

# TOP 5 AUDIT ISSUES

Below are the most common mistakes made when filing reports that result in audit issues. They can be avoided by using the State Board of Elections FREE software. Click [HERE](#) to download.

1

## Math Errors

The software uses a database to generate reports, so there is no need to mess with paper reports and spend extra time with calculations. The software does it for you, cutting down on the chance of error.

2

## Election Sums

Election sums are one of the hardest things to calculate by hand. Even auditors use spreadsheets to make sure they are correct. The software maintains all contributors to the campaign, so you never have to refer back.

3

## Coverage Dates

If the coverage dates are wrong on hand-written reports, correcting the dates and amending the reports can take hours. With the software, just change the dates in the report information and a new report is ready on the spot.

4

## Missing Info

All forms have required information. If missing, the report must be returned for amendments. The software highlights the required fields so you don't have to guess.

5

## Missing Pages

You will never have to wonder which pages you need to include in your report. Whatever transactions you have entered in the software, the corresponding forms are generated.\*

\*Some reporting forms, such as forgiven loans and loan proceeds statements are not automatically generated. Those forms and their instructions are located at [www.NCSBE.gov](http://www.NCSBE.gov).