

SOUTH CAROLINA

ELECTION COMMISSION

October 2025

AN IN-DEPTH REVIEW OF SPARTANBURG COUNTY'S BALLOT RECONCILIATION WORKSHEETS FROM THE NOVEMBER 2022 GENERAL ELECTION

The mission of the South Carolina State Election Commission (SEC) is to ensure every eligible citizen can register to vote and participate in fair and impartial elections, knowing that every vote counts and every vote matters.

Pursuant to S.C. Code §7-3-20(D)(3), the SEC is authorized to conduct audits of county boards of voter registration and elections to ensure those boards' compliance with applicable state or federal laws or SEC policies, procedures, or standardized processes regarding the conduct of elections or the voter registration process by all persons involved. These audits are conducted by the SEC's Audit Division.

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

SOUTH CAROLINA STATE ELECTION COMMISSION

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Summary of Results

For the November 2022 General Election, 66% of Spartanburg County's ballot reconciliation worksheets were completed, and 21% were reconciled. Of the partially completed worksheets, this was partly due to the lack of a requirement from the State Election Commission (SEC) to fill every field, even if zero. Since the November 2022 General Election, the county has implemented a worksheet review process on election night and conducts training with hands-on exercises to emphasize the completion and reconciliation of the worksheets. Adequately completing and reconciling the ballot reconciliation worksheets for each polling location may give greater assurance the results include all valid ballots cast.

Background

As defined by the U.S. Election Assistance Commission, ballot reconciliation is the method in which election officials keep track of each ballot that has been printed or issued to a voter. Tracking the number of ballots printed, used, and unused during an election cycle ensures election officials have accounted for every ballot created and the election results include every valid ballot cast.

In South Carolina, printed paper ballots were not common until the state's current voting equipment was implemented in all 46 counties in 2020. Prior to then, the state used a direct recording electronic, or DRE, as part of its voting system. A DRE is a vote capture device in which ballots are displayed, selections are made, and results are stored all via electronic format. The exceptions to this were the ballots printed for voters whose right to vote had been challenged at the precinct or who had moved but were still allowed to vote and the printed ballots used in emergency situations. Since these ballots were the only ballots in paper form, these were the only ballots that could be accounted for at the time.

South Carolina's transition in February 2020 to a paper-based voting system, with 100% printed paper ballots, significantly altered the process of accounting for ballots. In preparation for the change to this new system, the SEC developed a ballot reconciliation worksheet in September 2019 to account for and reconcile ballots supplied, used, not used, and lost as well as the number of voters who voted. Over the last five years, there have been minor updates to the worksheet, but it remains generally the same as the September 2019 version. Figure 1 below is an image of the ballot reconciliation worksheet used during the 2022 November General Election. It is important to note that a description of the worksheet and the terms used within are included in the analysis that follows.

Figure 1: S.C. State Election Commission's Election Day Ballot Reconciliation Worksheet

County _____ Precinct _____ Date _____

Ballots Supplied		
A	Ballot Cards (Completed by County Office)	
B	Hand-Marked Paper Ballots (Completed by County Office) (Emergency/Provisional + Failsafe Provisional)	
C	Additional Ballot Cards	
D	Additional Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
		Total 1

Ballots Used		
E	Ballots Scanned (Ballot Cards and Emergency Ballots) (Number displayed on the Scanner/DS200)	
F	Provisional Ballots (Hand-Marked Paper Ballots/Envelopes)	
G	Spoiled Ballots (Ballot Cards + Hand-Marked Paper Ballots)	
		Total 2

Ballots Not Used		
H	Ballot Cards	
I	Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
		Total 3

Voters Checked In		
J	Electronic Poll Book (EPB)	
K	Paper Poll List (Include Provisionals NOT entered in the EPB) (DO NOT Include Curbside Poll List)	
		Total 4

Total 2 + **Total 3** = (Should equal Total 1)

Total 4 + **G** = (Should equal Total 2)

Explain any discrepancies:

Are you returning any Emergency ballots that have not been scanned? Yes ☐ No ☐
(Do NOT include Provisional or Failsafe Provisional ballots)

SEC FRM 1150-202208

every vote matters.
every vote counts.

