



**DEMOCRATIC POLITICAL PARTY
CRAWFORD COUNTY**

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

TABLE OF CONTENTS

| TITLE | PAGE |
|---|-------------|
| Report of Independent Accountants | 1 |
| Exhibit 1 | 3 |

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**STATE OF OHIO
OFFICE OF THE AUDITOR**

JIM PETRO, AUDITOR OF STATE

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REPORT OF INDEPENDENT ACCOUNTANTS

Crawford County Democratic Party
920 Clink Blvd.
Crestline, Ohio 44827

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 the 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 Fund Finance Report.

We found no exceptions as a result of our procedures.

Bank Reconciliation

1. We compared the sum of the cash balances recorded on the Political Party Fund Finance Report with cash balances recorded on the bank reconciliation as of 12/31/99. We recomputed the mathematical accuracy of the reconciliation.

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

Cash Disbursements (Continued)

We found two compliance exceptions with Section 3517.18 of the Ohio Revised Code, which are identified below.

The Crawford County Democratic Party made two fifty-dollar donations to the Ohio Democratic Chairman's Association, which is not permissible by Ohio Revised Code Section 3517.18.

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 Report which is attached as Exhibit 1. 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 for the sufficiency of the procedures for their purpose.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized loop at the end.

JIM PETRO
Auditor of State

February 25, 2000

EXHIBIT 1

**POLITICAL PARTY FUND FINANCE REPORT
FOR THE YEAR ENDED DECEMBER 31, 1999
(UNAUDITED)**

| | | |
|------------------------------------|---------------|------------------------|
| Beginning Balance, January 1, 1999 | | \$527.44 |
| Receipts | | |
| State Distributions | <u>392.62</u> | |
| Total Receipts | | <u>392.62</u> |
| Disbursements: | | |
| Donations | <u>100.00</u> | |
| Total Disbursements | | <u>100.00</u> |
| Ending Balance, December 31, 1999 | | <u><u>\$820.06</u></u> |

See Report of Independent Accountants



STATE OF OHIO
OFFICE OF THE AUDITOR

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DEMOCRATIC PARTY

CRAWFORD 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
MARCH 23, 2000**