



**Auditor of State  
Betty Montgomery**



**OHIO REPUBLICAN PARTY  
FRANKLIN COUNTY**

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
Independent Accountants' Report .....	1
Political Party Fund Finance Report .....	4

**This Page is Intentionally Left Blank.**



## **Auditor of State Betty Montgomery**

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

Ohio Republican Party  
211 S Fifth Street  
Columbus, Ohio 43215

We have performed the procedures enumerated below, which were agreed to by the Ohio Republican Party, solely to assist the Party in evaluating its compliance with Sections 3517.17 and 3517.18 of the Ohio Revised Code for the year ended December 31, 2004. Management is responsible for the Party's compliance with those 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**

We confirmed Ohio Political Party Fund receipts with the State of Ohio and agreed them to the amounts on the Political Party Fund Finance Report (PPFFR) and Ohio Campaign Finance Report (OCFR).

We found no exceptions as a result of our procedures.

#### **Bank Reconciliation**

1. We compared the sum of the PPFFR and OCFR cash balance as of 12/31/04 with cash balances recorded on the bank reconciliation.

We found no exceptions as a result of our procedures.

2. We agreed the bank balance on the reconciliation to the bank statement. We recomputed the mathematical accuracy of the reconciliation.

We found no exceptions as a result of our procedures.

3. We agreed reconciling items appearing on the reconciliation to canceled checks, deposit slips, or other documentation. We determined whether dates recorded on those documents support that those items were proper reconciling items at 12/31/04.

We found no exceptions as a result of our procedures.

### **Non-Payroll Cash Disbursements**

1. We performed mathematical computations to confirm the mathematical accuracy of the disbursement listing and compared the total to the total disbursements shown on the PFFFR and OCFR.

We found no exceptions as a result of our procedures.

2. We traced selected recorded disbursements to source documentation such as invoices and canceled checks. We determined that selected checks correspond to the names on the invoice and that the checks were signed by the authorized signatories and endorsed by the payee.

We found no exceptions as a result of our procedures, except as noted below:

- During the period, the Party paid several late fees and incurred seven non-sufficient funds bank charges totaling \$273 (averaging approximately \$39) related to the Income Tax Check-off Account (ITCA).; and required four transfers into the ITCA from other sources totaling \$700. We recommend management ensure procedures are implemented to more closely monitor the cash flow needs of the ITCA to reduce or eliminate the number of late fees, transfers, and non-sufficient funds fees.
  - During the period, the Party incurred 12 monthly bank service charges totaling \$1,016 (averaging approximately \$85 per month) for the ITCA. We recommend management evaluate possible alternatives to reduce the bank service charges.
3. We vouched selected disbursements for compliance with Section 3517.18 of the Ohio Revised Code. We selected transactions to be tested using non-statistical sampling methods consistent with Statement on Auditing Standards No. 39.

We found no exceptions as a result of our procedures, except as noted below:

- We identified one disbursement (totaling \$422) out of 20 tested where a portion of the disbursement did not appear to comply with Section 3517.18 of the Ohio Revised Code. The unallowed portion totaled \$130 and was for a consultation on creating a computer program that generated telephone listings for the President Bush Campaign. On May 12, 2005, the Ohio Republican Party deposited \$130 into the ITCA from another funding source as reimbursement for this unallowed expenditure.
- We identified there are no written policies and procedures relating to proper usage of cellular phones. The Party's Chief Financial Officer stated the Property Manager and the Chief Financial Officer review the cellular phone billing statements for proper usage as evidenced by notes on the statements; however, these procedures are not documented. We recommend the policies and procedures related to cellular phone usage be formalized and all reviews or other controls be documented to evidence they are performed consistently, as required.

### **Payroll Disbursements**

We determined if any personnel positions were paid with Ohio Political Party Fund monies to compare them to those positions allowable under 3517.18 of the Ohio Revised Code.

We determined there were no payroll costs charged to the Ohio Political Party Fund during 2004.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on compliance of the political party fund finance report which is attached to this report. Accordingly, we do not express such 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 Ohio Republican 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**

May 26, 2005

**OHIO REPUBLICAN PARTY**  
**POLITICAL PARTY FUND FINANCE REPORT**  
**FOR THE YEAR ENDED DECEMBER 31, 2004 (UNAUDITED)**

BEGINNING BALANCE, JANUARY 1, 2004		\$ 336
RECEIPTS:		
STATE DISTRIBUTION	114,514	
OTHER INCOME	<u>15,700</u>	
TOTAL RECEIPTS		<u>130,214</u>
DISBURSEMENTS:		
Office Overhead	87,282	
Utilities/Building Maintenance	39,895	
Office Supplies	1,992	
Bank Service Fees	<u>1,289</u>	
TOTAL DISBURSEMENTS		<u>130,458</u>
ENDING BALANCE, DECEMBER 31, 2004		<u>\$ 92</u>

(See Independent Accountants' Report)





**Auditor of State  
Betty Montgomery**

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140

Telephone 614-466-4514  
800-282-0370

Facsimile 614-466-4490

**OHIO REPUBLICAN 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  
JUNE 30, 2005**