Source: S.C. State Election Commission

State Law and SEC Requirements

While state law only requires ballot reconciliation for election day, the SEC’s standardized operating procedures mandate this process for absentee and early voting as well. However, the scope of our audit was limited to election day ballot reconciliation, specifically for the 2022 November General Election. Therefore, the following sections provide an overview of the legal requirements for ballot reconciliation and the SEC’s ballot reconciliation worksheet as they pertain to election day.

Overview

S.C. Code §7-13-1150 requires poll clerks—the lead poll managers—to account for all ballots delivered to them and return the number of ballots supplied, spoiled—ballots that were defaced or marked in error—unused, voted, and lost, if any. S.C. Code §7-13-1410 requires poll managers to count the number of individuals who voted as well as unused and spoiled ballots. Between the two sections of the law, a poll clerk must account for ballots supplied, ballots used—including spoiled and lost ballots—ballots unused, and voters who voted. This accounting of ballots is also referred to as ballot reconciliation.

By Voting Type and Election Type

In the abovementioned sections of state law, the use of the terms poll clerk and precinct suggest that ballot reconciliation is performed by a clerk at a precinct, which only occurs on election day. As for election type, Title 7 of the S.C. Code of Laws applies to all types of elections—primary, general, special, and runoff. As such, ballot reconciliation is required to be performed for all types of elections. Because these worksheets are intended to ensure all valid ballots in an election have been cast, they are to be completed prior to a county’s certification—a statement by the county’s board of canvassers that election results are a true and accurate accounting of all votes cast in a particular election.

Overview of the Ballot Reconciliation Worksheet

The SEC’s ballot reconciliation worksheet is intended to be used by poll clerks to document, by precinct, the total ballots supplied, used, unused, and voters who voted. This worksheet accounts for these required components and contains two formulas, which are meant to ensure the appropriate values reconcile with each other. The following describes each section of the worksheet and the terms used.

Ballot Reconciliation Worksheet Top Portion

The top three-fourths of the worksheet contains 11 rows labeled A–K to record ballots supplied, used, and not used and voters checked in. Note, the worksheet accounts for voters who voted in the section “Voters Checked In,” as only voters who voted are checked in at a polling location. Specifically, rows A–K include the following:

ROW	ACCOUNTS FOR	INCLUDES
A	Ballots Supplied	Ballot Cards
B		Hand-Marked Paper Ballots
C		Additional Ballot Cards
D		Additional Hand-Marked Paper Ballots
E	Ballots Used	Ballots Scanned
F		Provisional Ballots
G		Spoiled Ballots
H	Ballots Not Used	Ballot Cards
I		Hand-Marked Paper Ballots
J	Voters Checked In	Electronic Pollbook
K		Paper Poll List

Rows A–B are completed by county office staff, and rows C–K are completed by the poll clerk after the polls close. The terms used in the worksheet and referenced in the table above are defined below.

BALLOT CARD

The paper cardstock provided to a voter for the purpose of recording his vote selections using a ballot-marking device (definition below).

BALLOT-MARKING DEVICE

A piece of voting equipment that allows a voter to electronically select valid contest options and then produces a human-readable paper ballot. Ballots are not cast on this device.

HAND-MARKED PAPER BALLOT

A paper ballot marked by hand by a voter using a blue or black pen. A hand-marked paper ballot is used at the polling location for emergency voting, via an emergency ballot, and provisional voting, via a provisional or failsafe provisional ballot (definitions below).

EMERGENCY BALLOT

A hand-marked paper ballot used in the event the ballot-marking device is inoperable or otherwise unavailable. Generally, these ballots are cast at the polling location.

PROVISIONAL BALLOT

A hand-marked paper ballot used when a voter's eligibility to vote is challenged, which may occur, for instance, if he has already received a ballot in the mail but insists on voting at a polling location.

FAILSAFE PROVISIONAL BALLOT

A hand-marked paper ballot used when a voter has moved from one precinct to another within the same county and failed to update his address or has moved from one South Carolina county to another within 30 days of the election.

Provisional and failsafe provisional ballots are not counted on election day. Instead, they are stored in individual sealed envelopes and kept separate from ballots that have been cast; these are the envelopes referred to in row F on the worksheet. After the polls close but prior to certification, the voter's eligibility is reviewed, and a determination is made to either accept or reject these ballots based on this review by the county board of canvassers. Accepted ballots are then counted.

