



**bhm cpa group, inc.**  
CERTIFIED PUBLIC ACCOUNTANTS

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Democratic Party  
Putnam County  
Agreed-Upon Procedures  
For the Year Ended December 31, 2016

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# Dave Yost • Auditor of State

Executive Committee  
Putnam County Democratic Party  
215 Gemstone Drive  
Ottawa, Ohio 45875-1583

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Putnam County Democratic Party, Putnam County, prepared by BHM CPA Group, Inc., for the period January 1, 2016 through December 31, 2016. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Putnam County Democratic Party is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

March 7, 2017

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## **Independent Accountants' Report on Applying Agreed-Upon Procedures**

February 28, 2017

Secretary of State of Ohio  
Democratic Executive Committee  
Putnam County  
215 Gemstone Drive  
Ottawa, Ohio 45875-1583

We have performed the procedures enumerated below, with which the Democratic Executive Committee (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, 2016. The Committee is responsible for complying with these requirements. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards 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 2016. We noted no computational errors.
3. We compared bank deposits reflected in 2016 restricted fund bank statements to total deposits recorded in Deposit Forms 31-CC filed for 2016. The bank deposit amounts agreed to the deposits recorded in the Form.
4. We scanned the Committee's 2016 bank statements and noted they reflected four quarterly payments received from the State Tax Commissioner pursuant to Ohio Rev. Code 3517.17(A). The Deposit Forms 31-CC reported the sum of these four payments without exception.

5. We scanned other recorded 2016 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, 2016 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, 2016. The balances agreed.

#### **Cash Disbursements**

The Committee made no cash disbursements during 2016.

We were not engaged to, and did not examine each *Statement of Political Party Restricted Fund Deposits* and *Statement of Political Party Restricted Fund Disbursements* filed for 2016, 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 Executive Committee and is not intended to be and should not be used by anyone other than these specified parties.

*BHM CPA Group*

BHM CPA Group, Inc.  
Piketon, Ohio  
February 28, 2017

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# Dave Yost • Auditor of State

**PUTNAM COUNTY DEMOCRATIC PARTY**

**PUTNAM 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 21, 2017**