



**DEMOCRATIC PARTY  
SENECA COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEAR ENDED DECEMBER 31, 2006**



**Mary Taylor, CPA**  
Auditor of State



**DEMOCRATIC PARTY  
SENECA COUNTY**

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Report of Independent Accountants' on Applying Agreed-Upon Procedures.....	1

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# Mary Taylor, CPA

## Auditor of State

### REPORT OF INDEPENDENT ACCOUNTANTS' ON APPLYING AGREED-UPON PROCEDURES

Secretary of State of Ohio  
Democratic Executive Committee  
Seneca County  
311 Bannister St.  
Fostoria, Ohio 44830

We have performed the procedures enumerated below, to which the Democratic Executive Committee (the Committee) agreed, solely to assist the Committee in evaluating its compliance with certain requirements included in Ohio Rev. Code Sections 3517.1012, 3517.13(X)(1), 2(b), (3)(a), and (4), 3517.17, and 3517.18, for the year ended December 31, 2006. The Committee is responsible for complying with these 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 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 inquired of the Committee whether they deposited all gifts from corporations, labor organizations and all gifts restricted to operations into the same fund into which they deposit amounts received from the State Tax Commissioner. Management informed us they received no such gifts.
2. We requested copies of each *Statement of Political Party Restricted Fund Deposits*. Ohio Rev. Code Section 3517.17 requires (Deposit Form 31-CC) be filed for 2006. The Committee did not file the required Deposit Form 31-CC, but rather filed the *Statement of Other Income* (Form 31-A-2) and *Statement of Contributions Received* (Form 31-A). We footed the statements filed for 2006. We noted no computational errors.
3. We compared bank deposits reflected in the 2006 restricted fund bank statements to total deposits recorded in Deposit Forms 31-A-2 and 31-A filed for 2006. We found no exceptions.
4. We confirmed amounts received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A), and agreed them to amounts shown on Deposit Forms 31-A-2 and 31-A filed for 2006. We found no exceptions.

### **Cash Receipts – (Continued)**

5. We scanned other recorded receipts for evidence that a corporation or labor organization may have exceeded the \$10,000 annual gift limit Ohio Rev. Code 3517(X)(3)(a) imposes. We found no evidence that any corporation or labor organization exceeded this limit.

### **Cash Reconciliation**

1. We recomputed the mathematical accuracy of the December 31, 2006, reconciliation for the bank account used for receipts and disbursements restricted pursuant to Ohio Rev. Code Section 3517.1012(A). We found no computational errors.
2. We agreed the balance on the records to the bank statement balance as of December 31, 2006. The balances agreed.

### **Cash Disbursements**

1. We requested copies of each *Statement of Political Party Restricted Fund Disbursements*. Ohio Rev. Code Section 3517.17 requires (Disbursement Form 31-M) be filed for 2006. The Committee did not file the required Form 31-M, but rather filed the *Statement of Expenditures* (Form 31-B). We footed the *Statement of Expenditures* (Form 31-B) filed for 2006. We noted no computational errors.
2. We scanned Disbursement Form 31-B and inquired of management whether they transferred any cash from the restricted fund to any other political party account into which contributions may be made or from which contributions or expenditures may be made. We found no evidence of prohibited transfers.
3. We compared the amounts on checks or other disbursements reflected in the 2006 restricted fund bank statements to disbursement amounts reported on Disbursement Forms 31-B filed for 2006. We found no exceptions.
4. For each disbursement on Disbursement Forms 31-B filed for 2006, we traced the payee and amount to payee invoices and to the payee's name on canceled checks. The payees and amounts recorded on Disbursement Forms 31-B agreed to the payees and amounts on the canceled checks and invoices.
5. We scanned the payee's disbursements for evidence representing a contribution or campaign-related disbursement, both of which Ohio Rev. Code 3517(X)(2)(b) prohibit. We found no evidence that any restricted fund disbursements represented contributions or campaign-related disbursements.
6. We compared the signature on 2006 checks to the list dated June 19, 2006 of authorized signatories the Committee provided to us. The signatory on all checks was an approved signatory. We compared the endorsement to the payee listed on the check without exception.

**Cash Disbursements – (Continued)**

7. We scanned each restricted fund disbursement recorded on Form 31-B for evidence that it represented a transfer from the restricted fund to any other state or county political party, which Ohio Rev. Code 3517(X)(4) prohibits. We found no evidence of any transfers.
8. We compared the purpose of each disbursement listed on Disbursement Forms 31-B, filed for 2006, to the purpose listed on the vendor invoice and to the purposes Ohio Rev. Code Section 3517.18 permits. We found no instances where the purpose described on the invoice violated the restrictions of Ohio Rev. Code Section 3517.18.

We were not engaged to, and did not examine each *Statement of Political Party Restricted Fund Deposits* and *Statement of Political Party Restricted Fund Disbursements* filed for 2006, the objective of which would have been to opine on compliance. Accordingly, we do not express 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 Secretary of State of Ohio and for the Democratic Executive Committee and is not intended to be and should not be used by anyone else.



**MARY TAYLOR, CPA**  
Auditor of State

February 21, 2007







Mary Taylor, CPA  
Auditor of State

**DEMOCRATIC PARTY**

**SENECA 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 15, 2007**