



**DEMOCRATIC POLITICAL PARTY
ERIE COUNTY**

AGREED UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

TABLE OF CONTENTS

TITLE	PAGE
Report of Independent Accountants	1
Ohio Campaign Finance Report (Exhibit A)	3

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REPORT OF INDEPENDENT ACCOUNTANTS

Democratic Political Party
Erie County
5708 Schenk Road
Sandusky, Ohio 44870-9313

To the Democratic Executive Committee:

We have performed the procedures enumerated below, which were agreed to by Deborah McDowell, Treasurer, solely to comply with the requirements of § 3517.17 of the Ohio Revised Code. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. 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.

The procedures and associated findings are as follows:

Cash Receipts

1. We confirmed the Ohio Political Party Fund receipts with the State of Ohio and agreed to amounts shown on the Ohio Campaign Finance Report.

We found no exceptions as a result of our procedures.

Cash Reconciliation

2. We compared the sum of the cash balances recorded on the Democratic Party's Ohio Campaign Finance Report with cash balances recorded on the bank reconciliation for the Democratic Party as of December 31, 1999. We recomputed the mathematical accuracy of the reconciliation.

We also agreed reconciling items appearing on that reconciliation to canceled checks, deposit slips, or to other documentation. We determined that the dates on those documents support that those items were proper reconciling items at December 31, 1999.

We found no exceptions as a result of the procedures.

Cash Disbursements

3. We confirmed the mathematical accuracy of the cash disbursement listing and compared the listing totals to the disbursement totals on the political party fund finance report.
4. We traced selected recorded disbursements to source documentation such as invoices and canceled checks. We also determined that the checks corresponded to the names on the invoices and that the checks were signed by authorized signatories and endorsed by the payee.
5. We vouched selected disbursement transactions for compliance with § 3517.18 of the Ohio Revised Code.
6. One instance was noted in which the related supporting documentation could not be located. The Treasurer should ensure adequate supporting documentation is obtained prior to payment in order to verify the allowability of the expenditure.
7. During our testing of expenditures, it was noted that the political party did not have copies of the back of checks written. The bank only gives copies of the front of checks. As a result we could not perform the agreed upon procedure to check for the endorsement by the payee. The Treasurer should require the bank to provide both sides of checks when they are microfilmed.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the political party fund finance report which is attached as Exhibit A. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the specified users listed above and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Jim Petro
Auditor of State

March 15, 2000

Exhibit A

OHIO CAMPAIGN FINANCE REPORT
FOR THE YEAR ENDED DECEMBER 31, 1999 (UNAUDITED)

Beginning Balance, January 1, 1999		\$ 698
Receipts:		
State Distribution	<u>1,178</u>	
Total Receipts		<u>1,178</u>
Disbursements:		
Supplies/Postage/Finance Charges	<u>1721</u>	
Total Disbursements		<u>1721</u>
Ending Balance, December 31, 1999		<u><u>\$ 155</u></u>

See Report of Independent Accountants



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OFFICE OF THE AUDITOR

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DEMOCRATIC PARTY

ERIE 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 11, 2000**