



**Auditor of State
Betty Montgomery**



Auditor of State Betty Montgomery

REPORT OF INDEPENDENT ACCOUNTANTS ON APPLYING AGREED-UPON PROCEDURES

Ohio Democratic Party
271 E State Street
Columbus, Ohio 43215

We have performed the procedures enumerated below, to which the Ohio Democratic Party (the Party) agreed, solely to assist the Party in evaluating its compliance with Ohio Rev. Code Sections 3517.1012, 3517.17, and 3517.18, for the year ended December 31, 2005. The Party 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 Party. 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 with management to determine whether they deposit all gifts/only gifts from corporations and labor organizations into the same fund used to deposit amounts received from the State Tax Commissioner. Management informed us they received no such gifts during 2005.
2. We footed each *Statement of Political Party Restricted Fund Deposits* Ohio Rev. Code Section 3517.17 requires filed for 2005, and agreed the total deposits to the Ohio Campaign Finance Report (OCFR, Form 30-A). The deposits were to be reported on Deposit Form 31-CC; however, due to a software issue on the Secretary of State's web site, the report was actually processed on Form 31-A.. We noted no computational errors.
3. We compared bank deposits reflected in 2005 Restricted Fund bank statements to total deposits recorded on the Deposit Form 31-A filed in 2005 (Note: Form 31-CC was not used – see explanation in #2 above). We found no exceptions.
4. We confirmed amounts received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A), with the State of Ohio and agreed them to amounts shown on Deposit Forms 31-A (Note: Form 31-CC was not used – see explanation in #2 above). We found no exceptions.
5. Ohio Rev. Code 3517.1012 requires the Party to file Form 31-A electronically with the Secretary of State when the Party receives gifts from corporations or labor organizations. We viewed Form 31-A submitted for 2005 on the Secretary of State's website (Note: Form 31-CC was not used – see explanation in #2 above).

Cash Reconciliation

1. We recomputed the mathematical accuracy of the December 31, 2005 reconciliation for the bank account(s) 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, 2005. The balances agreed.
3. We agreed the book balance on the reconciliation to the Party's internal ledger and the OCFR (Form 30-A) as of December 31, 2005. The balances agreed.
4. We agreed reconciling items appearing on the reconciliation to canceled checks, deposit slips, or other appropriate documentation, without exception. We determined the dates recorded on those documents support that those items were proper reconciling items as of December 31, 2005.

Cash Disbursements

1. We footed each *Statement of Political Party Restricted Fund Disbursements* Ohio Rev. Code Section 3517.17 requires (Disbursement Form 31-M), filed for 2005, and agreed the total disbursements to the OCFR (Form 30-A). We noted no computational errors.
2. Using nonstatistical sampling, we selected 20 checks or other disbursements reflected in the 2005 Restricted Fund bank statement(s) and compared the amounts to the disbursement amounts reported on Disbursement Forms 31-M filed for 2005. We found no exceptions.
3. Using nonstatistical sampling, we selected 20 disbursements on Disbursement Form 31-M, and traced the payee and amount to payee invoices and canceled checks. The payees and amounts recorded on Disbursement Forms 31-M agreed to the payees and amounts on the canceled checks and invoices.
4. For the items selected in step 3, we compared the signature on the canceled check to the list of authorized signatories the Party 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.
5. For the items selected in step 3, we compared the purpose of the disbursements to the purpose listed on the vendor invoice and to the purposes permitted by Ohio Rev. Code Section 3517.18. We found no instances where the purpose described on the invoice was inconsistent with the purposes Ohio Rev. Code 3517.18 permits.
6. Ohio Rev. Code 3517.1012 requires the Party to file Forms 31-M electronically with the Secretary of State when the Party receives gifts from corporations or labor organizations. We viewed Forms 31-M submitted for 2005 on the Secretary of State's website.

We were not engaged to, and did not perform an examination, the objective of which would be to express an opinion on compliance for each *Statement of Political Party Restricted Fund Deposits* and *Statement of Political Party Restricted Fund Disbursements* filed for 2005. 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 Ohio Democratic Party and is not intended to be and should not be used by anyone else.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

June 6, 2006



**Auditor of State
Betty Montgomery**

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OHIO DEMOCRATIC PARTY

FRANKLIN 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
JULY 11, 2006**