



**Auditor of State
Betty Montgomery**



Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Democratic Party Executive Committee
Shelby County
840 N. Knoop-Johnston Road
Sidney, Ohio 45365

We have performed the procedures enumerated below, which were agreed to by the 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, 2002. 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

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

Cash Reconciliation

1. We compared the sum of the cash balances recorded on the Shelby County Democratic Party's Ohio Campaign Finance Report with the cash balances reconciled by Michael R. Becker, Treasurer, for the Shelby County Democratic Party as of December 31, 2002. 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.
4. We agreed reconciling items on that reconciliation to canceled checks, deposit slips or other documentation. We determined that the dates on those documents support that those items were proper reconciling items at December 31, 2002.

Cash Disbursements

1. We footed the check ledger and compared the listing totals to the disbursement totals on the Shelby County Democratic Party's Ohio Campaign Finance report. The amounts agreed.
2. We traced all recorded disbursements to source documentation such as invoices and canceled checks. We also determined that checks corresponded to the names on the invoices. The payees and amounts recorded in the check ledger agreed to the payees and amounts on the canceled checks.
3. We compared the signature on the check to the authorized signatories the Committee provided to us. We compared the endorsement to the payee listed on the check. The signatory on all checks we selected was an approved signatory.

Democratic Party Executive Committee
Shelby County
Independent Accountants' Report on Applying Agreed Upon Procedures

Cash Disbursements (cont.)

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.

Payroll Disbursements

No payroll disbursement transactions were noted.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the Ohio Campaign 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.



Betty Montgomery
Auditor of State

March 18, 2003

**DEMOCRATIC POLITICAL PARTY
SHELBY COUNTY**

**OHIO CAMPAIGN FINANCE REPORT
FOR THE YEAR ENDED DECEMBER 31, 2002 (UNAUDITED)**

BEGINNING BALANCE, JANUARY 1, 2002		\$ 239
RECEIPTS:		
STATE DISTRIBUTION	<u>304</u>	
TOTAL RECEIPTS		<u>304</u>
DISBURSEMENTS:		
POSTAGE	<u>310</u>	
TOTAL DISBURSEMENTS		<u>310</u>
ENDING BALANCE, DECEMBER 31, 2002		<u>\$ 233</u>

(See Independent Accountant's Report on Applying Agreed Upon Procedures.)



**Auditor of State
Betty Montgomery**

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DEMOCRATIC PARTY

SHELBY 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
MAY 8, 2003**