



**DEMOCRATIC POLITICAL PARTY
WARREN COUNTY**

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2001



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO



STATE OF OHIO
OFFICE OF THE AUDITOR

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REPORT OF INDEPENDENT ACCOUNTANTS ON APPLYING AGREED-UPON PROCEDURES

Democratic Party Executive Committee
Warren County
233 W. Lytle Five Points Road
Springboro, Ohio 45066

We have performed the procedures enumerated below, which were agreed to by the Warren County Democratic Executive Committee, solely to assist the Committee in evaluating its compliance with Sections 3517.17 and 3517.18 of the Ohio Revised Code for the year ended December 31, 2001. Management is responsible for the Committee's compliance with those requirements. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements. The sufficiency of the procedures is solely the responsibility of the Executive Committee. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Cash Receipts

1. We confirmed the Ohio Political Party Fund receipts with the State of Ohio and agreed them to amounts shown on the attached Political Party Fund Finance Report. We found no exceptions.

Cash Reconciliation

1. We compared the sum of the cash balances recorded on the attached Committee's Ohio Campaign Finance Report with the cash balances reconciled by Earl Sizemore, Treasurer for the Democratic Executive Committee as of December 31, 2001. The sums agreed.
2. We recomputed the mathematical accuracy of the reconciliation. We found no computational errors.
3. We agreed bank balances on the reconciliation with month end bank statements. The balances agreed.

Cash Disbursements

1. We confirmed the mathematical accuracy of the cash disbursement listing and compared the listing totals to the disbursement totals on the attached Ohio Campaign Finance Report. The amounts agreed.
2. We selected all disbursement transactions and traced the payee and amount to source documentation such as invoices and canceled checks. We determined that selected checks correspond to the names on the invoice and that the checks were signed by the authorized signatories and endorsed by the payee. We determined that the payees and amounts recorded in the cash disbursement journal agreed to the payees and amounts on the canceled checks.
3. We compared the signatures on the check to a list of authorized signatories the Committee provided to us. We compared the endorsement to the payee listed on the check. The signatories on all checks were approved signatories.

Democratic Party Executive Committee
Warren County
Report of Independent Accountants on
Applying Agreed-Upon Procedures
Page 2

4. We compared the purpose for the disbursement with the allowable uses described in Section 3517.18 of the Ohio Revised Code. We found no exceptions.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on compliance of the political party fund finance report which is attached to this report. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of the Executive Committee and is not intended to be and should not be used by anyone else.

Jim Petro
Auditor of State

February 14, 2002

DEMOCRATIC POLITICAL PARTY
WARREN COUNTY

OHIO CAMPAIGN FINANCE REPORT
FOR THE YEAR ENDED DECEMBER 31, 2001 (UNAUDITED)

Beginning Balance, January 1, 2001		\$ <u>526</u>
Receipts:		
State Distribution	<u>1,511</u>	
Total Receipts		<u>1,511</u>
Disbursements:		
Donation	<u>215</u>	
Total Disbursements		<u>215</u>
Ending Balance, December 31, 2001		\$ <u><u>1,822</u></u>

See Report of Independent Accountants on Applying Agreed-Upon Procedures.



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OFFICE OF THE AUDITOR

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DEMOCRATIC PARTY

WARREN COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
MARCH 19, 2002**