



Mary Taylor, CPA
Auditor of State

**DEMOCRATIC PARTY
MUSKINGUM COUNTY**

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Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Secretary of State of Ohio
Democratic Party Executive Committee
Muskingum County
12295 Parks Road
New Concord, Ohio 43762

We have performed the procedures enumerated below, to which the Democratic Party 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, 2008. 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. They informed us they did use this fund for all such gifts.
2. We footed the *Statement of Political Party Restricted Fund Deposits* Ohio Rev. Code Section 3517.17 requires (Deposit Form 31-CC) and the *Statement of Contributions Received* (Form 31-A) filed for 2008. We noted no computational errors.
3. We compared bank deposits reflected in 2008 restricted fund bank statements to total deposits recorded in Deposit Form 31-CC and Form 31-A filed for 2008. The bank deposit amounts agreed to the deposits recorded in the Form.
4. We scanned the Committee's 2008 bank statements and noted they reflected three of the four quarterly payments received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A). The first distribution in the amount of \$4.80 was not noted as being deposited. Per inquiry of the State Department of Taxation, this check was voided and will be reissued once the Party completes a Claim for Reissuance. The Deposit Form 31-CC reported the sum of the other three payments without exception. Donations ranging from \$100 to \$200 were received from a few individuals but had no supporting documentation. We recommend the Treasurer request and maintain supporting documentation for all donations.
5. We scanned other recorded 2008 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. Utilizing the Committee's check register, we re-performed the December 31, 2008 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 check register and reconciliation to the bank statement balance as of December 31, 2008. The balances agreed.
3. We agreed reconciling items to canceled checks. We determined that the date on the canceled check supports that those items were proper reconciling items and were recorded in the proper amount on the check register and Forms 30-A and 31-B as of December 31, 2008.

Cash Disbursements

1. We footed the *Statement of Expenditures* (Form 31-B) filed for 2008, since the Committee did not prepare and file the *Statement of Political Party Restricted Fund Disbursements* Ohio Rev. Code Section 3517.17 requires (Disbursement Form 31-M). We noted no computational errors.
2. Per Ohio Rev. Code 3517.13(X)(1), we scanned the Form 31-B filed for 2008 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 2008 restricted fund bank statements to disbursement amounts reported on Disbursement Form 31-B filed for 2008. We found no discrepancies.
4. For each disbursement on Disbursement Form 31-B filed for 2008, we traced the payee and amount to payee invoices and to the payee's name on canceled checks. There were 27 disbursements made during 2008. We noted that there was no supporting documentation to support two expenditures for telephone services. We recommend the Committee maintain supporting documentation for all disbursements. Documentation was on file to support check amounts and payees for the remaining 25 disbursements. The payees and amounts recorded on Disbursement Form 31-B agreed to the payees and amounts on the canceled checks and invoices.
5. We scanned the payee for each 2008 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. The signatory on all checks was an approved signatory.
7. We scanned each 2008 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 2008 Disbursement Form 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.

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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 2008, 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 Party Executive Committee and is not intended to be and should not be used by anyone else.

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

Mary Taylor, CPA
Auditor of State

March 20, 2009



Mary Taylor, CPA
Auditor of State

MUSKINGUM DEMOCRATIC PARTY

MUSKINGUM 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 14, 2009**