



ASHLAND COUNTY DEMOCRATIC PARTY

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2004



**Auditor of State
Betty Montgomery**



Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Ashland County Democratic Party Executive Committee
107 East Main St. Suite 2
Ashland, Ohio 44805

To the Executive Committee:

We have performed the procedures enumerated below, which were agreed to by the Democratic Executive Committee (the Committee), solely to assist the Committee 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 Committee'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 Executive 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

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

We found no exceptions as a result of these procedures.

Cash Reconciliation

1. We compared the cash balance recorded on the Ohio Campaign Finance Report with the cash balance reconciled by the treasurer for the Ashland County Democratic Party Executive Committee as of December 31, 2004. The amounts agreed.
2. We recomputed the mathematical accuracy of the reconciliation. We found no computational errors.
3. We agreed the bank balance on the reconciliation with the month end bank statement. The balances agreed.
4. We agreed the one outstanding check for \$100 appearing on the reconciliation to the canceled check. We determined that the date on the check supports that the item was a proper reconciling item at December 31, 2004.

Cash Disbursements

1. We footed the Statement of Expenditures and compared the listing totals to the disbursement totals on the Ohio Campaign Finance Report. The amounts agreed.
2. We selected all disbursement transactions, and traced the payee and amount to source documentation such as invoices and canceled checks. We also compared the payees on the checks to the names on the invoices. The payees and amounts recorded in the Statement of Expenditures agreed to the payees and amounts on the canceled checks.

3. We compared the signature on the checks to the list dated June 11, 2002 of authorized signatories the Committee provided to us. We compared the endorsement to the payee listed on the check. The signatory on all checks we selected was an approved signatory.
4. We compared the purpose for the disbursement with the allowable uses described in Section 3517.18 of the Ohio Revised Code.

We found no exceptions as a result of these procedures.

Payroll Disbursements

The Committee had no payroll disbursements 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 Ohio Campaign 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 Executive Committee and is not intended to be and should not be used by anyone else.



Betty Montgomery
Auditor of State

April 6, 2005

**DEMOCRATIC POLITICAL PARTY
ASHLAND COUNTY**

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

Beginning Balance, January 1, 2004		\$ 642
Receipts:		
State Distribution		336
Disbursements:		
Rent	(300)	
Utilities	<u>(607)</u>	
Total Disbursements		<u>(907)</u>
Ending Balance, December 31, 2004		<u>\$ 71</u>

(See Independent Accountants' Report on Applying Agreed-Upon Procedures)



**Auditor of State
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DEMOCRATIC PARTY

ASHLAND 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

MAY 5, 2005