Year End Reports to the State Board

2017 New York State Election Commissioners Association Summer Conference

- ***What***? *"Annual Year-End Reports"* are a method of providing County Board data to the State Board of Elections. This data is used in meeting state and federal reporting requirements, analysis of local and statewide trends, the identification of best practices as well as problems and the basis of resolutions to any number of issues.

- ***Why?*** County Boards of Elections Annual Reports ensure compliance with EL 3-212. It is critical that information be gathered which quantifies and explains to the State Board, your colleagues across the state, Congress, the State Legislature and others, the work you do and the numerous issues you confront daily, in administering elections. This data also helps educate the many who believe elections are just a once or twice-a-year event.

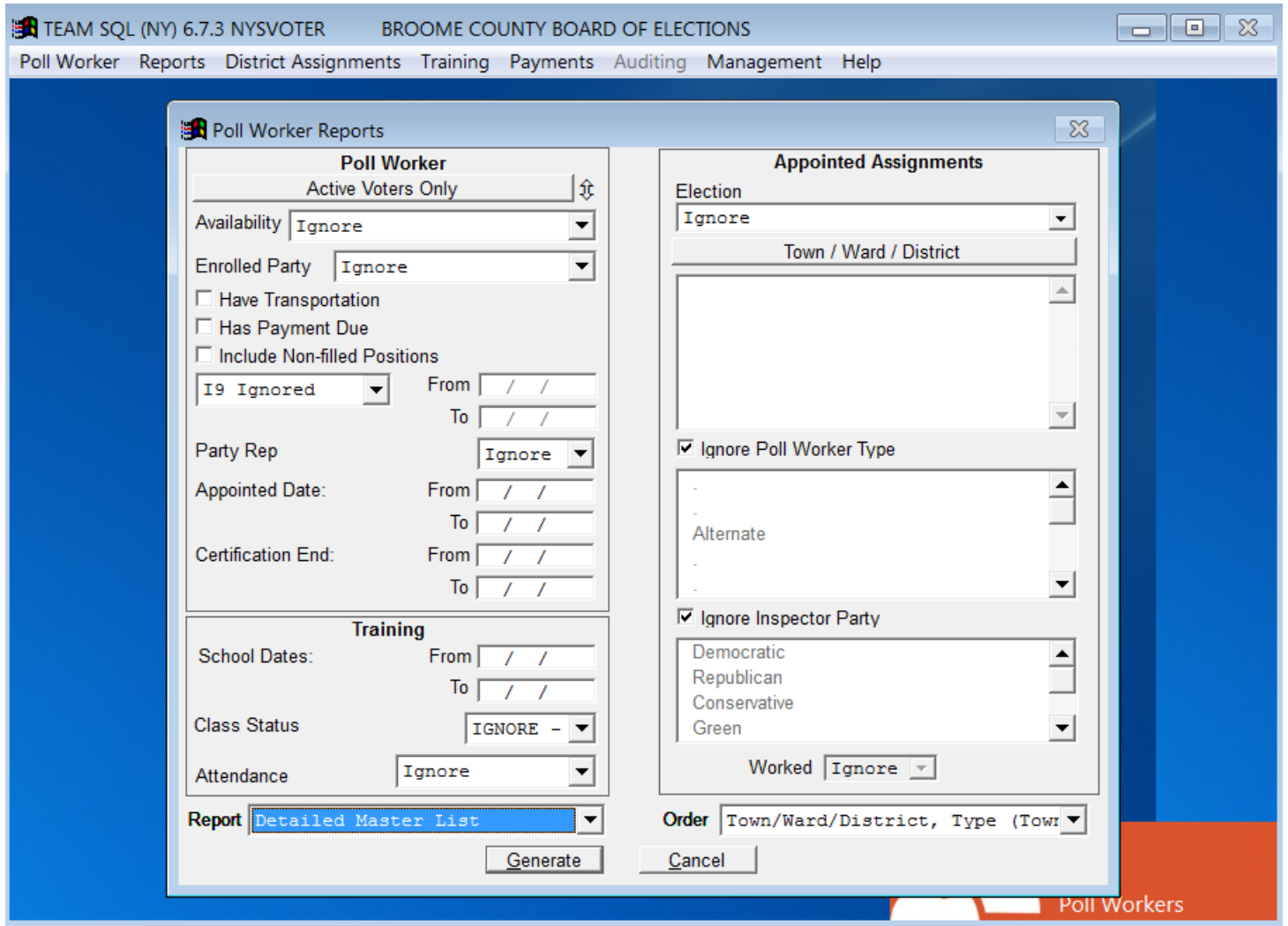
- ***How?*** We divvy up each section of the report and disperse to the staff based on who focused on which portion throughout the year. We rely on reports derived from TEAM, our County's HR and Financial Management software, as well as supplemental in-house tracking systems we have developed on our own to complete the year-end report.

Report #1 – Annual Statistical Information Report

- **Tabs 1a-1d: Budget and Election specific costs**
  - Most information can be derived from your Budget and Personnel department (if need be)
  - Refer to invoices paid for Party Reps, Poll-Site Rentals, moving costs for Voting Machines, ballots, inspectors, technicians, & legal ads
    - We keep a binder with all invoices/packing slips and vouchers that have been paid in chronological order as this makes it easier to locate specific vouchers that are asked to be pulled by our Audit Department quarterly.

