

U.S. Department of Labor
Cleveland District Office

Employment Standards Administration
Office of Labor-Management Standards
Cleveland District Office
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August 24, 2005

Manny D. Littin, Secretary-Treasurer
Stage and Picture Operators AFL-CIO
Local 24
435 S. Hawley St.
Toledo, Ohio 43609

Re:

Dear Mr. Littin:

This office has recently completed an audit of Stage and Picture Operators AFL-CIO, Local 24, under the Compliance Audit Program (CAP), in order to determine your organization's compliance with the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). The fiscal year audited was October 1, 2003–September 30, 2004. As discussed during the exit interview with you on May 24, 2005, the following issues were disclosed during the CAP. Please note that the matters listed below are not an exhaustive list of all potential problems, as the scope of the audit was limited.

The CAP disclosed certain LMRDA Section 201(b) reporting violations, as the audit year LM-3 report was deficient as follows:

- (1) Statement A information was in part incorrectly reported on the audit year LM-3 report.
- (2) Statement B information was in part incorrectly reported on the audit year LM-3 report.

\$0.00 was reported under "Contributions, Gifts, and Grants" (Statement B, Item 51); however, during the audit period, Local 24 (a) gave away t-shirts to members, (b) gave away flowers or other bereavement gifts to members, (c) donated \$250.00 to Toledo Opera, and (d) donated \$500.00 to the International Brotherhood of Teamsters (Disaster Fund).

"Other Receipts" (Statement B, Item 43) and "Total Receipts" (Statement B, Item 44) were each inflated by \$5,107.04. This amount was actually a fund transfer from a CD account to the general checking account; however, it was erroneously reported as new revenue in the local's books and on the audit year LM-3 report.

"Interests and Dividends" (Statement B, Item 41) was understated. CD records obtained from the bank indicated that interest earned during audit period was \$828.19, rather than \$679.00 amount recorded by local in its books and reported on the audit year LM-3 report.

- (3) Item 24 information was in part incorrectly reported on the audit year LM-3 report.



During the exit interview, you were advised to prepare and forward to this office an Amended LM-3 report for the audit period. This office recently received your Amended LM-3 report, which corrected the above discrepancies; therefore, at this time, no further action is being considered regarding this matter.

The CAP also revealed certain LMRDA Section 206 recordkeeping deficiencies:

(1) CD statements or other documentation pertaining to the local's CD account(s) were not retained. Also, CD balance(s) and interest earned were not recorded in the local's books, so CD bank and book figures were significantly different (\$828.19 per bank; \$0.00 per books). You advised OLMS that your bank does not provide quarterly CD statements, but does provide documentation of annual CD interest earned; however, this information is less useful because your fiscal year is October 1st to September 30th, rather than January 1st to December 31st. Therefore, in order to correct for the unrecorded CD balance(s) and interest, OLMS obtained quarterly CD statements from the bank.

(2) Sufficient supporting documentation (i.e., receipts, invoices, etc.) was not maintained for certain audit year disbursements; however, during the course of the audit, supporting documentation or information was obtained for these disbursements.

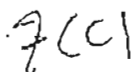
Since you promised that in the future your local would maintain adequate records of its CD account(s), and would retain appropriate supporting documentation and/or information for all disbursements, further action in this matter is not at this time being considered by this office.

The CAP also disclosed a violation of LMRDA Section 201(a), as your local had updated its bylaws during or prior to the audit period, but had not yet forwarded to this office a copy of the updated bylaws. You provided a copy of your recently amended bylaws during the course of the audit, and agreed that future revisions to your bylaws would be filed along with the LM-3 report, in accordance with LMRDA requirements; therefore, at this time, no further action is being considered regarding this matter.

I strongly recommend that you share this letter with the other officers of Local 24, as well as the compliance assistance materials provided to you during the course of the audit, and that you pass this important information on to successor(s) at whatever time you may leave office.

I want to extend my personal appreciation for your cooperation and courtesy during this compliance audit. If we can be of any assistance in the future, please do not hesitate to call our office at (216) 357-5455.

Sincerely,



Investigator