SCANNER/DS200

A piece of voting equipment used to read the voter selections from a ballot card or a hand-marked paper ballot. Ballots are cast on this device.

SPOILED BALLOT

A ballot that has been defaced or marked in error. For example, a voter may make a selection by mistake and then return the ballot to a poll clerk for a second ballot. The term "spoiled" is then written on the back of the ballot and retained for records. State law also refers to a spoiled ballot as a soiled, marred, and defaced ballot.

ELECTRONIC POLLBOOK

A piece of election equipment in the form of a tablet that contains the electronic version of the voter registration list, which is used to determine whether a person is eligible to vote in an election and in the precinct. These pollbooks also have the ability to capture a voter's signature, which is evidence that a voter took the voter's oath. Ballots are not cast on this device.

PAPER POLL LIST

A form containing the voter's oath and signatures of voters who have taken the voter's oath. Paper poll lists are used when the electronic pollbooks are not available or when voters must be checked in manually.

Ballot Reconciliation Worksheet Bottom Portion

The bottom one-fourth of the worksheet contains the reconciliation portion, which is also to be completed by the poll clerk. Line 1, as follows, is intended to reconcile the number of used and unused ballots with the total ballots supplied.

Line 1: Total 2 Total 3 Total 1
 (Ballots Used) + (Ballots Not Used) = (Ballots Supplied)

Line 2 below is intended to reconcile the number of voters checked in with the number of ballots used.

Line 2: Total 4 G Total 2
 (Voters Checked In) + (Spoiled Ballots) = (Ballots Used)

Beneath the reconciliation formulas, there is a space to address any issues, including ballots that were lost or unscanned.

Worksheet Color Coding

For ease of completion, ballot reconciliation worksheets are meant to be printed in color. Four different colors are used for Totals 2 through 4 as well as for spoiled ballots:

Color	Corresponds to	
None	Total 1	Ballots Supplied
Yellow	Total 2	Ballots Used
Blue	Total 3	Ballot Not Used
Orange	Total 4	Voters Checked In
Green	Row G	Spoiled Ballots

Each color at the top of the worksheet has a corresponding color at the bottom, where reconciliation is performed. These colors are meant to assist the user in transferring the data from the top to the correct field at the bottom. It is important to note the color yellow for Total 2 and the color orange for Total 4 can often appear similar in appearance when printed.

Sample and Results

We reviewed a random sample of ballot reconciliation worksheets from the November 2022 General Election for Spartanburg County to determine if they were adequately completed and reconciled. For this election, the county completed its worksheets by polling location and precinct (see Appendix A). Per S.C. Code §7-13-1150, ballot reconciliation worksheets are to be completed by precinct. However, since counties, at times, consolidate multiple precincts into a single polling location, we conducted our analysis by polling location.

For the November 2022 General Election, the county had 96 polling locations. The random sample included 62 of 96 polling locations, and the results were calculated at a 99% confidence level with a margin of error of ± 10 percentage points. Therefore, these results can be generalized about all Spartanburg County polling locations during the 2022 General Election.

For this review, the term “completed” meant rows C–K contained values. If a field in rows C–K was blank, zero was assumed unless zeros were used elsewhere on the worksheet. The total boxes for each section (Total 1, Total 2, Total 3, and Total 4) were not included within the definition of completed, as they were a separate method of counting ballots and voters to what was presented in rows C–K. Additionally, the term “reconciled” meant the addition in Line 1 and the resulting value in N equaled the value in Total 1 (Total Ballots Supplied), and the addition in Line 2 and the resulting value in Q equaled the value in Total 2 (Total Ballots Used).

Figure 2 below provides a diagram of what was considered completed and reconciled on the worksheet. Note, information in red was added to the diagram to distinguish otherwise unidentified fields and sections of the worksheet.

