

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
Kansas City Resident Investigative Office
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Kansas City, Missouri 64105-5143
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November 22, 2005

Mr. Richard Albrecht, President
Musicians, Local 34
11 East Gregory Boulevard
Suite 300
Kansas City, Missouri 64114

Dear Mr. Albrecht:

This office has recently completed an audit of Musicians Local 34 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 November 10, 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.

Title II of the LMRDA establishes certain reporting and record keeping requirements. Section 206 requires, among other things, that adequate records be maintained for at least five years by which each receipt and disbursement of funds, as well as all account balances can be verified, explained, and clarified. As a general rule, all records used or received in the course of union business must be retained. This includes, in the case of disbursements, not only the retention of original bills, invoices, receipts, and vouchers, but also adequate additional documentation, if necessary, showing the nature of the union business requiring the disbursement, the goods or services received, and the identity of the recipients of the goods or services.

The following record keeping deficiency was revealed during the audit of Local 34's 2005 fiscal year records.

A pass book for the _____ was not available in union records. Therefore the bank had to be contacted for verification. You are reminded that this is a required record and must be kept for a period of five years.

As agreed, provided that Local 34 maintains adequate documentation in the future, no additional enforcement action will be taken regarding this violation.

I want to thank you for your cooperation and courtesy during this compliance audit. If we can be of any assistance in the future, please contact me or any other representative of our office.

Sincerely,

Dennis L. Eckert
District Director

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Investigator

cc:

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