



**Auditor of State
Betty Montgomery**

**DEMOCRATIC PARTY
WOOD COUNTY**

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Auditor of State Betty Montgomery

REPORT OF INDEPENDENT ACCOUNTANTS' ON APPLYING AGREED-UPON PROCEDURES

Secretary of State of Ohio
Democratic Executive Committee
Wood County
336 South Main Street
Bowling Green, OH 43402-3009

We have performed the procedures enumerated below, to which the Democratic Executive Committee (the Committee) agreed, solely to assist the Committee in evaluating its compliance with Ohio Rev. Code Sections 3517.1012, 3517.17, and 3517.18, for the year ended December 31, 2005. 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. Management informed us they received no such gifts.
2. We noted the Committee did not use Deposit Form 31-CC (*Statement of Political Party Restricted Fund Deposits*); Deposit Form 31-A was used instead. We footed the *Statement of Contributions Received (31-A)*, filed for 2005. We noted no computational errors.
3. We compared bank deposits reflected in 2005 restricted fund bank statements to total deposits recorded in Deposit Form 31-A filed for 2005. We noted one deposit that was not recorded on Deposit Form 31-A. However, these monies pertained to FY 2004 and were included on Deposit Form 31-A filed for 2004. We will not consider this an exception.
4. We confirmed amounts received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A), and agreed them to amounts shown on Deposit Form 31-A filed for 2005. We noted one payment in the amount of \$26.53 that was disbursed by the State Tax Commissioner but was not received by the Party. The amount was neither deposited nor recorded on Deposit Form 31-A.

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Cash Reconciliation

1. We recomputed the mathematical accuracy of the December 31, 2005, reconciliation for the bank account used for receipts and disbursements restricted pursuant to Ohio Rev. Code Section 3517.1012(A). We noted the total fee amount recorded by the Committee did not agree to the total fees charged by the bank, resulting in a difference between the book balance and the bank balance of \$19.30.
2. We agreed the bank balance on the reconciliation to the bank statement balance as of December 31, 2005. The balances agreed.
3. We reviewed the cash reconciliation for reconciling items such as canceled checks, deposit slips, or other such items. There were no reconciling items at December 31, 2005.

Cash Disbursements

1. We noted the Committee did not use Disbursement Form 31-M (*Statement of Political Party Restricted Fund Disbursements*); Disbursement Form 31-B was used instead. We footed the *Statement of Expenditures (31-B)*, filed for 2005. We noted no computational errors.
2. We compared the amounts on checks or other disbursements reflected in 2005 restricted fund bank statements to disbursement amounts reported on Disbursement Forms 31-B filed for 2005. We noted the amounts recorded for bank fees throughout the year were incorrectly recorded on Disbursement Form 31-B. Additionally, we noted the December 2004 bank fees, which were not recognized by the Committee as an expenditure in FY 2004, were not recorded on Disbursement Form 31-B.
3. For each disbursement on Disbursement Forms 31-B filed for 2005, we traced the payee and amount to payee invoices and to the payee's name on canceled checks. The payees and amounts recorded on Disbursement Forms 31-B agreed to the payees and amounts on the canceled checks and invoices, for all checks written.
4. We compared the signature on 2005 checks to the authorized signatory the Committee 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. We compared the purpose for each disbursement listed on Disbursement Forms 31-B, filed for 2005, to the purpose listed on the vendor invoice and to the purposes Ohio Rev. Code 3517.18 permits.

We found no instances where the purpose described on the invoice was inconsistent with the purposes Ohio Rev. Code 3517.18 permits.

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.

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This report is intended solely for the information and use of the Secretary of State of Ohio and for the Democratic Executive Committee 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 21, 2006



**Auditor of State
Betty Montgomery**

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DEMOCRATIC PARTY

WOOD 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 13, 2006**