



**Auditor of State
Betty Montgomery**

**DEMOCRATIC PARTY
OTTAWA COUNTY**

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**Auditor of State
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES**

Democratic Executive Committee
Ottawa County
3611 W. Oak Harbor Southeast Rd.
Port Clinton, Ohio 43452-9540

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

Cash Reconciliation

- We compared the sum of the cash balances recorded on the Committee's Ohio Campaign Finance Report with the cash balances reconciled by Committee Treasurer for the Democratic Party as of December 31, 2003. The sums agreed.
- We recomputed the mathematical accuracy of the reconciliation. We found no computational errors.

Cash Reconciliation (Continued)

- We agreed bank balances on the reconciliation with month end bank statements. The balances agreed.
- We reviewed the cash reconciliation for reconciling items such as canceled checks, deposit slips, or other such items. There were no reconciling items at December 31, 2003.

Cash Disbursements

- We footed the cash disbursement listing and compared the listing totals to the disbursement totals on the Committee's Ohio Campaign Finance Report. The amounts agreed.
- We selected all disbursement transactions, and traced the payee and amount 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 disbursement journal agreed to the payees and amounts on the canceled checks. We found no exceptions.
- We compared the signature on the check to the authorized signatory 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.
- We compared the purpose for the disbursement with the allowable uses described in § 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 Committee's 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 17, 2004

**DEMOCRATIC PARTY
OTTAWA COUNTY**

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

Beginning Balance, January 1, 2003	\$72
Receipts:	
State Distribution	624
Disbursements:	
Fair Booth Rent	<u>363</u>
Ending Balance, December 31, 2003	<u><u>\$333</u></u>

See Independent Accountant's Report

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**Auditor of State
Betty Montgomery**

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DEMOCRATIC PARTY

OTTAWA 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 30, 2004**