **Total Ballot USED** | **Total # of Spoiled Ballots** | **Total # Voted Ballots**  **In-Person and Special Needs** | **Total # Special Needs Ballots NOT Returned** | **Total # of Ballots Accounted For**  **(Add Columns 5 – 7)** |
|  |  |  | **-** |  | **=** |  |  |  |  |  |
|  |  |  | **-** |  | **=** |  |  |  |  |  |
|  |  |  | **-** |  | **=** |  |  |  |  |  |
|  |  |  | **-** |  | **=** |  |  |  |  |  |
|  |  |  | **-** |  | **=** |  |  |  |  |  |
|  |  |  | **-** |  | **=** |  |  |  |  |  |

**Instructions:**

|  |  |
| --- | --- |
| **Column 1** | **The total number of ballots received will be recorded for you.** |
| **Column 2** | **Record the ballot stub number of the ballot available for issue. This will be the first unused ballot number** |
| **Column 3** | **The starting ballot sequence number will be recorded for you. This is very first ballot sequence number you will issue.** |
| **Column 4** | **Subtract column 3 from column 2 to get the total number of ballots you used. (If you did not issue any ballots, the numbers in column 2 and 3 will be the same)** |
| **Column 5** | **Record the total number of ballots spoiled during the voting period. Make a mark (downward stroke) in column 5 for each spoiled ballot, then total the number made.** |
| **Column 6** | **Record the total number of in-person and special needs voted ballots. (This number can be obtained from the absentee voting official’s daily record of ballots mailed to the election supervisor (S-29))** |
| **Column 7** | **Count the number of special needs ballots you issued but were not returned. (To obtain this number, look at the remaining top copies of the special needs ballot envelopes you removed before issuing the ballot.)** |
| **Column 8** | **Add columns 5 – 7. This is the total number of ballots you accounted for. The number in this column should match column 4.** |

|  |
| --- |
|  |

**SIGNATURE OF ABSENTEE VOTING OFFICIAL**

**S-28 (REV 02/04)**