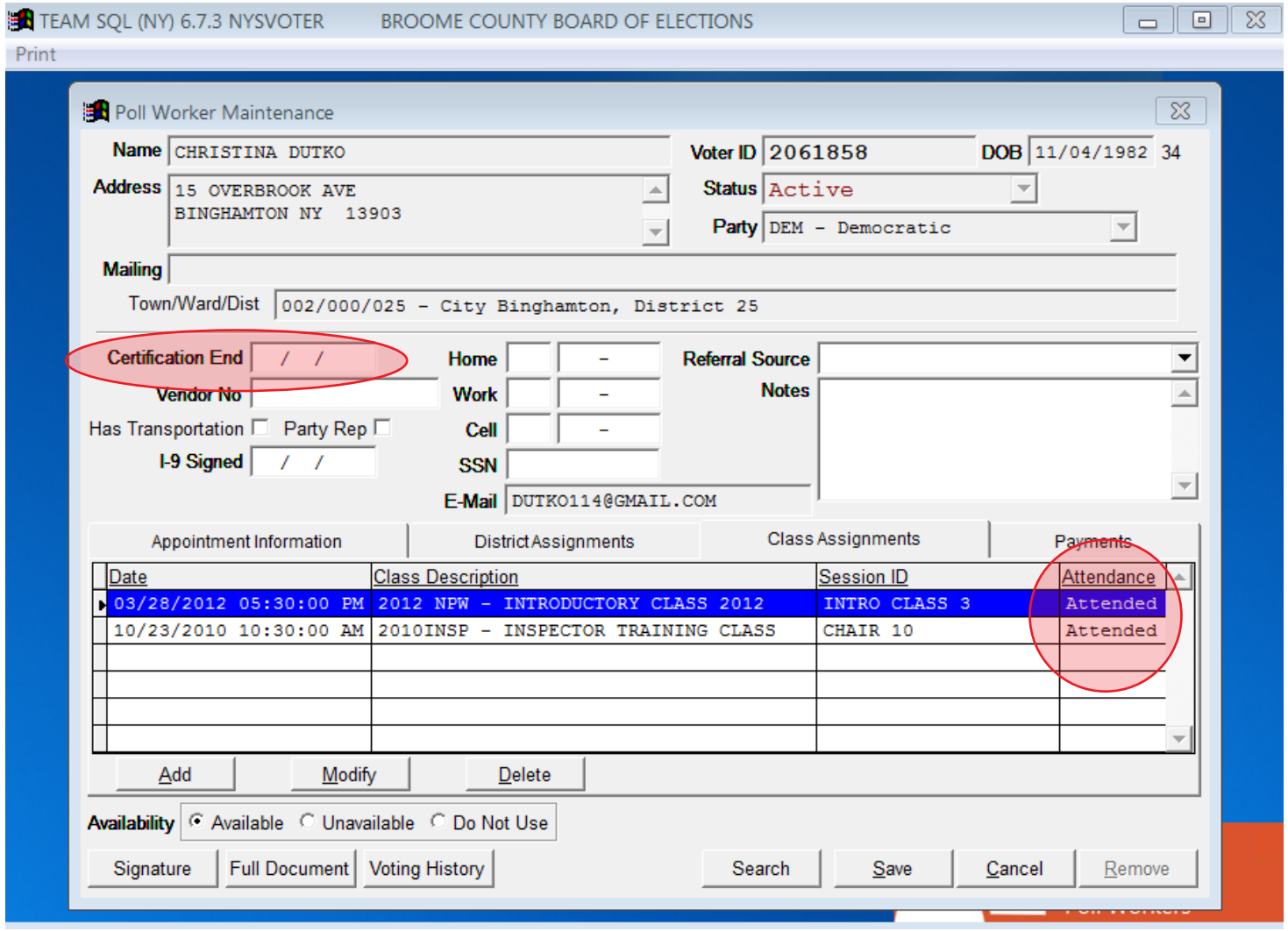
Tab 1e: Inspector Information Summary

- Refer to TEAM reports:



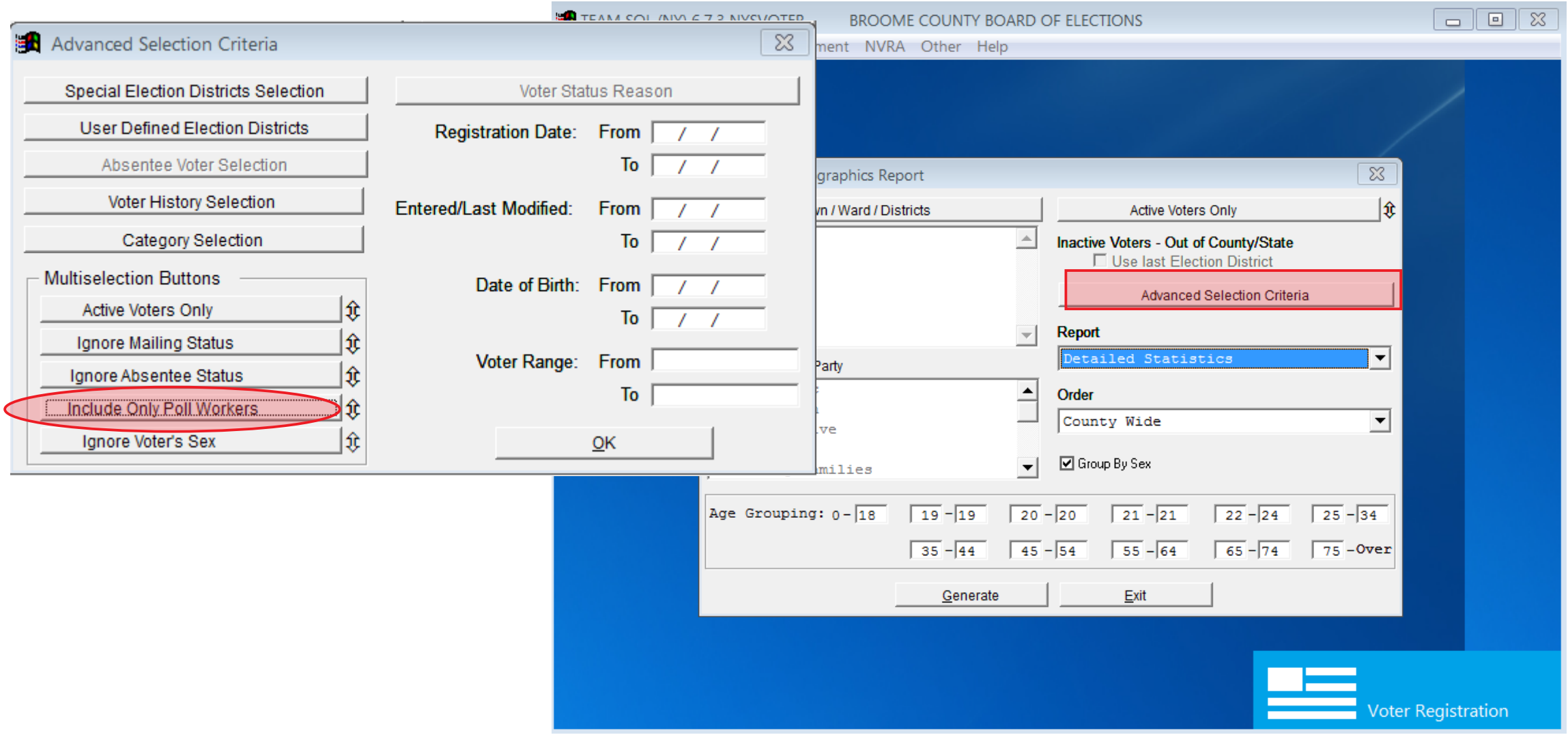
Tab 1e: Inspector Information Summary, con't

- We utilize the "Certification" dates based on who attended class and who was certified to determine how many people failed the exam



Tab 1e: Inspector Information Summary, con't

- TEAM>Voter Registration>Management>Statistics>Voter Stats>Demographics



Tabs 1f-1h: Petitions/Caucus

- We utilize PACETS for generating a candidate list ONLY which gives us the number of petitions filed
  - The number of petitions objected to in Broome is only about 2 or 3 max, so it is easy to reference the objections on file at years end for the report

Tab 1i: Campaign Finance Summary

- The majority of our candidates are on file with the State Board – there are only one or two that file in county here and they don’t raise or spend any money.

