



**DEMOCRATIC PARTY
HIGHLAND COUNTY**

AGREED UPON PROCEDURES

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

250 West Court Street
Suite 150 E
Cincinnati, Ohio 45202
Telephone 513-361-8550
800-368-7419
Facsimile 513-361-8577
www.auditor.state.oh.us

INDEPENDENT ACCOUNTANTS' REPORT

Democratic Political Party
Highland County
5688 SR 753
Hillsboro, Ohio 45133

To the Executive Committee:

We have performed the procedures enumerated below, which were agreed to by the Treasurer, solely to comply with the requirements of Section 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 Political Party Public Funds Report.

We found no exceptions as a result of our procedures.

Cash Reconciliation

1. We compared the sum of the cash balances recorded on the Highland County Democratic Party's Political Party Public Funds Report with cash balances recorded on the bank reconciliations for the Highland County Democratic Party as of December 31, 2000 and 1999. We recomputed the mathematical accuracy of the reconciliation.

We also agreed reconciling items appearing on the reconciliations 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, 2000 and 1999.

We found no exceptions as a result of the procedures.

Cash Disbursements

1. 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.
2. 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.

3. We vouched selected disbursement transactions for compliance with Section 3517.18 of the Ohio Revised Code.

We noted one expenditure (each) for 2000 and 1999 to the Ohio Democratic Party.

Payroll Disbursements

1. We compared all personnel positions paid with Ohio Political Party Fund monies with those allowable under Section 3517.18 of the Ohio Revised Code.

We found that there were no personnel paid with Ohio Political Party Fund monies.

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 reports which are attached as Exhibits A and B. 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 of the sufficiency of the procedures for their purposes.

Jim Petro
Auditor of State

February 15, 2001

Exhibit 1

DEMOCRATIC POLITICAL PARTY
HIGHLAND COUNTY

POLITICAL PARTY PUBLIC FUNDS REPORT
FOR THE YEAR ENDED DECEMBER 31, 2000 (UNAUDITED)

Beginning Balance, January 1, 2000		\$ 884
Receipts:		
State Distribution	<u>245</u>	
Total Receipts		<u>245</u>
Disbursements:		
Other	<u>628</u>	
Total Disbursements		<u>628</u>
Ending Balance, December 31, 2000		\$ <u>501</u>

(See Independent Accountants' Report)

Exhibit 2

DEMOCRATIC POLITICAL PARTY
HIGHLAND COUNTY

POLITICAL PARTY PUBLIC FUNDS REPORT
FOR THE YEAR ENDED DECEMBER 31, 1999 (UNAUDITED)

Beginning Balance, January 1, 1999		\$ 1,120
Receipts:		
State Distribution	<u>264</u>	
Total Receipts		<u>264</u>
Disbursements:		
Other	<u>500</u>	
Total Disbursements		<u>500</u>
Ending Balance, December 31, 1999		\$ <u>884</u>

(See Independent Accountants' Report)



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JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

DEMOCRATIC POLITICAL PARTY

HIGHLAND 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 3, 2001**