Figure 2: Worksheet Diagram for the Definition of Completed and Reconciled

County _____ Precinct _____ Date _____

Ballots Supplied		
A	Ballot Cards (Completed by County Office)	
B	Hand-Marked Paper Ballots (Completed by County Office) (Emergency/Provisional + Failsafe Provisional)	
C	Additional Ballot Cards	
D	Additional Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
		Total 1

Ballots Used		
E	Ballots Scanned (Ballot Cards and Emergency Ballots) (Number displayed on the Scanner/DS200)	
F	Provisional Ballots (Hand-Marked Paper Ballots/Envelopes)	
G	Spoiled Ballots (Ballot Cards + Hand-Marked Paper Ballots)	
		Total 2

Ballots Not Used		
H	Ballot Cards	
I	Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
		Total 3

Voters Checked In		
J	Electronic Poll Book (EPB)	
K	Paper Poll List (Include Provisionals NOT entered in the EPB) (DO NOT Include Curbside Poll List)	
		Total 4

Line 1 Total 2 **L** + Total 3 **M** = **N** (Should equal Total 1)

Line 2 Total 4 **O** + G **P** = **Q** (Should equal Total 2)

Explain any discrepancies:

Are you returning any Emergency ballots that have not been scanned? Yes ☐ No ☐
(Do NOT include Provisional or Failsafe Provisional ballots)

Poll Clerk Signature: _____ Time: _____

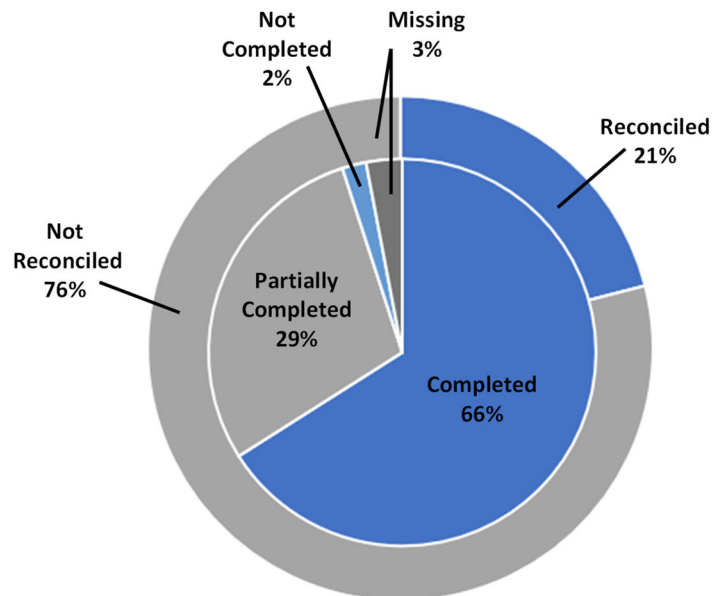
SEC FRM 1150-202208

**every vote matters.
every vote counts.**

Source: S.C. State Election Commission

For Spartanburg County, 66% (41/62) of the county's ballot reconciliation worksheets were completed, 29% (18/62) were partially completed, 2% (1/62) were not completed, and 3% (2/62) were not provided by the county office. Separately, 21% (13/62) of the worksheets reconciled. Figure 3 below provides a breakdown of the completion and reconciliation status of these worksheets.

Figure 3: Overall Completion and Reconciliation Status of the Worksheets



Source: Analysis of Spartanburg County's Ballot Reconciliation Worksheets, 2022 General Election

Retention of the Worksheets

For the November 2022 General Election, the county was unable to locate or provide 3% (2/62) of the randomly sampled worksheets. S.C. Regulation 12-517.5 requires counties to maintain election-related documents for two years after an election. A request for this information was made in September 2023 approximately a year after the 2022 General Election. These worksheets were not available during the initial collection of requested documents nor were they available during a follow up request in March 2024. A county election official stated the ballot reconciliation worksheets could not be located after checking its retention warehouse. It is unclear whether these worksheets were either not collected on election night upon their return from the precinct or not retained by the county. As a result, these worksheets could not be reviewed for completion and reconciliation. A county official stated that since the November 2022 General Election, its ballot reconciliation worksheet review process includes checking off the receipt of worksheets from each polling location. The county then retains all ballot reconciliation worksheets by grouping and labeling them together with other poll clerk documents for the two-year retention schedule. Continuing to follow this procedure for worksheet retention will likely resolve the county's ballot reconciliation worksheet retention issues.

