



**Auditor of State  
Betty Montgomery**





## **Auditor of State Betty Montgomery**

### **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Richland County Democratic Party Executive Committee  
810 E. Debby Lane  
Mansfield, Ohio 44906

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, 2003. 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.

#### **Cash Reconciliation**

We compared the cash balance recorded on the Ohio Campaign Finance Report with the bank balance for the Richland County Democratic Party as of December 31, 2003. The amounts agreed.

There were no reconciling items at December 31, 2003.

We found no exceptions as a result of these procedures.

#### **Cash Disbursements**

1. We footed the expenditures on the Political Party Fund Monies Listing and compared the listing totals to the disbursement totals on the Ohio Campaign Finance Report. The amounts agreed.
2. We selected the only two disbursement transactions made during 2003 and traced the payee and amount to an approved request for reimbursement form. The Committee does not receive the original cancelled checks from the bank. They receive a copy of the electronic image of the front and back of the checks. We also compared the payee on the check copy to the name on the approved request for reimbursement form. The payee and amount recorded on the Political Party Fund Monies Listing agreed to the payee and amount on the check copies.
3. We compared the signature on the check copies to the list dated September 26, 2001 of authorized signatories the Committee provided to us. We also compared the endorsement to the payee listed on the check. The signatory on the checks selected was an approved signatory.

**Cash Disbursements (Continued)**

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 2003.

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

February 2, 2004

**DEMOCRATIC POLITICAL PARTY  
RICHLAND COUNTY**

**OHIO CAMPAIGN FINANCE REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2003  
(UNAUDITED)**

Beginning Balance, January 1, 2003		\$ 128
Receipts:		
State Distribution	1,134	
Interest	<u>1</u>	
Total Receipts		1,135
Disbursements:		
Rent	\$1,000	
Office Equipment	<u>138</u>	
Total Disbursements		<u>1,138</u>
Ending Balance, December 31, 2003		<u>\$ 125</u>

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





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**DEMOCRATIC PARTY**

**RICHLAND 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 9, 2004**