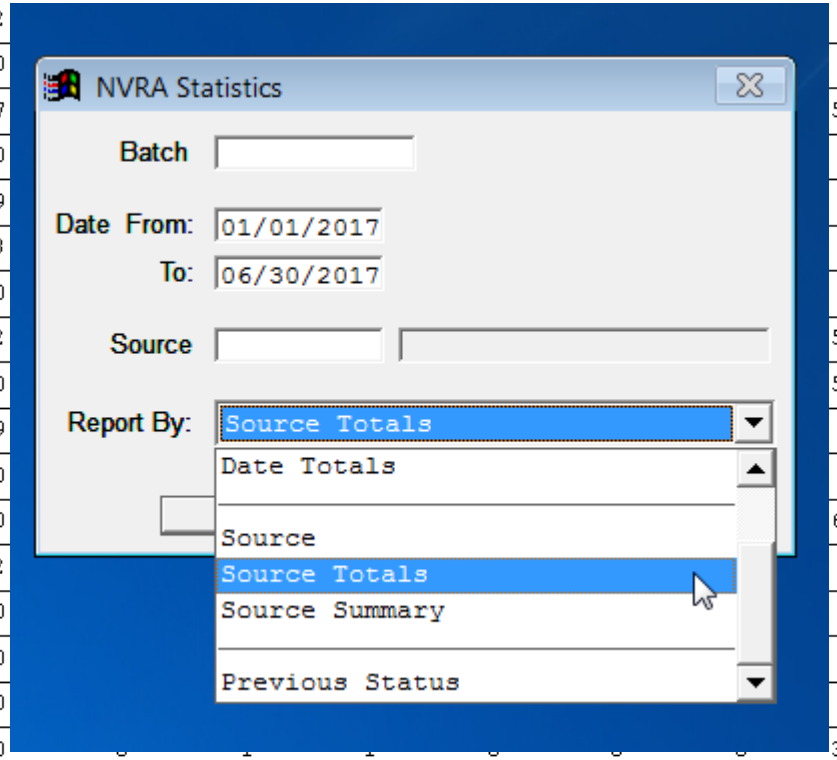
Tab 1j-1k: Registration and Enrollment Summary – Registration Info, Registration Summary from all sources & Confirmation Notices

- TEAM>Voter Registration>NVRA>Statistics

06/13/2017
2:01 pm

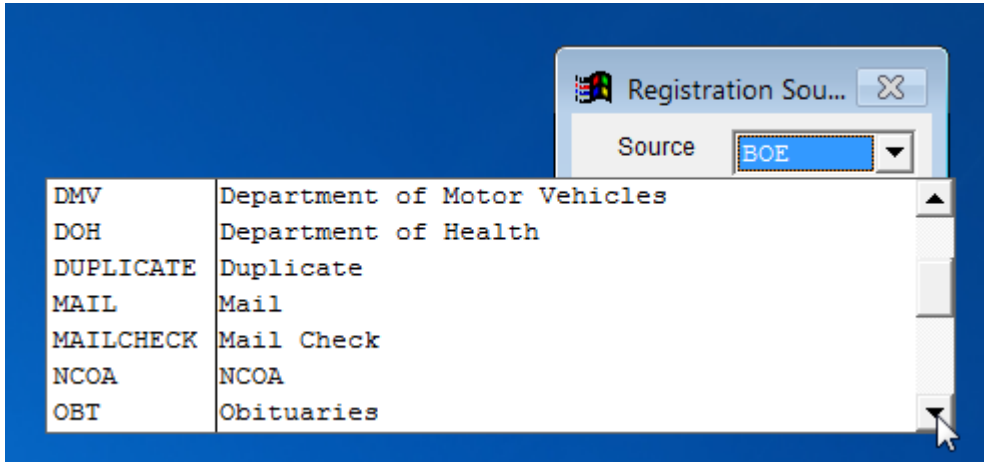
Broome County Board of Elections
NVRA Statistics by Registration Source - Totals Only

Source	New Reg	Name Chg	Res Chg	Dist Info	Mail Addr	Party Chg	Personal	Duplicate	Incomplete	Absentee	Poll Work	Vot Status	Prev Jur	DOT	Reprint ID	Data Del	Declined	Total
AFFIDAVIT	405	174	901	1	94	1	302	47	2	0	0	130	33	0	351	0	0	**2,441**
AGENCY	239	19	163	0	2							8	7	0	60	0	0	**590**
BLUEDOT	2	0	1	0	0							0	0	0	1	0	0	**5**
BOE	68	128	482	165	187							592	34	0	512	0	0	**29,515**
CONFIRM	0	0	0	0	0							0	0	0	0	0	0	**0**
DMV	337	101	746	1	19							43	11	0	165	0	0	**1,638**
DMVI	811	152	278	0	3							12	10	0	106	0	0	**1,729**
DUPLICATE	0	0	0	0	0							0	0	0	0	0	0	**0**
MAIL	219	43	424	4	52							511	1	0	579	0	0	**2,008**
MAILCHECK	0	1	45	2	20							530	0	0	502	0	0	**1,374**
NCOA	0	0	1,904	0	1,229							32	0	0	10	0	0	**3,175**
NURSEHOME	0	0	0	0	0							43	0	0	42	0	0	**86**
OBT	0	0	2	2	0							653	0	0	654	0	0	**1,312**
OTC	33	4	32	0	2							9	1	0	21	0	0	**116**
OTHER CO	0	0	2	0	0							61	0	0	61	0	0	**124**
STUDENT	129	1	0	0	0							1	0	0	3	0	0	**138**
SUNY	9	0	6	0	0							20	0	0	22	0	0	**60**
TNCLERK	0	0	0	0	0							349	0	0	349	0	0	**700**
Run Totals	2,252	623	4,986	175	1,608	55	1,070	751	10	17,939	2,013	9,994	97	0	3,438	0	0	**45,011**



Tab 1j-1k: Registration and Enrollment Summary – Registration Info, Registration Summary from all sources & Confirmation Notices

- We supplement the previous report with our daily mail log that we track as the mail comes in and is time-stamped. We add up the totals weekly, and then monthly to compare to the TEAM report and correct where necessary.
  - Depending on the year we have seasonal staff that do not always remember to choose the correct source code when working on registrations, which affects the numbers for the year end report.



DAILY MAIL LOG

DATE: _____ HANDLER: _____ R/D

REGISTRATIONS:	AM	PM	TL
REGULAR MAIL			
AGENCY MAIL *(BLUE DOT)*			
DMV			
AGENCY			
MILITARY			
SPECIAL FEDERAL			
ADDRESS CONFIRMATION CARDS *(FROM TRANSFERS)*			
ADDRESS CORRECTION CARDS *(FROM CONFIRMATIONS)*			
ADDRESS CHANGE CARDS			
OVER THE COUNTER			

REGISTRATION CANCELLATIONS:	AM	PM	TL
FROM COUNTIES/STATES			
DEATH LISTS			
BOE LETTER			

BOE FORMS:	AM	PM	TL
2ND ENROLLMENT			
CITIZEN/ADDRESS			
AB BALLOT APPS/REQUEST			
INSPECTOR CARDS			
IDENTIFIER LETTERS			
PERM ILL OPINION SURVEY			
MIL BALLOT REQUEST			

VOTED PRIMARY BALLOTS:	AM	PM	TL
REGULAR			
MILITARY			
SPECIAL FEDERAL			

VOTED GENERAL BALLOTS:	AM	PM	TL
REGULAR			
MILITARY			
SPECIAL FEDERAL			

MAIL RETURNED FROM P.O.:	AM	PM	TL
ABSENTEE BALLOTS			
MILITARY BALLOTS			
SPECIAL FEDERAL BALLOTS			
BOE CORRESPONDENCE			
TRANSFERS			
ACKNOWLEDGMENTS			
CONFIRMATIONS			
MAIL CHECK CARDS			

REQUEST FOR INFORMATION:

_____
_____
_____
_____
_____
_____

BILLS/INVOICES

_____
_____
_____
_____
_____

FINANCIAL FILINGS

_____
_____
_____
_____
_____

GENERAL CORRESPONDENCE:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Tab 1j: Registration and Enrollment Summary – Forms Distribution

- We keep a log of requests that come in for registration forms that we total at the end of each year

2017 Registrations		
Date	Name of Agency/Person	Number Given

Report #2: Affidavits

- We use these worksheets to tally as we work on the affidavits, and then plug the totals from each Election District into an excel spreadsheet that totals everything for the whole county.