Completion of the Worksheets

For the 29% (18/62) of worksheets that were partially completed, all contained one or more rows that were blank while other rows on the same worksheet contained zeros or a strike out mark. The most common rows left blank were rows C (Additional Ballot Cards) and D (Additional Hand-Marked Paper Ballots). If the user had filled in zeros for these rows, then 84% (52/62) of the worksheets would have been completed. The remaining seven partially completed worksheets required values other than zero to be considered complete. The State Election Commission's (SEC) instructions for the worksheet did not require a user to fill all rows. However, as a third-party reviewer, it was difficult to discern if an empty row was an oversight or intentional. Requiring a value for all rows on the worksheet will likely improve clarity to all users. In December 2024, a recommendation was made to the SEC to require a value, even if zero, be written in each of the worksheet's rows.

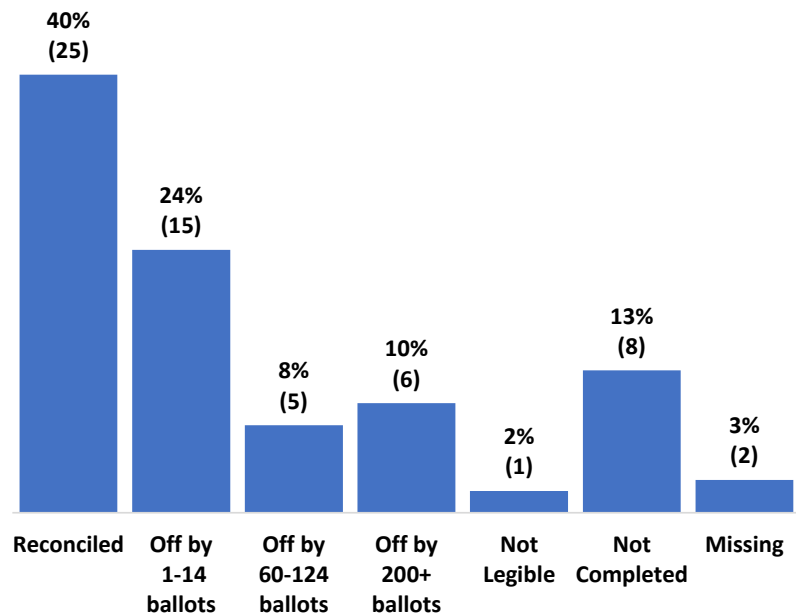
For one worksheet (2%), there were no values provided for rows C–K. According to county election staff, the SEC's training PowerPoint was not used for the November 2022 General Election. Since July 2023, the county has used the SEC's training PowerPoint for poll manager and clerk training. Additionally, the county's training emphasizes how to properly complete the worksheet and includes small group hands-on sessions, including examples on all election day paperwork.

According to county election officials, since the 2022 General Election, the county has implemented a worksheet review process that includes county staff and board members checking worksheets for completion and, when necessary, making corrections. Poll clerks also provide an explanation as needed on the bottom of the worksheets to check for any issues. Continuing to provide hands-on poll clerk training and following the worksheet review process may prevent completion issues.

Reconciliation of Line 1

As for reconciliation, 40% (25/62) of the worksheets reconciled in Line 1, 42% (26/62) did not, 13% (8/62) were not completed, 2% (1/62) were not legible, and 3% (2/62) were not provided. Figure 4 below provides a breakdown of Line 1.

Figure 4: Reconciliation Status of Line 1



Source: Analysis of Spartanburg County's Ballot Reconciliation Worksheets, 2022 General Election

Of the 26 worksheets that did not reconcile on the line, 11 contained handwritten notes or number corrections indicating the ballot cards provided by the county office in row A (Ballot Cards Supplied) were not correct. For the remaining 15 worksheets, this was likely the result of receiving either greater or fewer ballot cards than stated in row A and row C. This can occur due to the ballot packaging process, which weighs rather than counts the ballots, and thus, the packs of ballots could be off by $\pm 2\%$. For instance, a package of 250 could be over or under by as many as 5 ballot cards. If county staff and poll clerks count the ballot packs and not the individual ballot cards, the values in rows A and C could be incorrect and, therefore, cause Total 1 (Total Ballots Supplied) to be incorrect. Thus, these worksheets likely started with an incorrect Total 1, which then caused Line 1 to not reconcile.

Per a county election official, they do not count the individual ballot cards before sending them out to polling locations, but poll clerks are trained to count ballot cards and ensure the totals listed in rows A and C are correct. It is important to note, the county has two DS450's—a high-speed tabulation device which counts ballots at a rate of 75 ballot cards per minute—which could be used to count individual ballot cards before sending them out to

the polling locations. Having county staff count individual ballot cards and continuing to have poll clerks count individual ballot cards and correct row A and row C will likely minimize differences between the actual and stated number of ballots supplied.

