

U.S. Department of Labor

Employment Standards Administration  
Office of Labor-Management Standards  
Buffalo District Office  
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Buffalo, NY 14202  
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October 27, 2005

Steven Coates, President  
Communications Workers IUE AFL-CIO  
Local Union #81313  
225 Steuben Street  
Painted Post, NY 14870

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Dear Mr. Coates:

This office has recently completed an audit of Communication Workers IUE Local #81313 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 Vice President Mickey Keefer and Office Manager Kelly Keeseey on October 21, 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 the union retained the vast majority of documentation to properly verify its financial activities. However, the union did not maintain supporting documentation to verify and clarify all receipts and disbursements related to its 50/50 meeting raffles as well as collections and disbursements related to its annual Christmas party. Additionally, supporting vouchers for reimbursed expenses such as mileage claims, should note the purpose of travel, and all voided checks should be retained.

The union through its accountant filed a deficient report for fiscal year 2004 in that the form erroneously disclosed that an outside audit of the union's records was conducted. Also, although the union received income in the form of 50/50 raffle and Christmas party receipt collections, none was reported. No amended report will be required at this time.

I want to extend my personal appreciation for the cooperation and courtesy extended to me during this compliance audit. If we can be of any assistance in the future, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Clark".

Investigator

cc: Eric Clark, Financial Secretary  
Patricia Crane, Treasurer  
Mickey Keefer, Vice President