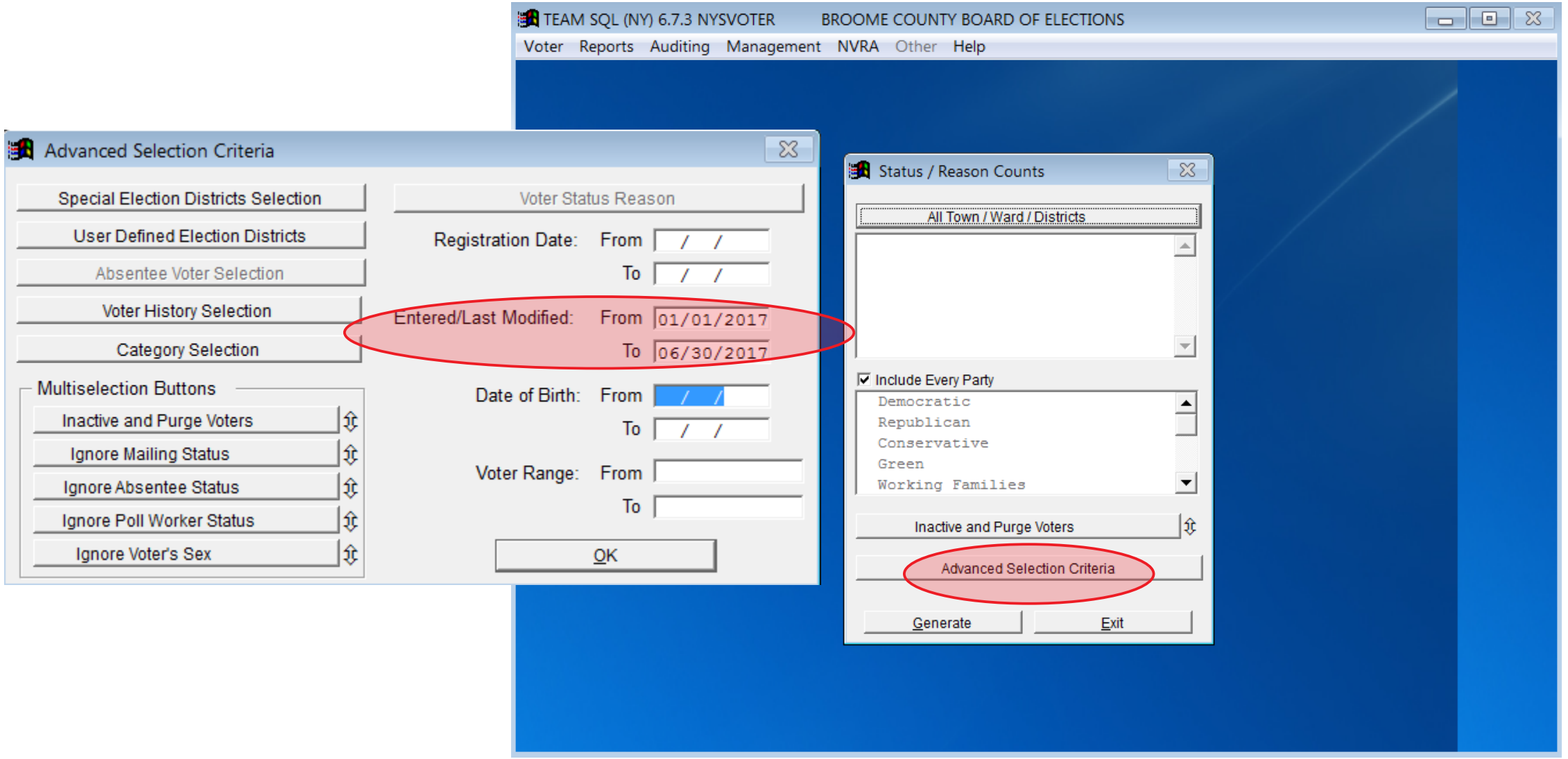
AFFIDAVITS		TOWN/CITY:		COUNTED				NOT COUNTED										
PPR	ED	NAME	ADDRESS	moved	Poll Book Error	Number counted for re-activated	Other	Invalid by Voter	Invalid by Inspector	Not Reg	Number not properly enrolled	No ID	Ballot Missing from Envelope	No Sig	Sig does not match	Other	Other Reason	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
TOTALS																		
		DEM	REP	# COUNTED:				# NOT COUNTED:										

BROOME COUNTY BOARD OF ELECTIONS ABSENTEE/AFFIDAVIT BALLOT SUMMARY								
AFFIDAVITS		**COUNT**						
City/Town	District	Total Valid	Number Counted for transfers	Poll Book Error	Number Counted for Re-Activated	Other	Other Reasons Explanation	
City of Binghamton	1							
	2							
	3							
	4							
	5							

NO COUNT										
Total Invalid	Invalid by Voter	Invalid by Inspector	Not Registered	Not properly enrolled	Failed to Provide ID	Ballot Missing from Envelope	No Signature	Signature doesn't match	Other	Other Reason Explanation

Report #3: Cancellation Summary

- TEAM>Voter Registration>Management>Statistics>Voter Stats>Status Reason Counts Report



Broome County Board of Elections
Status / Reason Count Report

Report Criteria:

Inactive & Purge Voters
Entries Entered/Last modified during the period 01/01/2017 thru 06/30/2017

Status of Inactive

Reason	Count
INACTIVE VOTER	207
MAIL CHECK	216
MAIL CHECK	69
MOVED	733
NCOAMOVE	1,200
NURSING HOME	41
17 YEAR OLD PREREGISTRATION	72
Total for Inactive	**2,538**

Status of Purge

Reason	Count
VOTER IS DECEASED	1,229
DUPLICATE REGISTRATION	41
FELON	66
INCOMPLETE REGISTRATION	16
INVALID ADD	2
VOTER MOVED	2,296
NVRA	7,057