For the 5 worksheets off by 60–124 ballots, the issue is primarily due to not accounting for unused hand-marked paper ballots. For example, on three of the worksheets, there were hand-marked paper ballots supplied (row B), none were used (row F), but zero or none was written for hand-marked paper ballots not used (row I). If the poll clerk had written the number of unused hand-marked paper ballots, the line would have likely reconciled. For one worksheet, the poll clerk transcribed row H (Ballot Cards Not Used) rather than Total 3 (Total Ballots Not Used) from the top of the worksheet to Line 1 at the bottom. As a result, the line did not reconcile for the exact amount of hand marked paper ballots supplied in row B. According to county election officials, since July 2023, poll clerks are trained on how to complete the ballot reconciliation worksheet with an example worksheet in small-group classes. This also includes the SEC’s training PowerPoint for poll managers and poll clerk training. Continuing this training will likely prevent the issue of not accounting for used and unused ballots as well as putting emphasis on the worksheet’s color-coding for transcribing values from the top to the bottom on the worksheet.

For the six worksheets off by 200+ ballot cards, the issues appear to be a combination of those previously mentioned:

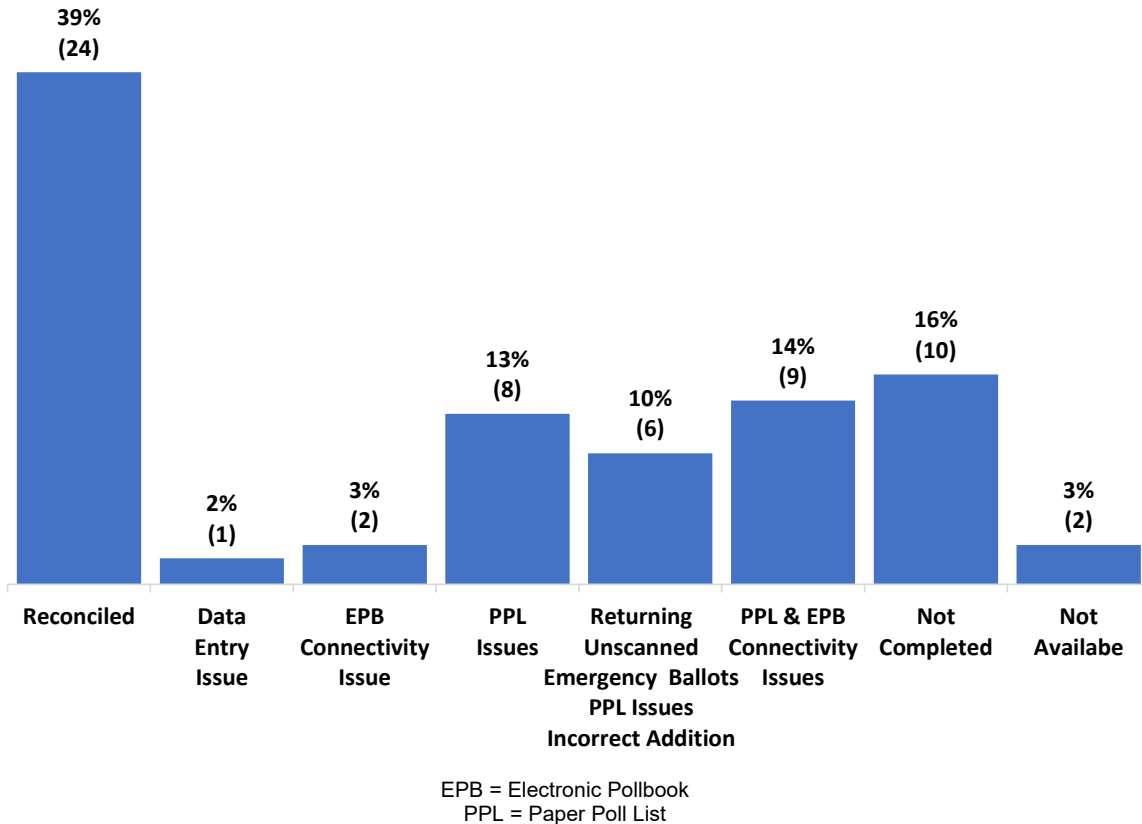
OFF BY	ISSUE DESCRIPTION
201	<ul style="list-style-type: none">• Incorrect number for ballot cards supplied (row A and row C).
250	<ul style="list-style-type: none">• Handwritten note indicating incorrect number provided in ballot cards supplied (row A and row C).
312	<ul style="list-style-type: none">• Not accounting for hand-marked paper ballots.• Handwritten note indicating error in ballot cards supplied (row A and row C).
324	<ul style="list-style-type: none">• Not accounting for unused hand-marked paper ballots.
451	<ul style="list-style-type: none">• Not adding Total 1 correctly.• Incorrect number for ballot cards supplied in row A (Ballot Cards Supplied).
594	<ul style="list-style-type: none">• Not accounting for unused hand marked paper ballots.

