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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Secretary of State of Ohio
Democratic Executive Committee
Auglaize County
218 Eastown Drive Apt 201
Wapakoneta, Ohio 45895

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, 2010. 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 and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. 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 scanned the Committee's 2010 bank statement print-out and noted it did not reflect four quarterly payments received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A).

The OMB requires that entities submit an IRS Form W-9 in order to receive payment. Per inquiry with the Treasurer, Lynn Burke, on March 11, 2011, the Committee has not filed the required W-9 form.

The Committee should contact the Office of Budget and Management (OBM) and follow up on the filing of the W-9 form or take other action to receive the January, April, July and October 2010 payments.

3. We scanned other recorded 2010 receipts for evidence that a corporation or labor organization may have exceeded the \$10,000 annual gift limit Ohio Rev. Code 3517.13(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, 2010 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.

Cash Reconciliation (Continued)

2. We agreed the bank balance on the reconciliation to the bank statement balance as of December 31, 2010. The balances did not agree. The bank statement balance was \$1,231.55 and the balance per the check register and the Finance Report was \$1,277.55. This variance of \$46 is the result of a transaction in the check register being reported as both a disbursement and a deposit. However, the bank statement only reflected this transaction as a transfer out of the restricted fund account into the unrestricted fund savings account.

If this money should be part of the restricted account it should be transferred back from the savings account. If the money should not be returned to the restricted account an adjustment should be made to the check register to correct this variance.

Cash Disbursements

1. We footed each *Statement of Expenditures* Ohio Rev. Code Section 3517.10 requires (Form 31-B), filed for 2010. We noted no computational errors.

Ohio Rev. Code Section 3517.17(A)(2) states that a political party shall file disbursement statements as required by division (B) of section 3517.1012 of the Revised Code. Ohio Rev. Code Section 3517.10(C)(6)(b) states the Secretary of State shall prescribe the form for all statements required to be filed under this section. Pursuant to Ohio Revised Code Sections 3517.18 and 3517.1012 the Committee is required to use the *Statement of Political Party Restricted Fund Disbursements* Form (Deposit Form 31-M) to report all expenditures.

The Committee should use the *Statement of Political Party Restricted Fund Disbursements* Form (Deposit Form 31-M) to report expenditures from the restricted fund.

2. Per Ohio Rev. Code 3517.13(X)(1), we scanned Form 31-B filed for 2010 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 noted that \$46 was transferred out of the restricted fund into the savings fund.
3. We compared the amounts on checks or other disbursements reflected in 2010 restricted fund bank statement print-out to disbursement amounts reported on Form 31-B filed for 2010. We found no discrepancies.
4. For each disbursement on Form 31-B filed for 2010, 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 for each 2010 disbursement for evidence that it might represent a contribution or campaign-related disbursement, both of which Ohio Rev. Code 3517.13(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 2010 checks to the list dated July 8, 2008 or the list dated July 28, 2010 of authorized signatories the Committee provided to us. The signatory on all checks we selected was an approved signatory. We compared the endorsement to the payee listed on the check without exception.
7. We scanned each 2010 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 3517.13(X)(4) prohibits. We found no evidence of any transfers.

Cash Disbursements (Continued)

8. We compared the purpose of each disbursement listed on 2010 Disbursement Forms 31-B 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 2010, 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.



Dave Yost
Auditor of State

April 15, 2011

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AUGLAIZE COUNTY DEMOCRATIC PARTY

AUGLAIZE 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 24, 2011**