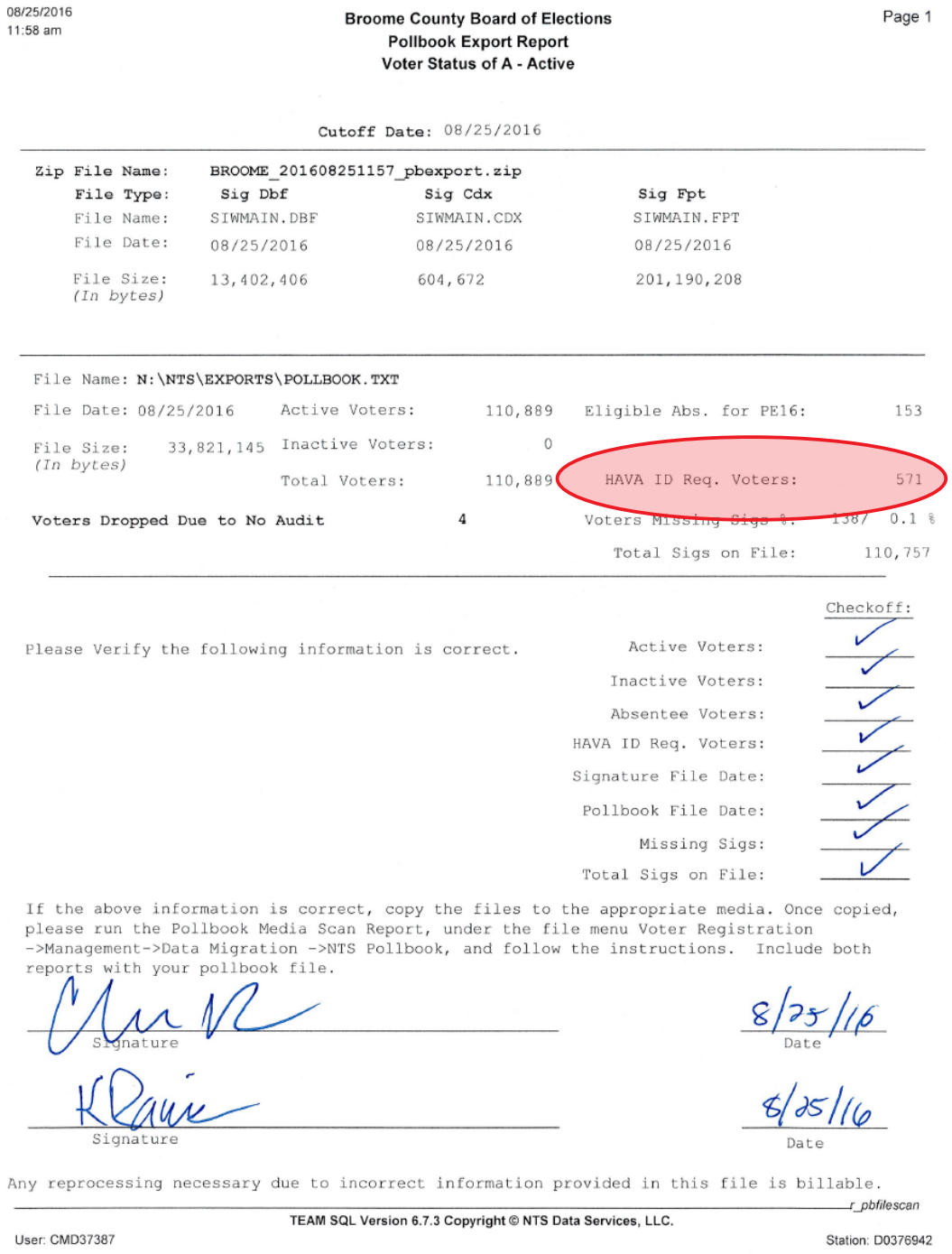
Status of Purge

Reason	Count
REGISTERED IN ANOTHER COUNTY	78
VOTER REQUEST TO BE REMOVED	7
Total for Purge	**10,792**

Total Voters Reported	**13,330**

Report #4: HAVA Compliance ID Verification

- We refer to the Poll Book Order Checklist for the number of voters in each election that were flagged as “ID Required” so we know the exact amount that were eligible for the election.
- TEAM>Voter Registration>Management>Statistics>Voter Stats>Historical HAVA ID Required Report
  - This will give you the number of voters who showed ID, and the Affidavit tally sheets will show who refused to show ID



08/25/2016
11:58 am

Broome County Board of Elections
Pollbook Export Report
Voter Status of A - Active

Page 1

Cutoff Date: 08/25/2016

Zip File Name:	BROOME_201608251157_pbexport.zip		
File Type:	Sig Dbf	Sig Cdx	Sig Fpt
File Name:	SIWMAIN.DBF	SIWMAIN.CDX	SIWMAIN.FPT
File Date:	08/25/2016	08/25/2016	08/25/2016
File Size: (In bytes)	13,402,406	604,672	201,190,208

File Name: N:\NTS\EXPORTS\POLLBOOK.TXT
File Date: 08/25/2016 File Size: 33,821,145 (In bytes)

Active Voters:	110,889	Eligible Abs. for PE16:	153
Inactive Voters:	0		
Total Voters:	110,889	HAVA ID Req. Voters:	571
Voters Dropped Due to No Audit	4	Voters Missing Sigs %:	1387 0.1 %
		Total Sigs on File:	110,757

Please Verify the following information is correct.

	Checkoff:
Active Voters:	✓
Inactive Voters:	✓
Absentee Voters:	✓
HAVA ID Req. Voters:	✓
Signature File Date:	✓
Pollbook File Date:	✓
Missing Sigs:	✓
Total Sigs on File:	✓

If the above information is correct, copy the files to the appropriate media. Once copied, please run the Pollbook Media Scan Report, under the file menu Voter Registration ->Management->Data Migration ->NTS Pollbook, and follow the instructions. Include both reports with your pollbook file.

Signature 8/25/16 Date

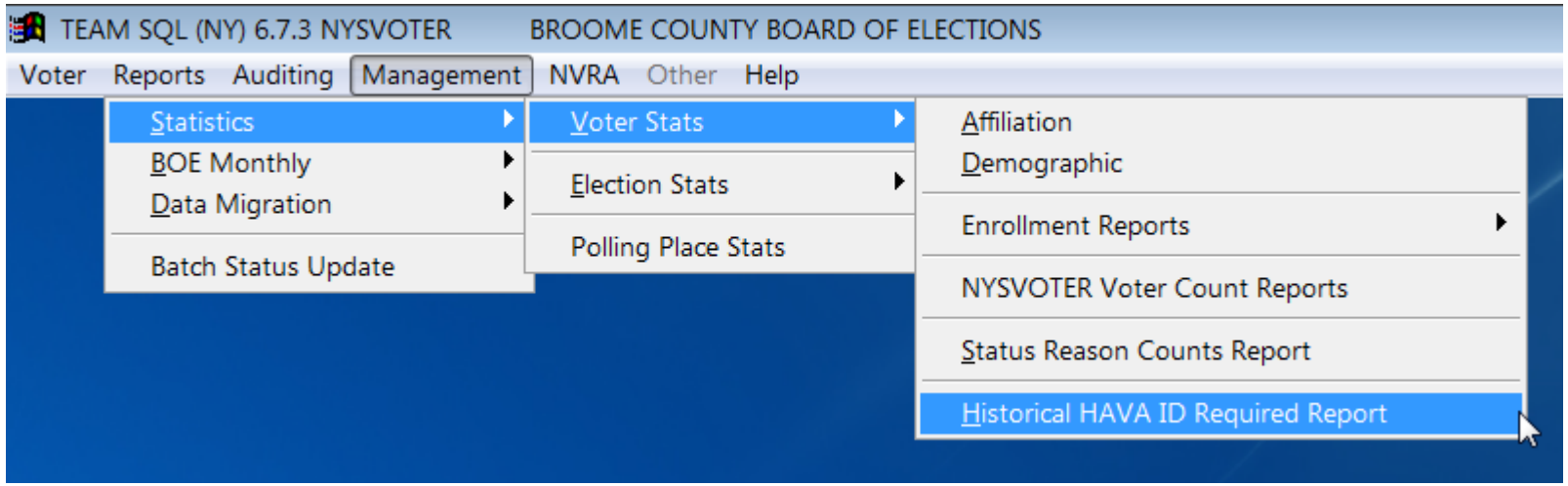
Signature 8/25/16 Date

Any reprocessing necessary due to incorrect information provided in this file is billable.

r_pbfilescan

TEAM SQL Version 6.7.3 Copyright © NTS Data Services, LLC.

