



Dave Yost • Auditor of State





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

Secretary of State of Ohio  
Republican Executive Committee  
Hancock County  
P.O. Box 1544  
Findlay, Ohio 45839-1544

We have performed the procedures enumerated below, to which the Hancock County Republican Executive Committee, Hancock County, Ohio (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, 2011. 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 footed each *Statement of Political Party Restricted Fund Deposits* Ohio Rev. Code Section 3517.17 requires (Deposit Form 31-CC), filed for 2011. We noted no computational errors.
3. We compared bank deposits reflected in 2011 restricted fund bank statements to total deposits recorded in Deposit Forms 31-CC filed for 2011. The bank deposit amounts agreed to the deposits recorded in the Forms.
4. We scanned the Committee's 2011 bank statements and noted they reflected four quarterly payments received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A). The Deposit Forms 31-CC reported the sum of these four payments without exception.
5. We scanned other recorded 2011 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, 2011 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 bank balance on the reconciliation to the bank statement balance as of December 31, 2011. The balances agreed.
3. There were no reconciling items as of December 31, 2011.

### **Cash Disbursements**

1. We requested each *Statement of Political Party Restricted Fund Disbursements* Ohio Rev. Code Section 3517.17 requires (Disbursement Form 31-M), filed for 2011. The Committee did not file Form 31-M, rather, they filed Form 31-B, *Statement of Expenditures*. We footed the Form 31-B filed for 2011. We noted no computational errors. We recommend the Committee file the correct Form 31-M.
2. Per Ohio Rev. Code 3517.13(X)(1), we scanned Disbursement Form 31-B filed for 2011 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 amount on the check reflected in 2011 restricted fund bank statements to disbursement amounts reported on Disbursement Form 31-B filed for 2011. We found no discrepancies.
4. For the disbursement on Disbursement Form 31-B filed for 2011, we traced the payee and amount to the canceled check. The payee and amount recorded on Disbursement Form 31-B agreed to the payee and amount on the canceled check. We requested the invoice related to the payment and were informed there was no invoice, therefore we were unable to trace the payment to the invoice. We recommend the Fiscal Officer obtain an invoice or written documentation as support for all expenditures in the future.
5. We scanned the payee for the 2011 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 the restricted fund disbursement represented a contribution or campaign-related disbursement.
6. We compared the signature on the 2011 check to the list dated April 25, 2011, of authorized signatories the Committee provided to us. The signatory on the check we selected was an approved signatory. We were unable to compare the endorsement to the payee listed on the check because the Committee only receives copies of the fronts of canceled checks. We recommend the Committee request from their financial institution copies of both the fronts and backs of all canceled checks.
7. We scanned the 2011 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 the disbursement listed on 2011 Disbursement Form 31-B to the purpose listed on the check and in the check register and to the purposes Ohio Rev. Code Section 3517.18 permits. We found no instances where the purpose described on the check and in the check register violated the restrictions of Ohio Rev. Code Section 3517.18.

**Officials' Response:**

We did not receive a response from Officials to the exceptions reported above.

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 2011, 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 Republican Executive Committee and is not intended to be and should not be used by anyone else.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State

April 10, 2012

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**HANCOCK REPUBLICAN PARTY**

**HANCOCK 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 26, 2012**