

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
Philadelphia District Office
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April 11, 2005

Mrs. Donzella Lum
Financial Secretary, ILA Local 1883
PO Box 1046
Wilmington, DE 19899-1046
LM# 055-444

Re: ' 2

Dear Mrs. Lum:

This office has recently completed an audit of ILA Local 1883 under the Compliance Audit Program (CAP) to determine your organization's compliance with the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). As discussed during the exit interview with Donzella Lum on April 11, 2005, the following problems were disclosed during the CAP. The matters listed below are not an exhaustive list of all possible problem areas since the audit conducted was limited in scope.

The CAP disclosed that Union officers and employees failed to retain adequate documentation for reimbursed expenses, for expenses charged to union credit cards, and for lodging expenses which were direct-paid by the union. The date, amount, and business purpose of every expense must be recorded on at least one union record. In addition, the names of individuals present for meal expenses paid for by the union and the locations (names of restaurants) where meal expenses were incurred must also be recorded. In the event that the local chooses to authorize a per diem payment for meals and incidentals while an officer is in travel status, the local must articulate that policy in the meeting minutes and keep records showing which days officers claimed a per diem amount.

I want to extend my personal appreciation for your and your entire staff's cooperation and courtesy during this compliance audit. If we can be of any assistance in the future, please do not hesitate to call. Additionally, I ask that this information be passed on to any new officers to ensure that the deficiencies continue to be addressed.

Sincerely,

FCC

Investigator