2014 Town Voting District Returns Spreadsheet

Please use the attached Excel spreadsheet to electronically submit your election returns for each voting district. By law, the voting district returns are due no later than three weeks after the election (CGS § 9-322a). Please fill out the spreadsheet on your computer and return it to the Office of the Secretary of the State *by e-mail* on or before *November 25, 2014*.

The spreadsheet is pre-formatted so that it will automatically tabulate each candidate's votes for (1) each voting district and (2) the entire town.

You should customize the spreadsheet to include the name of every candidate for statewide or legislative office who appears on your ballot(s). This may mean that you have to add extra rows to accommodate candidates (e.g., minor party or write-in candidates). If this is the case, you will need to tally their votes and include the totals in the spreadsheet.

Helpful Hints

➤ **District names**: If your voting districts or precincts have names other than "District 1," "District 2," etc, type the correct names in the top row, in place of the current district names.

➤ **Additional candidates**: You can add more rows to accommodate additional minor party or write-in candidates. In this case, you will need to add a formula to tabulate the candidate's votes for (1) each voting district and (2) the entire town.

➤ **Machine/Polling Place Ballots**: Include:
  1. Regular ballots that go through the tabulator
  2. Ballots in the auxiliary bin
  3. Write-in votes (other than those voted by absentee ballot)

➤ **Absentee Ballots:** Include:
  1. Absentee ballots that are hand counted or that go through the tabulator
  2. Military and overseas ballots
  3. Federal Write-In Absentee Ballots (FWABs)

➤ **Unknown Votes:** For cross-endorsed candidates, make sure to:
  1. Use the SOTS widget (http://staging.pcctg.com/ctvoter/index.htm)
  2. Add allocated votes to the appropriate party

➤ **Central Count Absentee Balloting:**
  1. Absentee ballots that are counted at a central location must nonetheless be reported by district
  2. Do not add an extra column to report one town-wide, central count absentee total per candidate