

SOUTH CAROLINA

ELECTION COMMISSION

CORRECTIVE ACTION PLAN

S.C. Code §7-3-25(A) authorizes the State Election Commission (SEC) to identify any compliance failures and establish and implement a corrective action to remedy such failures. Recommendations included in an SEC audit report require implementation of a corrective action plan (CAP) that is developed by the county and approved by the SEC's Audit Division.

AUDIT TITLE	An In-Depth Review of Berkeley County's Ballot Reconciliation Worksheets from the November 2022 General Election	AUDIT PUBLICATION DATE	December 2024
CAP REVIEW DATE	April 29, 2025	CAP REQUIRED RESPONSE DATE	May 6, 2025
COMPLETED BY	Rosie Brown	JOB TITLE	Director
DATE COMPLETED	July 9, 2025	# OF RECOMMENDATIONS TO ADDRESS	2

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Election Services Coordinator
1	1	The Berkeley County Voter Registration and Elections Office should count individual ballot cards to ensure the number of individual ballot cards supplied is accurate.	Berkeley County Voter Registration and Elections Office utilizes the DS450 to count ballots, before they are issued to all polling locations.	COMPLETION DATE	April 29, 2025
				APPROVED BY	Director of Audit
				APPROVAL DATE	July 9, 2025

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Berkeley County Training Staff member and all Poll Clerks
2	2	The Berkeley County Voter Registration and Elections Office should ensure that its poll clerks	Berkeley County Voter Registration and Elections Office addresses this item specifically in training of poll	COMPLETION DATE	April 29, 2025
				APPROVED BY	Director of Audit
				APPROVAL DATE	July 9, 2025

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	verify that the number of individual ballot cards supplied is accurate.	workers. The training staff of the SC State Election Commission trained all poll clerks and Early Voting Workers prior to General Election 2024. SEC has changed the format of the Ballot Reconciliation Form. The form provided in 2022, did not provide a location for the poll clerk to check off that the number of ballots received, are the same number of ballots that were issued by the county office. Please see attachments showing the difference in the Ballot Reconciliation Forms. Detailed instructions are given to poll clerks to check the appropriate boxes on the reconciliation sheets, while completing each task, in every area on form.		
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