As previously mentioned, continuing to train poll clerks on how to complete the worksheet ensures all ballots supplied, used, and unused are accounted for. Furthermore, reviewing the worksheets through the county review process will likely resolve these reconciliation issues in the future.

Reconciliation of Line 2

For Line 2, 39% (24/62) of worksheets reconciled. Of the remaining worksheets, 42% (26/62) did not, 16% (10/62) were not completed, and 3% (2/62) were not provided. Figure 5 below provides a breakdown of Line 2.

Table 5: Reconciliation Status of Line 2



Note: Off by 1% due to rounding.

Source: Analysis of Spartanburg County's Ballot Reconciliation Worksheets,
2022 General Election

Of the 26 worksheets that did not reconcile on Line 2, the following table describes the issues that caused them not to reconcile:

# OF WORKSHEETS	MAIN ISSUE	ISSUE DESCRIPTION
1	Data Entry Issue	On this worksheet, the poll clerk did not accurately account for the number of ballots scanned (row E). This caused Total 2 (Total Ballots Used) and Line 2 to be understated by one ballot. If the data was entered correctly from the Scanner/DS200, the worksheet would have reconciled. While the county implemented a worksheet review process after the 2022 November General Election, it did not report reviewing results from the Scanner/DS200 data. Reviewing results from voting equipment during its worksheet review process and making any necessary corrections for reconciliation before certification may prevent this issue.
2	Electronic Pollbook Connectivity Issues	<p>For one worksheet, based on the November 2022 General Election turnout data—data logged by the EPB host server that shows the count of voters who were issued voting credit—the total voters checked in was overstated by three by the clerk on the worksheet. Using the turnout data, Line 2 reconciled. A similar situation occurred on the additional worksheet.</p> <p>It is important to note that EPBs can have connectivity issues at polling locations, which can, at times, cause devices to display incorrect totals for voters checked at the polling location. However, the accurate log of checked-in voters is recorded in the turnout data. It is uncertain whether the impact of these connectivity issues was known at the time of this election. Reviewing the turnout report during the worksheet review process may prevent this issue.</p>
8	Paper Poll List Issues	These worksheets likely did not reconcile due to either not using or counting signatures from the paper poll list, a paper version of the poll list used when EPBs are not available or when voters must be checked in manually. For example, on one worksheet off by seven ballots, the ballots scanned (row E) was one less than the number of voters checked in (row J). However, the worksheet also identified eight hand-marked provisional ballots were used (row F), but no number was given for voters signed in on the paper poll list (row K). Although there are instances when voters are checked in on the EPB and vote with provisional ballots, the poll clerk noted there were provisional and spoiled ballots not in the EPB. Thus, the poll clerk likely did not account for the seven voters who voted provisional ballots in row K, which caused Total 4 (Total Voters Checked In) and, subsequently, Line 2 to be off by seven ballots. A similar situation likely occurred on the seven other worksheets affected by this issue. Checking returned election materials, such as the paper poll list, during the worksheet review process may prevent these kinds of issues.
6	Returning Unscanned Emergency	For these worksheets, the poll clerk indicated on the bottom half of five worksheets that there were unscanned emergency ballots—hand-marked paper ballots used in the event the ballot-marking device is inoperable or

