



**Auditor of State
Betty Montgomery**



Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Democratic Executive Committee
Greene County
4279 Alleghany Trail
Jamestown, Ohio 45335

To the Executive Committee:

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, 2003. 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 one exception:

Warrant Not Received

Revenue on the Ohio Campaign Finance Report did not agree to the state's listing from the Ohio Political Party Fund, as it was found that a warrant dated October 14, 2003 for \$292.47 had not been received. The Treasurer of the Democratic Executive Committee should take action to account for this warrant. The Democratic Party should monitor receipts to this fund to provide for the full accounting of all quarterly distributions.

Cash Reconciliation

1. We compared the sum of the cash balances recorded on the Committee's Ohio Campaign Finance Report with the cash balances reconciled by Anne Gerard, Treasurer for the Democratic Executive Committee as of December 31, 2003. 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 footed the cash disbursement listing on the Ohio Campaign Finance Report and compared the listing totals to the disbursement totals on the political party fund finance report. The amounts agreed.
2. We reviewed all disbursements and traced the payee and amounts to source documentation such as invoices and canceled checks. We also compared the payees on the checks to the names on the invoices. The payees and amounts recorded in the cash checking account ledger agreed to the payees and amounts on the canceled checks.
3. We compared the signature on the check to the list dated January 1, 2003, through December 31, 2003 of authorized signatories the Committee provided to us. We compared the endorsement to the payee listed on the check. The signatory on all checks we reviewed was an approved signatory.
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 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

February 24, 2004

EXHIBIT A

**DEMOCRATIC POLITICAL PARTY
GREENE COUNTY**

**OHIO CAMPAIGN FINANCE REPORT
FOR THE YEAR ENDED DECEMBER 31, 2003 (UNAUDITED)**

BEGINNING BALANCE, JANUARY 1, 2003		\$667
RECEIPTS:		
STATE DISTRIBUTION	<u>1,813</u>	
TOTAL RECEIPTS		1,813
DISBURSEMENTS:		
COMPUTER SUPPORT SERVICES	745	
TELEPHONE CHARGES	559	
MISCELLANEOUS	<u>103</u>	
TOTAL DISBURSEMENTS		<u>(1,407)</u>
ENDING BALANCE, DECEMBER 31, 2003		<u>\$1,073</u>

(See Independent Accountants' Report on Applying Agreed-Upon Procedures)

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DEMOCRATIC PARTY

GREENE 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
APRIL 1, 2004**