



Dave Yost • Auditor of State

DEMOCRATIC PARTY
NOBLE COUNTY

TABLE OF CONTENTS

TITLE _____ **PAGE**

Independent Accountants' Report on Applying Agreed-Upon Procedures..... 1

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Secretary of State of Ohio
Democratic Party Executive Committee
Noble County
42296 Keithtown Road
Caldwell, Ohio 43724

We have performed the procedures enumerated below, to which the Democratic Party Executive Committee, Noble County, Ohio (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, 2010. 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 and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. 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 footed each *Statement of Political Party Restricted Fund Deposits* Ohio Rev. Code Section 3517.17 requires (Deposit Form 31-CC), filed for 2010. We noted no computational errors.
3. We compared bank deposits reflected in 2010 restricted fund bank statements to total deposits recorded in Deposit Form 31-CC filed for 2010. We scanned the Committee's 2010 bank statements and noted that two deposits were not reported on Deposit Form 31-CC, in the amounts of \$.25 and \$26.44, respectively. These two bank deposits were included in the beginning balance of the reconciliation instead of being reported on Deposit Form 31-CC.
4. We scanned the Committee's 2010 bank statements and noted they did not reflect four quarterly payments received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A). An October 2010 payment, in the amount of \$.25, was neither reflected as a deposit on the 2010 bank statements, nor reported on Deposit Form 31-CC.
5. We scanned other recorded 2010 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. We recomputed the mathematical accuracy of the December 31, 2010 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 reconciliation to the bank statement balance as of December 31, 2010. The balances agreed.
3. There were no reconciling items on the December 31, 2010 reconciliation.

Cash Disbursements

1. We footed the *Statement of Expenditures* Ohio Rev. Code Section 3517.17 requires (Disbursement Form 31-B), filed for 2010. We noted no computational errors.
2. Per Ohio Rev. Code 3517.13(X)(1), we scanned Disbursement Form 31-B filed for 2010 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 2010 restricted fund bank statements to the only disbursement amount reported on Disbursement Form 31-B filed for 2010. We found no discrepancies.
4. For the only disbursement on Disbursement Form 31-B filed for 2010, we could not trace the payee to an invoice because the check was made payable to "Cash". We did trace the check amount of \$155.00 to the amount on the cancelled check and bank statement. Upon inquiry with the Treasurer, the check was written to reimburse the Democratic Party Executive Fund bank account (non-restricted fund) for tent rental at Noble County fairgrounds. We traced the payee and amount on check written from the Democratic Party Executive Fund bank account to the payee and amount on the cancelled check. We contacted the secretary of the Noble County Agricultural Society and confirmed the amount of \$155.00 being paid to the Noble County Agricultural Society for tent rental. Also, we observed the Noble County Agricultural Society pay-in for this amount.
5. We scanned the payee for the only 2010 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. We compared the signature on the only 2010 check to the list dated March 10, 2011 of authorized signatories the Committee provided to us. The signatory on the check was an approved signatory.
7. We scanned the only 2010 restricted fund disbursement recorded on Disbursement 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 transfer.

Cash Disbursements (Continued)

8. We compared the purpose of the disbursement listed on Disbursement Form 31-B to the purpose listed on the vendor confirmation and to the purposes Ohio Rev. Code Section 3517.18 permits. We found no instance where the purpose described on the invoice violated the restrictions of Ohio Rev. Code Section 3517.18.

We were not engaged to, and did not examine each *Statement of Political Party Restricted Fund Deposits* and *Statement of Expenditures* filed for 2010, 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.



Dave Yost
Auditor of State

May 17, 2011

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DEMOCRATIC PARTY

NOBLE 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 2, 2011**