

**U.S. Department of Labor**

Employment Standards Administration  
Office of Labor-Management Standards  
Pittsburgh District Office  
801 Federal Building  
1000 Liberty Avenue  
Pittsburgh, PA 15222  
(412) 395-6925 / FAX: (412) 395-5409



February 7, 2005

John Yorio, President  
SEIU Local 75  
239 4<sup>th</sup> Avenue  
Investment Building  
Suite 1404  
Pittsburgh, PA 15222

Re: 2

Dear Mr. Yorio:

This office has recently completed an audit of SEIU Local 75 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, as Amended (LMRDA). As discussed during the exit interview with you on 2/7/05, the following problems were discussed 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 a violation of Title II of the LMRDA. Section 206 requires that unions maintain sufficient documentation to verify information reported on the LM reports filed with the Secretary of Labor each year. These records must be maintained for at least five years after the filing of the reports. Your union failed to maintain receipts, vouchers and other sufficient documentation to verify expenses and receipts. Since your union agreed to maintain such documentation in the future, no further action is required at this time.

The CAP disclosed a violation of Title II of the LMRDA regarding the annual financial report required to be filed by your organization under Sections 201(a) and (b) of the Act for fiscal year ending 12/31/02. It was determined that the report was deficient in that you failed to report that the union's computer was stolen in December 2002. Additionally, your union failed to file a copy of the local's most recent amended constitution and bylaws. Since the local has agreed to file an amended report, no further action is necessary.

The CAP disclosed a violation of Title V of the LMRDA. Section 502 requires individuals who handle funds of the each labor organization be bonded in an amount not less than 10 percent of funds handled. Your organization was bonded for \$5,000.00 and OLMS determined a minimum bond of \$6,000.00 was required. Since the local increased their bond to \$7,500.00, no further action is necessary at this time.

Additionally, you were advised that the practice of pre-signing blank union checks should be discontinued immediately. Pre-signing blank checks is not a proper safeguard and could lead to the misuse or

for any disbursements that are not a regular or fixed bill. A full report of the union's finances should be given at each membership and executive board meeting and proper authority should be documented in the meeting minutes.

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.

Sincerely, , ,

FCC

Investigator

cc: Row Carter, Secretary - Treasurer  
Andrea Moore, Recording Secretary  
Mike Tobin, Vice President