

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
Cincinnati District Office
36 East Seventh Street, Room 2550
Cincinnati, OH 45202
(513) 684-6840 / FAX: (513) 684-6845



March 11, 2005

Eric Higginbotham, Financial Secretary
UAW Local 2347
P. O. Box 141
Corydon, IN 47112-2212

Re: *2*

Dear Mr. Higginbotham:

This office has recently completed an audit of UAW Local 2347 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 you on December 3, 2004, 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 a violation of Title II of the LMRDA regarding annual financial reports required by your organization under Section 201(b) of the Act. Reimbursed expenses to officers were incorrectly reported as Office and Administrative Expenses instead of payments to officers. In addition, conference fees paid for officers to attend a conference were incorrectly reported as Other Disbursements instead of payments to officers. You agreed to correct your reporting in these areas on future reports. Accordingly, no further action on this matter is contemplated at this time. You also stated that your local amended their bylaws in 2004. OLMS advised you that a copy of the amended bylaws must be filed with your LM Report for the fiscal year ending December 31, 2004.

The CAP also disclosed several recordkeeping violations. OLMS found that the support documentation (hotel bills, receipts, registration information, and call letters) for a number of disbursements was missing. Many of these documents were obtained during the course of the audit. You agreed to make sure you obtain all necessary supporting documents for future disbursements. OLMS also found that your local does not adequately keep track of money received from members who participate in social events. You agreed to keep track of this in the future by recording from whom money was received, the date it was received, how much was received, and who collected it. Finally, OLMS found that no records were kept of who received prizes and presents that your local gives away at social events such as your local's annual Christmas Party. You agreed that in the future you will keep track of who receives the prizes so that all the prizes can be accounted for. Therefore, no further action on this matter is necessary at this time.

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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.

Sincerely,



Investigator