User: CMD37387 Station: D0376942



Broome County Board of Elections
Historical HAVA ID Required Statistics Report
For Election: 2016 General Election

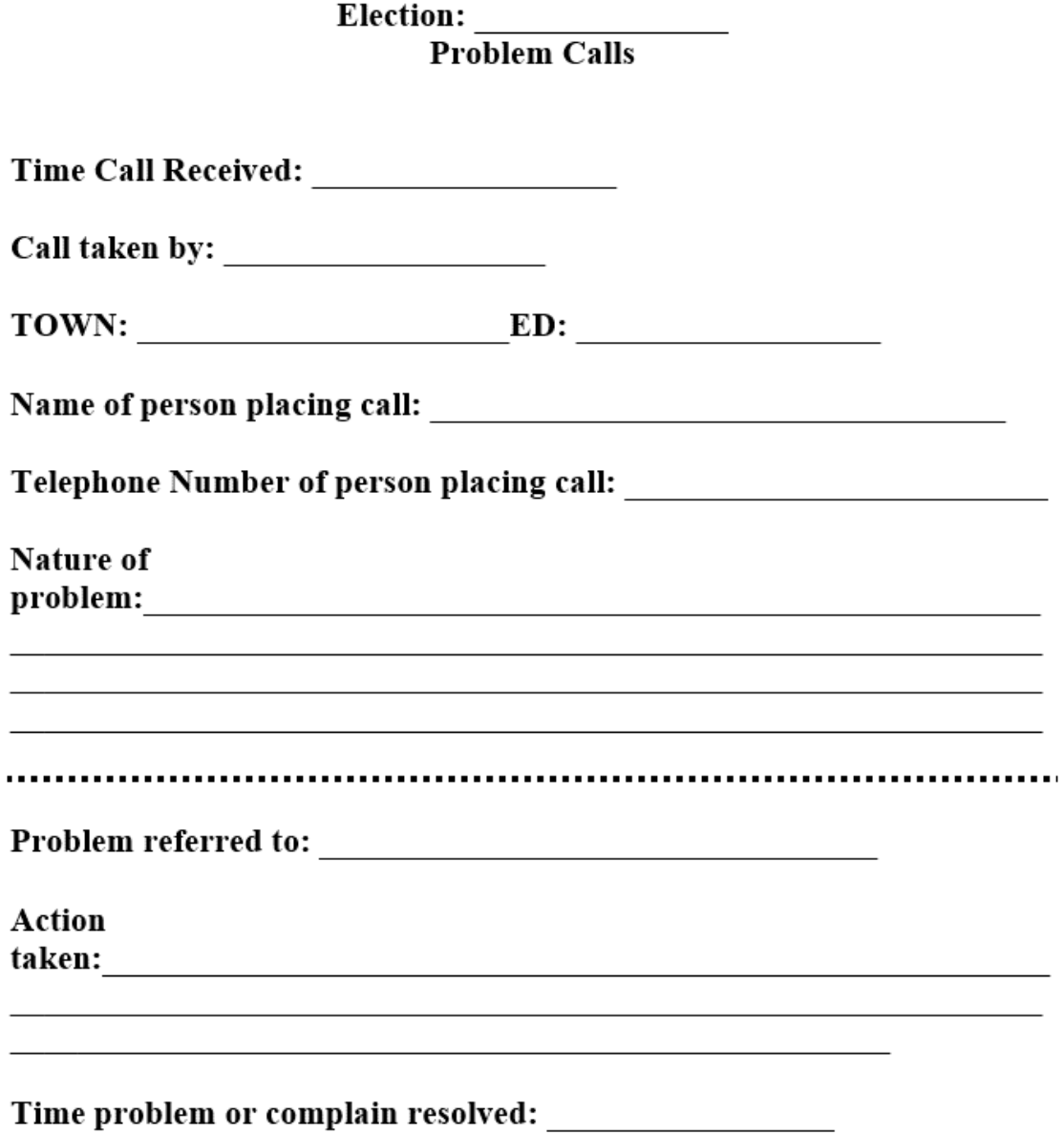
	Voters Req'd To Show Id	Voters Req'd To Show Id And Voted	All Voters Who Voted
Invalid Election District	0	0	7
Totals For Ward	0	0	7
Totals For Town	0	0	7

Report #6a-6b: DMV & Agency NVRA Registration Related Issues

- Any voters who call or email the board claiming to have registered with the DMV we work with our local DMV to research, and in the case of DMVi we work with Ann Scott to resolve the issue – we have a paper trail via emails for all of these inquiries and therefore are able to complete this section by looking back.
- We rarely encounter any Agency based complaints, and only have had to deal with DMV related matters.

Report #7: Optical Scanner & BMD Report

- On Election Day one staff member in the office is assigned the duty of “dispatcher” – any phone calls that come in with machine related issues are transferred to this person and they either walk the inspector through the problem, or deem that a technician be sent. The technician then reports back with what the problem was, and if the scanner needed to be replaced.
- Each person manning the phones on Election Day has a stack of these to complete as phone calls come in, and we are able to refer back to see where the machine issues were and how they were resolved.



Election: _____

Problem Calls

Time Call Received: _____

Call taken by: _____

TOWN: _____ ED: _____

Name of person placing call: _____

Telephone Number of person placing call: _____

Nature of problem: _____

Problem referred to: _____

Action taken: _____

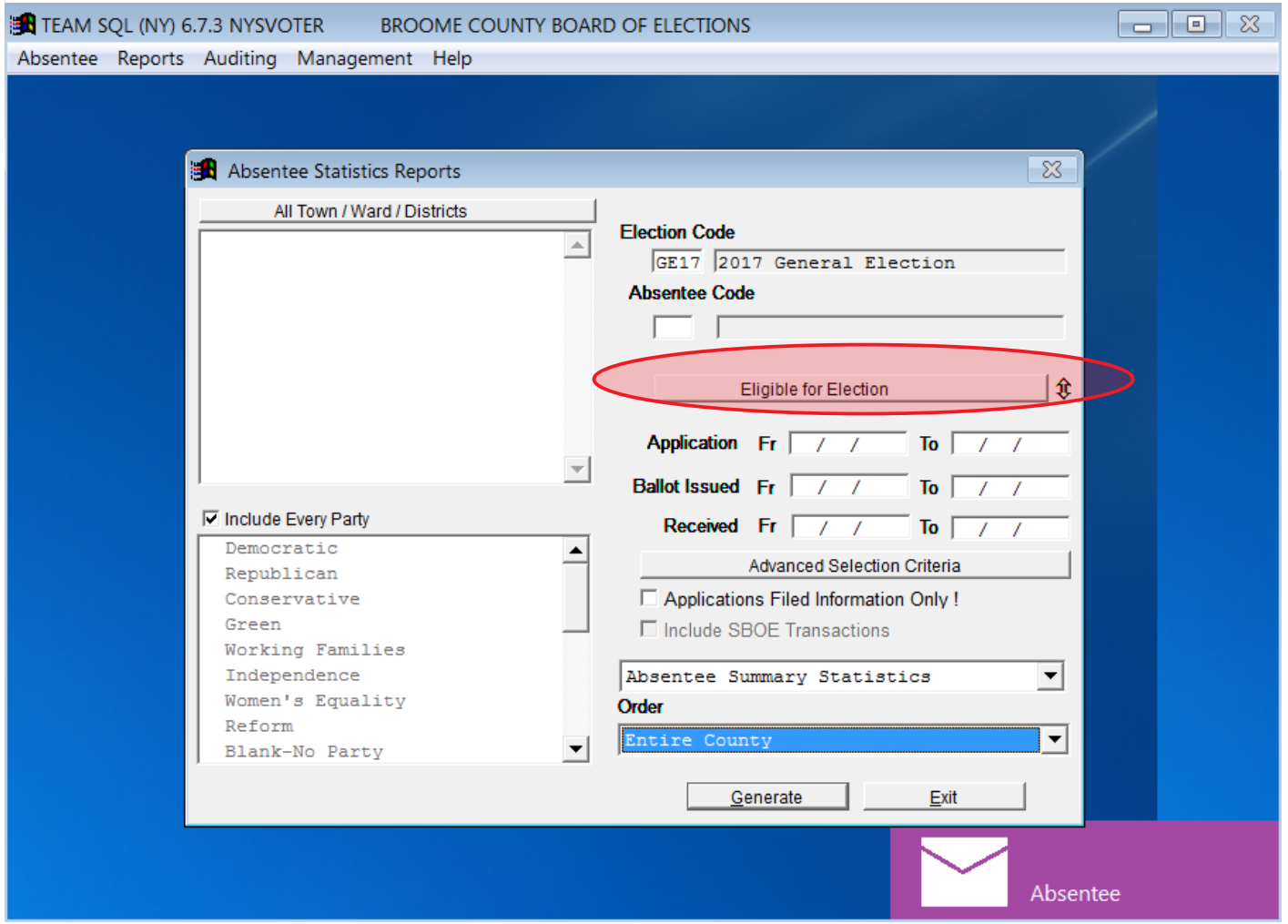
Time problem or complain resolved: _____