	Ballots, Paper Poll List Issues, Incorrect Addition	<p>otherwise unavailable—returned to the county office. If the clerk did, in fact, return unscanned ballots, then the worksheets would have reconciled.</p> <p>One of the worksheets did not reconcile for multiple reasons. The poll clerk indicated returned unscanned emergency ballots, a paper poll list issue with more voters checked in than ballots scanned and no value for paper poll list (row K), and incorrect addition for Line 2. Again, checking returned election materials, such as unscanned emergency ballots, during the worksheet review process may prevent these kinds of issues.</p>
9	Paper Poll List & Electronic Pollbook Connectivity Issues	<p>These worksheets likely did not reconcile due to issues related to both the paper poll list and the EPB. On one worksheet, a poll clerk noted an issue with the EPB and not being sure if the provisional ballots were to be added to the EPB. On another worksheet, the poll clerk noted forgetting to use the poll list. A similar situation likely occurred on the other seven worksheets affected by this issue. As stated previously, reviewing the returned election materials, such as the paper poll list and the turnout report, may prevent these types of issues.</p>
10	Not Completed	<p>Line 2 did not reconcile for ten worksheets due to the line being incomplete. For three worksheets, if the numbers provided from Total 4 (Total Voters Checked In) and row G (Spoiled Ballots Used) had been entered for Line 2, the line would have likely reconciled. For the remaining seven worksheets, six had no values entered from above to Line 2. While the remaining worksheet had numbers provided above, if transcribed, Line 2 would still not have reconciled due to the addition of the numbers provided. As previously stated, continuing to train poll clerks to complete the ballot reconciliation worksheet with emphasis on the importance of transcription and following the worksheet review process may prevent these issues.</p>

Adequately completing and reconciling the ballot reconciliation worksheets for each polling location may give greater assurance the results include all valid ballots cast.

Recommendations

1. The Spartanburg County Voter Registration and Elections Office should count individual ballot cards and ensure the totals listed in row A and row B on the ballot reconciliation worksheet are accurate.
2. The Spartanburg County Voter Registration and Elections Office should train poll clerks to count and correct the number of ballot cards supplied to ensure the totals listed in row A and row C on the ballot reconciliation worksheet are accurate.
3. The Spartanburg County Voter Registration and Elections Office, should, during poll worker training, place emphasis on the color coding of worksheets for transcription purposes.
4. The Spartanburg County Voter Registration and Elections Office should, during the worksheet review process, check and correct the worksheets prior to certification:
 - Against returned election materials, such as provisional ballot envelopes, paper poll lists, and unscanned emergency ballots.
 - Against the results from voting equipment and host server turnout data reports for voters checked in.

Appendix A: Objective, Scope, and Methodology

This report provides the results of our compliance audit of the Spartanburg County Voter Registration and Elections Office and its use of the ballot reconciliation worksheet. We conducted this audit under the provision of S.C. Code §7-3-20(D)(3). The review period for the audit was for the November 2022 General Election, and the objective was to determine whether precinct ballot reconciliation worksheets from this election were adequately completed and reconciled. To conduct this audit, we used a variety of sources of evidence, including:

- Federal and state laws.
- S.C. State Election Commission (SEC) policies and procedures.
- SEC training materials.
- Interviews with and surveys of county election officials.
- Information from South Carolina and other state agencies as well as the U.S. Election Assistance Commission.
- Contracts and information from Election Systems & Software and its vendor, Printelect.
- Ballot reconciliation worksheets.

Criteria used to evaluate compliance was based on federal and state laws and agency policies, procedures, and training material. We reviewed internal controls in several areas, including SEC policies and procedures; county policies, procedures, and practices; and agency training. Our findings are detailed in this report.

Issue for Further Review

During our examination of the ballot reconciliation worksheets, we identified a potential legal compliance issue that requires further review. Specifically, in the November 2022 General Election, several counties consolidated multiple precincts into a single polling location.

Pursuant to S.C. Code §7-7-10, while counties are authorized to establish multiple polling places within a precinct, the statute does not grant authority to consolidate multiple precincts into a single polling location. Additionally, under S.C. Code §7-13-1150, ballot reconciliation worksheets must be completed at the precinct level.

Due to time constraints, we were unable to conduct a comprehensive analysis of this issue. However, it is briefly addressed here and is the reason our analysis was conducted by polling location rather than by individual precinct.

Appendix B: Spartanburg County Comments

No comments.