Report #8: Voter Inquiry Report

- Many voter inquiries come via email and those are easily tracked
- Phone calls that come in with complaints are researched, and the voters are contacted with the findings – most desks end up looking like this:

Report #9a-b/d: Absentee Ballot Summary

- We utilize reports in TEAM>Absentee>Management>Statistics to collect a lot of the data in this section



06/14/2017
11:17 am

Broome County Board of Elections
Absentee Type Statistics

Election District		PRM	CIV	OTC	MIL	FED, SPR			Other	Total
Report Criteria:	***Voter Status of A - Active*** ***Absentee Voters*** ***Absentees Eligible to Vote !*** ***Election GE17*** ***Ordered by State Senatorial District***									
State Senatorial District #052	App	1,708 92%	19 1%	2 0%	111 6%					1,840
	Snt									
	Rcd									
County Totals	App	1,708 92%	19 1%	2 0%	111 6%					1,840
	Snt									
	Rcd									
		PRM	CIV	OTC	MIL	FED, SPR			Other	Total

- We file any of the “problem” absentees in a separate area, and re-issue any ballots that we can, and then record on a spreadsheet based on the previous years “Year End Report” the issue(s) with why a ballot was returned.

Total number of ballots returned as Undeliverable	Total number of Spoiled or Replaced Ballots	Total number of Absentee Ballots rejected due to Ballot not being received on time/missed deadline	Total number of Absentee Ballots rejected due to no Voter Signature	Total number of Absentee Ballots rejected due to non-Matching Signature	Total number of Absentee Ballots rejected due to ballot returned in an unofficial envelope

Report #9e: Absentee Ballot & Court Order Summary

- Upon the request of a Supreme Court Judge assigned to our county several years ago, we have the voter fill out this form and keep a copy of the Judge's decision with this, and refer back when filling out the Year End Report as don't typically have an overwhelming number of Court Orders.

ELECTION DAY JUDGE REQUEST FORM

DATE: _____

NAME: _____

ADDRESS _____

_____

_____

CITY/ST/ZIP _____

PHONE _____

DOB _____

DRIVERS LIC# _____

Please provide an explanation for the Judge as to why you feel you should be allowed to vote:

_____

_____

_____

_____

_____

_____

_____

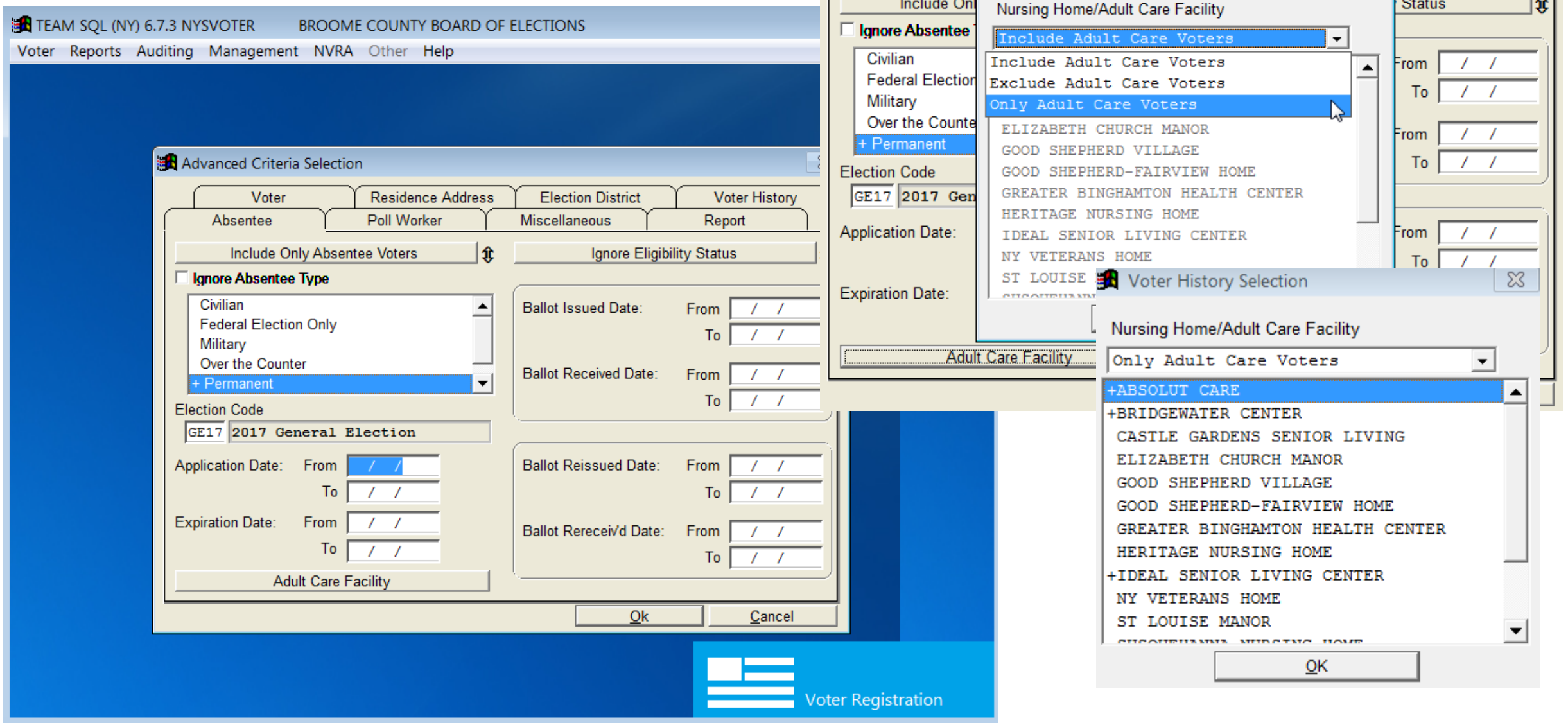
_____

_____

Signature of Requestor

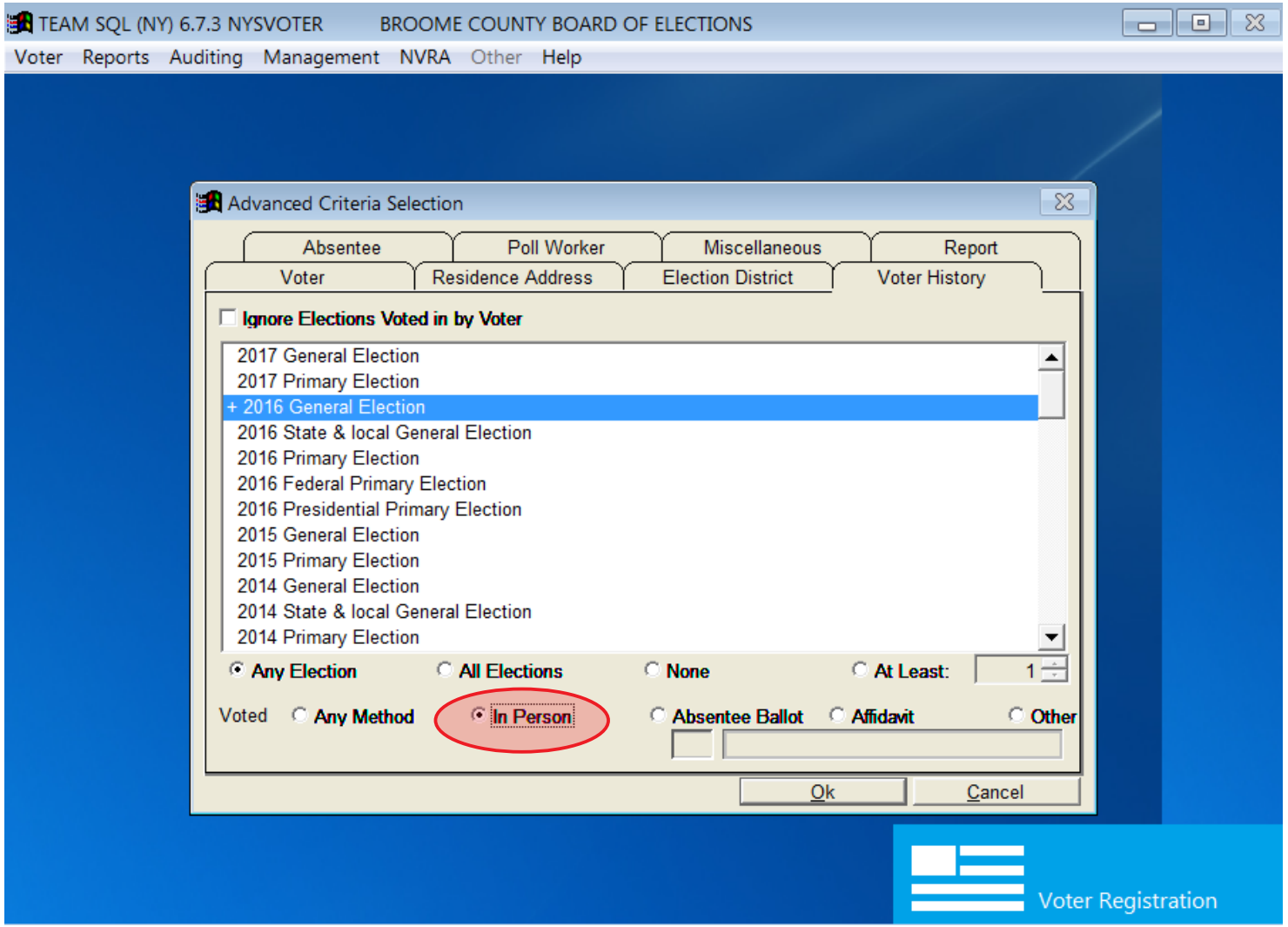
Report #9f-9g: Nursing Home Absentee Ballot Program

- We do not visit all of our Nursing Homes, so to get numbers for the places we visit we run the following report:
    - TEAM>Voter Registration>Advanced Selection>Absentee Tab – Choose Permanent Absentee Type, Election Code, and click the Adult Care Facility Tab>Only Adult Care Voters and choose the facilities you go to. You can now run any kind of report that will give you the information to complete the Year End Report.


TEAM SQL (NY) 6.7.3 NYSVOTER BROOME COUNTY BOARD OF ELECTIONS
Voter Reports Auditing Management NVRA Other Help
Advanced Criteria Selection
Voter
Residence Address
Election District
Voter History
Absentee
Poll Worker
Miscellaneous
Report
Include Only Absentee Voters
Ignore Eligibility Status
Ignore Absentee Type
Civilian
Federal Election Only
Military
Over the Counter
+ Permanent
Election Code
GE17 2017 General Election
Application Date: From / /
To / /
Expiration Date: From / /
To / /
Adult Care Facility
Ballot Issued Date: From / /
To / /
Ballot Received Date: From / /
To / /
Ballot Reissued Date: From / /
To / /
Ballot Rereceiv'd Date: From / /
To / /
Ok
Cancel
Voter Registration
Advanced Criteria Selection
Voter
Residence Address
Election District
Voter History
Absentee
Report
Include On
Ignore Absentee
Civilian
Federal Election
Military
Over the Counte
+ Permanent
Election Code
GE17 2017 Gen
Application Date:
Expiration Date:
Adult Care Facility
Status
From / /
To / /
From / /
To / /
From / /
To / /
Voter History Selection
Nursing Home/Adult Care Facility
Include Adult Care Voters
Include Adult Care Voters
Exclude Adult Care Voters
Only Adult Care Voters
ELIZABETH CHURCH MANOR
GOOD SHEPHERD VILLAGE
GOOD SHEPHERD-FAIRVIEW HOME
GREATER BINGHAMTON HEALTH CENTER
HERITAGE NURSING HOME
IDEAL SENIOR LIVING CENTER
NY VETERANS HOME
ST LOUISE
Voter History Selection
Nursing Home/Adult Care Facility
Only Adult Care Voters
+ABSOLUT CARE
+BRIDGEWATER CENTER
CASTLE GARDENS SENIOR LIVING
ELIZABETH CHURCH MANOR
GOOD SHEPHERD VILLAGE
GOOD SHEPHERD-FAIRVIEW HOME
GREATER BINGHAMTON HEALTH CENTER
HERITAGE NURSING HOME
+IDEAL SENIOR LIVING CENTER
NY VETERANS HOME
ST LOUISE MANOR
OK

Report #10-13: Poll Site Review, Additional Topics of Interest, County Board Directory

- To complete these tabs we refer to files maintained on our poll sites, the challenge reports in the front of the poll book as well as inspector notes kept from each Election Day.
- TEAM>Voter Registration>Advanced Selection>Voter History tab – choose Election and click “In Person” to determine how many people voted at a polling place on Election Day.



- Questions?